

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

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

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

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

Contact Renee Coleman, Associate Superintendent or Human Resources at 281-891-6045 for concerns related to Title IX or the Americans with Disabilities Act. Contact Dede Drexler, Executive Director for Special Services at 281-891-6281 for concerns related to Section 504 of the Rehabilitation Act.

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

- a counselor,
- an administrator,
- Renee Coleman, the District’s Title IX Coordinator for student complaints against staff, or
- Ruthie Foreman and Ann Sandoval, the District’s Title IX Coordinators for student complaints against students



Tobacco Free
Thanks to your cooperation!

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CALENDAR—2009-2010

Student Holidays

September 7.....Labor Day
October 12.....Staff Development
November 23-27.....Thanksgiving Break
December 18.....Early Release
December 21-January 1.....Winter Break
January *4.....Staff Development
January 18.....M.L. King, Jr. Day
February 15.....Presidents' Day/Staff Development
March 15-19.....Spring Break
April 2.....Good Friday
May 31.....Memorial Day
June 3.....Early Release

Grading Period

First Semester

August 24 – October 2
October 5 – November 13
November 16 – January 15

Second Semester

January 19 – February 26
March 1 – April 16
April 19 – June 3

*Inclement Weather Make-up Days: January 4 and June 4

THURSDAY START TIME

Extended Professional Learning Time

Thursday Start Time – Throughout the year, classes will begin at 9:45 a.m. every Thursday so that teachers can participate in Extended Professional Learning Time. Spring ISD will run its standard bus route on Thursday mornings at a delayed time for high school students only. Students who walk, drive, or receive rides to school need to arrive prior to their first class. Breakfast will be available to students. Students needing to arrive earlier in the morning will utilize a supervised resource as established by the campus. Any change requiring students to arrive at the standard Monday, Tuesday, Wednesday and Friday time will be communicated in advance.

TESTING SCHEDULES

Semester Exams

First Semester Exams	Second Semester Exams*
January 12 – January 15	May 28 – June 3

***Senior Exams will be scheduled based upon graduation ceremony dates and may occur earlier than underclassmen exams.**

TAKS Testing Dates

Grade 9	Reading	March 3
Grades 10 & Exit Level	English/Language Arts	March 3
Grade 10	Mathematics	April 27
Exit Level	Mathematics	April 28
Grade 9	Mathematics	April 29
Grade 10 & Exit Level	Science	April 29
Grade 10 & Exit Level	Social Studies	April 30

TAKS Exit Level Retesting Dates

English/Language Arts	October 20	March 3	April 27	July 13
Mathematics	October 21	March 4	April 28	July 14
Science	October 22	March 5	April 29	July 15
Social Studies	October 23	March 1	April 30	July 16

TAAS Exit Level Retesting Dates

Writing	October 20	March 3	April 27	July 13
Mathematics	October 21	March 4	April 28	July 14
Reading	October 22	March 5	April 29	July 15

***Testing dates are subject to change per the Texas Education Agency.**

ACT/SAT/PSAT/AP Testing Dates and Locations

2009 - 2010

*ACT:	*SAT:	*PSAT:	*AP:
September 12	September 10	October 14	May 3-7 / 10-14
October 24	October 7		
December 12	December 5		
February 6	February 23		
April 10	March 13		
June 12	April 1		
	June 5 (WHS Only)		

*ACT and SAT testing sites are Dekaney, Spring and Westfield High Schools
 *PSAT and AP testing occur at each high school campus, including Wunsch

SPRING ISD HIGH SCHOOLS

DEKANEY

22351 Imperial Valley
Houston, TX 77073

281-891-7260
Fax 281-891-7261

Delic Loyde, Principal
Jeff Goston, Assoc. Principal
Sharon Bailey, Assoc. Principal
Grace Nickerson, Assoc. Principal
Rickie Duncan, Asst. Principal
Elvis Anderson, Asst. Principal
Fola Stephens, Asst. Principal
Denise Fields, Asst. Principal
Kyle Taylor, Asst. Prin.
Jairo Maldonado, Asst. Prin.

WESTFIELD

16713 Ella Blvd.
Houston, TX 77090

281-891-7130
Fax 281-891-7131

Dr. Frederick Walker, Principal
Rex Grozier, Assoc. Principal
Misti Morgan, Assoc. Principal
James Mueller, Asst. Principal
Melissa Mallon, Asst. Principal
Rachel Branch, Asst. Principal
Dennis Jester, Asst. Principal

SPRING

19428 I-45 N.Frwy
Spring, TX 77373

281-891-7000
Fax 281-891-7001

Donna Ullrich, Principal
Pat Carey, Assoc. Principal
Susie Simpson, Assoc. Principal
Hannibal Trent, Asst. Principal
Tess Bennett, Asst. Principal
Jeff Colston, Asst. Principal
Phelecia Parks, Asst. Principal
Leonard Villarreal, Asst. Principal
Earlesia, Nowlin, Asst. Principal

WUNSCHÉ

900 Wunsche Loop
Spring, TX 77373

281-891-7650
Fax 281-891-7651

Debi Koch, Principal
Jill Wright, Assoc. Principal
Craig McClure, Assoc. Principal
Susan Haase, Asst. Principal
Michael Pharris, Asst. Principal
TBA, Asst. Principal

VIRTUAL SCHOOL

16717 Ella Blvd.
Houston, TX 77090

281-891-6175
Fax 281-891-6176

Regina Owens, Administrator

TRANSPORTATION

341 E. Richey
Houston, TX 77073

281-891-6490
Fax 281-891-6491

Brian Weisinger, Director

SPRING ISD PROFILE OF A GRADUATE

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

Scholastic Preparation

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

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

Social Responsibility

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

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



RESPONSIBILITIES

Student

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

Parents - Our Most Important Partners

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

Parent

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

Teachers

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

Administrators

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

Jurisdiction

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

STEPS PROBLEM SOLVING PROCESS

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

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

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

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

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

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

The process is:

1. If the issue is not resolved informally, submit form FNG (EXHIBIT): Level One-Student/Parent Complaint Form within 10 days of the incident, or reasonable discovery of incident, to the appropriate administrator (usually an associate/assistant principal or principal). The appropriate administrator shall hold the conference within 7 days after receipt of the written request. The administrator shall have 5 days following the conference within which to respond in writing.

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

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

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

ENROLLMENT AND WITHDRAWAL

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

Registration

Parents may begin the Spring ISD student enrollment process online. To enroll a student, the parent, legal guardian, or person showing evidence of legal responsibility must accompany the student to school to complete and sign a registration form. The parent should notify the school of any court order or other services received at the previous school affecting his child. Parents must provide information at the time of registration for emergency notification.

Students enrolling in a school from another school or school district should present a copy of the last report card received. At the time of registration, a student must bring a copy of transcript for correct placement.

Proof of Identity

A student must provide a Social Security number, if one is available, and show proof of identity (examples include birth certificate, passport, school report card, hospital birth record, or any other legal document that establishes identity) and proof of living in the District with his parent or guardian or a court-appointed adult. The names of students for whom no proof of identity has been submitted within 30 days of enrollment will be submitted to law enforcement officials as required by law.

Residency

A student will attend the appropriate school in his attendance zone. Proof of residency, as exhibited by such documents as a current utility bill, a sales contract or rental contract listing each occupant of a residence or apartment, is required for enrollment. If a student and his family reside with another family, a notarized statement acknowledging that fact is required from the owner of the residence or manager of the apartment building. The **move-in resident** must provide three forms of documentation with the new address within **30 days** of enrollment. Examples include but are not limited to driver's license, voter's registration card, bank statement, or bill that proves residence. Affidavits for the current school year must be renewed annually. False statements or listings concerning residency may result in collection of tuition fees. **Students, whose change in residence results in a change in attendance zones within the District or to another school district, will be withdrawn. Out-of-district students are not accepted on a tuition basis except for senior year exceptions. Residency may be checked and verified by residence checks, talking with neighbors, confirmation with apartment managers or talking with students by District personnel, including District Police officers, throughout the year.** Copies of all required documents will be made and kept on file.

Acting as Own Agent

A student who is 18 years old or older and who lives with his parent(s) may act as his own agent by placing on file a **NOTARIZED** letter to that effect signed by his parent(s). Students, 18 yrs. of age, who can establish residency within the district and qualify to be their own agent must comply with all school rules, policies, and guidelines.

Withdrawal From School

A letter signed by parents/guardian should be presented to the registrar at least 48 hours prior to the student's last day of attendance, stating the reason for withdrawal and the date of withdrawal. The registrar will verify this information. All textbooks, library and supply records, as well as other fines or assessments must be cleared prior to withdrawing. The registrar will provide the student with a form requiring the signatures of the student's teachers, the librarian, the nurse, the counselor, the assistant principal and the registrar which must be completed and returned to the registrar before the student's records can be cleared. The student should leave a forwarding address with the registrar.

Immunizations

In order to attend a public school, the following immunizations are required by the Texas Department of State Health Services:

<i>Vaccine</i>	<i>Required Doses¹</i>
PPCD, Pre-K (Age 3-4)	
Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTaP, DT ⁵ , DTP)	4 doses
Polio	3 doses
Hepatitis B ²	3 doses
Hepatitis A ²	2 doses on or after the 1 st birthday
MMR ² (Measles, Mumps, Rubella)	1 dose on or after the 1 st birthday
Varicella ^{2,4}	1 dose on or after the 1 st birthday
Hib	Complete Series OR 1 dose on or after 15 months of age Complete Series = 2 doses (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose.
Pneumococcal conjugate vaccine (PCV-7, Prevnar)	1 dose on or after 12 months of age OR Completed series of 2 or 3 doses with booster after 12 months
Kindergarten	
Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTaP, DTP, DT ⁵ , Tdap, Td ⁵)	5 doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the fourth birthday; however, 4 doses meet the requirement if the 4 th dose was given on or after the 4 th birthday.
Polio	4 doses of polio vaccine one of which must have been received on or after the fourth birthday; however, 3 doses meet the requirement if the 3 rd dose was given on or after the 4 th birthday.
Measles, Mumps, Rubella (MMR) ²	2 doses with the first dose on or after the first birthday
Hepatitis B ^{2,3}	3 doses
Varicella ^{2,4}	2 doses on or after 1 st birthday
Hepatitis A ²	2 doses on or after 1 st birthday

Grades 1-6

Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTaP, DTP, DT ⁵ , Tdap, Td ⁵)	5 doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the fourth birthday; however, 4 doses meet the requirement if the 4 th dose was given on or after the 4 th birthday. Age 7 years or older: 3 doses, including one dose on or after the fourth birthday.
Polio	4 doses of polio vaccine one of which must have been received on or after the fourth birthday; however, 3 doses meet the requirement if the 3 rd dose was given on or after the 4 th birthday.
Measles, Mumps, Rubella (MMR) ²	2 doses with the first dose on or after the first birthday
Hepatitis B ^{2,3}	3 doses
Varicella ^{2,4}	1 dose on or after 1 st birthday (2 doses if vaccine given at 13 years of age or older)

Grade 7

Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTaP, DTP, DT ⁵ , Tdap, Td ⁵)	3 doses, including one dose on or after the fourth birthday. Booster dose of Tdap required <u>five years</u> after the last dose of a tetanus-containing vaccine.
Polio	4 doses of polio vaccine one of which must have been received on or after the fourth birthday; however, 3 doses meet the requirement if the 3 rd dose was given on or after the 4 th birthday.
Measles, Mumps, Rubella (MMR) ²	2 doses with the first dose on or after the first birthday
Hepatitis B ^{2,3}	3 doses
Varicella ^{2,4}	2 doses on or after 1 st birthday
Meningococcal Vaccine (MCV)	1 dose

Grades 8-12

Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTaP, DTP, DT ⁵ , Tdap, Td ⁵)	3 doses, including one dose on or after the fourth birthday. Booster dose of Tdap required <u>ten years</u> after last dose of a tetanus-containing vaccine.
Polio	4 doses of polio vaccine one of which must have been received on or after the fourth birthday; however, 3 doses meet the requirement if the 3 rd dose was given on or after the 4 th birthday. (not required age 18 or older)
Measles, Mumps, Rubella (MMR) ²	2 doses with the first dose on or after the first birthday
Hepatitis B ^{2,3}	3 doses
Varicella ^{2,4}	1 dose on or after 1 st birthday (2 doses if vaccine given at 13 years of age or older)

Note

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

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

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

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

⁵Td vaccine is an acceptable substitute if Tdap vaccine is medically contraindicated.

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

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one up-to-date dose of each specified age-appropriate vaccine required. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of the vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered. Absences pending immunizations will be unexcused.

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

Documentation

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

Bacterial Meningitis

What is Meningitis?

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

What are the Symptoms?

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

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

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

How serious is Bacterial Meningitis?

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

How is Bacterial Meningitis spread?

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

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

How can Bacterial Meningitis be prevented?

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

Vaccines are required for students entering 7th grade and in selected situations. These vaccines can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

Seek prompt medical attention.

For More information

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

STUDENT RECORDS

School Records

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

A student's educational record is an official record and must be maintained in the student's legal name, per the original birth certificate or court document. Falsification of a name on a legal document is a violation of the Texas Penal Code.

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

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

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

Record Corrections

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

Emergency Information

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

Public Access to Directory Information

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

Certain Information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless, the parent or guardian objects to the release of the directory information about the student. If you do not want Spring Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by Sept. 8, 2009. Spring ISD has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, the most recent educational agency or institution attended, high quality or award-winning student work and interviews given by students about honors, awards and school activities.

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

A parent or guardian may not want any types of information within the definition of directory information to be subject to release. A parent or guardian has the right to instruct the District not to designate any or all of the information described above as directory information about the student by using the **Notice Concerning Privacy of Student Directory Information (NCPSDI)** form provided at registration to notify the District by Sept. 8, 2009. The District recognizes that a parent may not want some directory information released but may want other information to be made available. Therefore, the District has divided directory information into two categories on the NCPSD form.

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

Audio/Video	A child may be videotaped/audio taped by the school for the purposes of safety, for co-curricular, extracurricular, or classroom activities, or for media coverage. If other audiotapes or videotapes are to be made, parental permission will be obtained. Video cameras may be in use on buses to help ensure the safety of the students.
Copies of Records	Copies of student records may be obtained from the registrar for 10 cents per page. In the event the records include more than 50 pages the cost will be higher.
Behavior Rating	SISD staff will comply with written requests for behavior rating scales by outside professionals who must supply the scales desired. All behavior scales must be of reasonable length and complexity as determined by the campus principal. Completed scales will be sent directly to the requesting professional.

ATTENDANCE

Age Requirement	In Texas, children must attend school until their 18 th birthday, unless exempted by law. School staff members investigate and report violations of the state compulsory attendance law to the appropriate court authorities.
Leaving School Early	For a student to leave the campus during the school day, he must take a written note, signed by his parent, to the attendance office before school that day. The note should contain the full name of the student, date, grade, time and reason for dismissal, and his parent's daytime phone number. The student will obtain his permit to leave from the attendance office before he reports to his last class of the day. Early dismissal students must have on their person a document identifying them as eligible for early dismissal. He must show the permit to the teacher in his last class at the time he is to leave. The student must sign out at the attendance office as he leaves the building in order not to be considered truant.
Tardies	Tardies to class may result in a lower conduct grade in that class. A tardy of more than 15 minutes becomes an absence. Tardies will be handled in accordance with school and class rules. A student who is late to school must go to the attendance office, sign in and get a tardy slip. A note from the parent explaining the tardy is requested. The tardy may be excused or unexcused. A student is subject to disciplinary action upon his first tardy. Students who receive a disciplinary consequence for tardies will lose their semester final exam exemption status.
Truancy	Truancy is an absence of more than 15 minutes from class without a valid excuse. Leaving during a class without teacher permission constitutes a truancy. A truancy counts as an unexcused absence from each class missed. Repeated truancy will result in a referral to the District Attendance Officer and may result in a discipline referral assigned by the school administration and/or ticketing by a SISD police officer.
Attendance Officer	One Spring ISD police officer is assigned as the attendance officer of Spring ISD. The attendance officer investigates possible compulsory attendance law violations. The attendance officer presents evidence to the court of compulsory attendance law violations. The attendance officer is asked to verify questions of student residency. Students may be issued Class C tickets to be filed in a Harris County Justice of the Peace Court for failure to attend school. Tickets may be issued to students age 10 and above for failure to attend school. Charges may be filed against parents for compulsory attendance law violations. Students with excessive absences will be referred to the Harris County District Attorney's "Stay in School Program".

Stay in School Program

The District participates in the "Stay in School" program. The Harris County District Attorney's Office, in cooperation with your child's school is involved with this program which is designed to increase school attendance.

Once your child, violates the legal limit of unexcused absences, a warning letter will be sent to your home and hand-delivered to your child in school. Within five days of receipt of this letter you will be required to attend a conference, at your child's school, to discuss your child's truancy problem and attempt to rectify it before criminal charges are filed. If, however, your child continues to incur additional unexcused absences, the school will file a case in the Justice of the Peace court, where you and your child must appear in response to the charges.

Community College Enrollment

Students enrolled in a course at a community college must comply with the attendance requirements of both the college and the District in order to earn credit for the course. Grades earned in dual credit courses do affect extracurricular eligibility.

ABSENCES

Absences

Students are required by State law to be in attendance for at least 90 percent of the days a class is offered per semester in order to receive credit for the classes in which they are enrolled. Unexcused absences may receive a disciplinary consequence.

If a student accumulates sufficient **excused** absences to be unable to meet the per semester attendance requirement, a recommendation **may** be made by the principal or his designee to the school attendance committee to grant the student credit for that class for that semester.

If a student accumulates a sufficient number of **unexcused** absences to be unable to meet the per semester requirement, a recommendation **will** be made by the principal or his designee to the school attendance committee to deny the student credit for that class for that semester.

Upon being notified of the recommendation to deny their child credit, a student's parent/guardian may request a hearing before the school attendance committee to present information regarding why their child's absence should not result in loss of credit. This request must be within five school days of receipt of notification. The attendance committee may find that denial of credit is appropriate or that the parents have presented compelling evidence that their child should not be denied credit.

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

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

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

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

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

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

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

The note should contain:

- Full name of student
- Dates absent
- Specific reason for absence each day (i.e. flu, measles, death in the family, etc.)
- Parent's signature and telephone number
- *Example:* John Q. Smith was absent on October 6, 7, and 8, 2008 due to a death in the family

Mrs. J. G. Smith
10-9-08
Telephone number: 281-111-1234

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

The note from the parent must be received within 48 hours of the student's return to school or the absence will become an unexcused absence. A note regarding a student's absence, signed by a student even with the parent's permission, will be considered a forgery and the student will be disciplined. **A principal or assistant principal may require a physician's verification of an illness at any time. Phone calls for absences are subject to verification.**

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

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

GENERAL INFORMATION

Office Hours High school offices and switchboard hours are 7 a.m.-3 p.m. when staff members are available to assist callers. Carl Wunsche Sr. High School office hours are 7 a.m.-3 p.m.

Drills Emergency drills for obstructed and unobstructed evacuations will be conducted several times during the school year. Students also participate in tornado and lockdown drills each year.

Weather-Related Closings/Late Openings Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio and TV stations. Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio and TV stations, posted on the Spring ISD Web site at www.springisd.org and on the Spring ISD Newsline at 281-891-6002. Please listen to these stations rather than calling the school district office or school for information. Weather-related decisions are usually not made until shortly before 6 a.m. since conditions that make roads hazardous may moderate overnight. If weather conditions worsen after buses have begun their scheduled runs, schools will operate on a regular schedule unless utility or weather conditions make the building unsafe.

Lost & Found **Students are responsible for securing their personal property.** Found articles are turned in to the school office. Students may look for lost items there. Students are encouraged to label belongings. A lost textbook must be paid for prior to issuance of a replacement. If the textbook is found, payment for the book will be refunded.

Patriotic Activities	<p>During each school day and at all school assemblies, contests or public meetings, the Pledge of Allegiance and/or the Star Spangled Banner will be said or played, followed by the Salute to the Texas flag. Students objecting to participation in such activities on the basis of religious beliefs or nationality are not required to participate and will remain silent during the activities. While no student may be required to participate, they may be asked to stand.</p>
Visitors	<p>Parents and other visitors are welcome to visit District schools. All visitors are required to register with the receptionist and provide Photo ID. District campuses have the V-Soft System which requires visitors to show photo identification. This system checks for registered sex offenders.</p> <p>Please note that the following guidelines apply for all campus visits:</p> <ul style="list-style-type: none"> • Call in advance to schedule a visit to ensure that the visit does not conflict with testing, supervision responsibilities or some other scheduled activity. • Sign in at the school office and obtain a visitor's badge designating your specific destination. • A Photo ID must be shown anytime a visitor enters the building. • Make other arrangements for pre-school children rather than bringing them for the visit. The school does not have child care facilities and the activities of pre-schoolers distract students, teachers and parents. • Visitors must be dressed appropriately, with no revealing or suggestive clothing. Clothing with profane or offensive messages is prohibited. • There will be zero tolerance for disorderly conduct, including, but not limited to, refusal to comply with campus policy, profanity, and verbal or physical intimidation. <p>Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Student visitors are not allowed. Trespassers are subject to prosecution.</p>
Child Abuse Reporting	<p>Any person who has cause to suspect that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law to Children's Protective Services at 1-800-252-5400, FAX 1-800-832-2090.</p>
Asbestos Plan	<p>The school's asbestos management plan is available for inspection by contacting the building principal. Specific information is available from the Safety/Risk Management Department by calling 281-891-6440.</p>
Pesticides	<p>Pesticides are periodically applied indoors. Information on the times and types of applications is available upon request at the Operations Department, 281-891-6425.</p>
Waiver of Fees	<p>The District is authorized to charge fees or require deposits for some materials and activities. Upon receipt by the District of reliable proof that a student and his parent or guardian are unable to pay a fee or deposit required by the school or to pay for a lost or damaged textbooks, such fee or deposit or payment shall be waived. Such student and his parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver or for an installment payment plan for a lost or damaged textbook.</p>
Non-school Fundraising Items	<p>Students are not allowed to bring to school items (such as candy, cookies) being sold as part of a fundraiser sponsored by a non-school organization. No outside items can be sold.</p>
Minute of Silence	<p>Each school in the District shall provide for the observance of one minute of silence following the recitation of the pledges of allegiance to the United States and Texas flags.</p>

Spring ISD has implemented policies to ensure that elementary school students engage in at least 30 minutes per school day or 135 minutes per school week of physical activity. The Spring ISD health advisory council met twice during the 2008-2009 school year. Spring ISD has adopted and enforces policies that restrict student access to vending machines and prescribe penalties for the use of tobacco products by students and others on school campuses or at school-sponsored or school-related activities.

SCHOOL SERVICES

Free school bus transportation is available to all students who live farther than one-fourth mile from the front door of their school. Students should be at their stop at least five minutes prior to bus arrival time. A stop is designated at a corner nearest to the student's house, or main entrance to an apartment complex. Bus schedules are available in the school office. For specific concerns, call the Transportation Department at 281-891-6490.

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

Bus Rules

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

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

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

Bus Changes

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

Late Boarding

Due to the concern for the safety of students and the need for each bus to meet schedules at other schools, students will not be permitted to board the buses after the first bus begins moving away from the school. Telephones are available in the main office for students who miss the bus.

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

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

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

Transporting Students from After School Activities

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

Transporting Students to a Disciplinary Alternative Education Program

Non-expelled Students:

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

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

Expelled Student:

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

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

Child Nutrition

A variety of breakfast and lunch meals are served daily in the high schools. Pizza/Pasta, Tex-Mex, Country Fare, Bakery, Deli, and the Grill offer a wide selection of nutritious choices. Students are given a unique account number, which identifies them to the register system and is used for all meals and a la carte purchases. A parent who does not want their child to purchase a la carte items from their student's account balance must put the request in writing to the Cafeteria Manager.

Pre-payments for meals and a-la-carte purchases can be made. Account balances may only be used to purchase food from the cafeteria. Students may also pay for their meals daily with cash, change will be applied to the student's account unless otherwise requested. Discover, Mastercard and Visa payments are accepted by PayPams - phone (1-888-994-5100) or on the Internet (www.paypams.com) after registering for the service. Other features include automatic payments and e-mail notification of low balances. All features are free of charge, including the credit card payments. **Checks are no longer accepted as a form of payment by the Child Nutrition Department.**

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

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

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

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

Cafeteria Behavior

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

Food Safety Requirements

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

Clinic

The school nurse provides health care for students who become ill or injured at school. **ANY SPECIAL HEALTH NEEDS OF THE STUDENT SHOULD BE DISCUSSED WITH THE SCHOOL NURSE.** State-required hearing, vision and spinal screenings are conducted by the school nurse.

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

Fever

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

Communicable Diseases

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

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

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

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

Medication

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

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

Prescription medication must be of United States origin.

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

Prescription Medication:

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

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

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

Insurance

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

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

Textbooks

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

Student responsibilities for textbooks/instructional materials/equipment:

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

Should the lost textbook or other instructional material be found, the payment for the lost item will be refunded by school check. Refund claims must be completed within one week after school concludes for the school year.

Guidance & Counseling

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

Group and individual counseling services are available to students covering a variety of topics and issues. Also, group and individual counseling for students with drug-related problems are available from a specially trained counselor on the high school counseling staff. Counseling services are available to any student unless specifically prohibited by written request from the parent or guardian, or unless they are currently being treated by a licensed professional counselor, a psychologist, a psychiatrist, or other certified/licensed mental health professional outside the school setting. If a parent/guardian has any questions regarding the counselor or counseling services, they are asked to call the school counselor or one of the school administrators in the building in which the student attends. Contact counselors by phone or appointment.

In addition to counseling, academic guidance services are available through the counselors. Students have access to the Career Center for information about colleges and universities and are assisted in selecting appropriate courses; and referencing vocational information, college catalogs and materials concerning correspondence courses. Students are aided in obtaining college entrance requirements and deadlines for registration and are assisted in applying for scholarships. Career guidance, COIN and BRIDGES (interest inventory) tests are provided by the Career and Technology Education (CTE) Counselor.

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

Counseling services are not intended to provide ongoing psychological therapy; however, counselors have information available to assist with referrals to community psychologists and other services for therapy and will continue to monitor progress upon parent requests. The counseling department schedules many evening workshops throughout the year to help students and parents with guidance matters. Please call the counselors' office for a schedule.

Students who believe they have been subjected to sexual harassment should report their concerns to a school counselor, administrator, Title IX Coordinator Renee Coleman or the District's Area Superintendents. (Ruthie Foreman, Area I at 281-891-6033 or Ann Sandoval, Area 2 at 281-891-6029.)

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

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

Library

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

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

Library Rules:

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

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

CAMPUS REGULATIONS

Security

Maintaining safe and secure schools is one of the priorities of the District's Five-Year Education Plan. The following measures will be in place during the 2009-2010 school year to ensure safe and secure schools. Other measures will be added if they become necessary.

Students

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

Facilities

- Schools have surveillance cameras, burglar alarm systems, and fire alarm systems that are monitored around the clock by the Spring ISD Police Department.
- Entrances to schools will be limited after the beginning of school each day.
- Video surveillance cameras are located in all Spring ISD facilities and on most Spring ISD school buses, and are monitored by the Spring ISD Police Department. Video surveillance records are created and maintained by the Spring ISD Police Department.
- Video surveillance may only be available to district administrators for 5 days after the date of the incident. Unless the video becomes an educational record, bus or campus surveillance video will only be viewed by district administrators.

Supervision

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

Consequences

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

Photo IDs

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

Discipline consequences may be assigned to students not wearing their Photo ID. A student's ID badge must be maintained in the same condition as issued or student will be required to purchase a new one. A replacement fee will be charged for lost or damaged identification tags.

Backpacks/ Book Bags	Carrying backpacks/book bags is considered a privilege and may be revoked. The principal may require that bags be stored in the student's locker or other storage facility and not be used for carrying books and/or school supplies between classes.
Class Interruptions	Scheduled class time for students will not be interrupted by activities unrelated to the instructional program. The school will not accept flowers and other deliveries of a personal nature for students.
Computer Use/Internet Access	Student will be permitted to use District computers and to appropriately access the Internet only if the student and/or the parent sign for the Computer Acceptable Use Policy (AUP) (pages 49-53). All student computer use shall be in accordance with District policy and teacher directives. Inappropriate use or abuse of District computers and/or the Internet will result in denial or restriction of the privilege to use the District's computers and possible further disciplinary action in accordance with the Student Code of Conduct.
Distribution of Literature	<p>Literature concerning the school or school activities, as well as school publications, must be submitted to the principal or his designee for prior review before being distributed. Distribution may be restricted in accordance with provisions in the District's Regulations.</p> <p>Any literature to be distributed on the campus must have the approval of the principal or designee, and material to be posted must be approved and initialed by the principal or designee. Literature relating to non-profit, non-school, student-oriented activities is not permitted unless approved by a central office administrator at the District Administration Office. This regulation applies to school grounds and buses. Approved posters may be taped on brick or concrete block walls but not on sheetrock walls.</p>
Telephone	Students are not called to the telephone nor are messages delivered during class periods except in extreme emergencies.
Lockers	School lockers are the property of Spring ISD. Inspection of lockers may be conducted by school authorities or SISD police officers for any reason at any time, without notice, without student consent and without a search warrant.
Motorized Vehicles	<p>A student driving a car or motorcycle to school must be a licensed driver and have the state-required liability insurance coverage. The student must register the motor vehicle and obtain a parking sticker in the assistant principal's office during the first week of school. The parking sticker must be affixed by its own adhesive in the lower corner of the passenger side of the front windshield. Motorcycles must have a parking sticker affixed to the left side of the gas tank. The cost for a parking permit is \$10 per year. Replacement permits cost 50 cents each, and permits for additional cars in the same family cost \$2. No refunds will be given.</p> <p>Campus parking tickets may also be issued with parking fines charged to students based on the following schedule: First-\$2, Second-\$3, Third-\$5, Fourth -\$10 (and all subsequent parking tickets issued to that vehicle).</p> <p>School administrators may assign disciplinary consequences, including but not limited to, revoking parking privileges for the remainder of the year for excessive parking violations or failure to pay accumulated parking fines.</p> <p>When an illegally parked vehicle is towed, all fines must be paid before it will be released back to the owner.</p> <p>Driving around the campus is not permitted during school hours. Students must park in a designated student area and go directly to the building upon arrival at school. Students may not return to the parking lot at any time without a pass from an administrator until they are leaving the campus for the day. Students may be issued traffic tickets from the Spring ISD Police Dept. for parking and/or moving violations. These Class C traffic tickets will be filed through Harris County Justice of the Peace Court.</p>

Student vehicle regulations include:

- observing a 10 MPH speed limit on the campus
- no parking in bus loading, walk-through or drive-through areas
- parking motorcycles and bicycles in the appropriate area
- no parking on the paved band and drill team practice areas after 2:30 p.m. Monday through Friday, from September through November
- parking only in marked areas designated for student parking
- maintaining a volume on the vehicle sound system that cannot be heard outside the vehicle

Failure to comply with these vehicle regulations may result in disciplinary action, issuance of a Class C ticket by the Spring ISD Police Department and filed through Harris County Justice of the Peace Court or loss of vehicle permit and campus parking privileges. Certain violations will result in the removal of the vehicle from campus at the owner's expense.

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

Students of all Spring ISD high schools, who attend classes at Carl Wunsche Sr. High School, will be bused to and from the high school. Use of private vehicles for this transportation is not permitted.

PE Dress

Clothing for physical education, including tennis shoes and socks, should be clearly marked with the student's name. A list will be provided of the required clothing, which may be purchased through the Physical Education Department. Each student is responsible for his belongings during both the dressing and physical education period including placing belongings in the locker and securing the lock.

PA System

During announcements over the public address system, everyone in the building should remain still and attentive.

School-Sponsored Trips

When going on a school-sponsored trip the student must submit a signed parent permission form and must submit an emergency medical treatment form provided by the teacher. The student must ride in buses or other vehicles furnished by the District when involved in school activities. **Exceptions must be approved by the principal or his designee prior to the beginning of the trip.**

Food

Food and drinks may be consumed only in the cafeteria. The following guidelines apply to drink containers:

- Only unopened drink containers may be brought into the building.
- Drink containers may only be opened and consumed in the cafeteria before school in the morning and during lunch.
- Any drink container not in compliance with these guidelines will be confiscated.

Hall Conduct

Students are expected to change classes in an orderly and quiet manner by staying to the right in the hall and going directly to their destination. There should be no loitering, shouting, running, whistling, loud talk, or boisterous conduct at any time. Displays of affection are not permitted.

Students in the hall after the tardy bell has rung must have a pass or be subject to disciplinary action. A hall pass does not give permission to loiter in the halls or in the restrooms. A delay en route may cause the student to be sent to the office for disciplinary action.

Radios, Electronic Devices, Cameras & Skateboards

Student-owned radios and electronic devices are not permitted in the building, on the campus or on the bus without the written permission of an administrator. Cameras will be permitted at school only with written permission from an administrator or a teacher. These items will be confiscated and may not be returned until the end of the school year. Repeated offenses will be individually handled. Skateboards and roller blades are not permitted on campus at any time, unless used in a class.

The Spring ISD Police Department will not investigate or file theft reports for students or parents for prohibited or contraband items.

Cell Phones/ Paging Devices

Cell phones may not be visible or turned on during the academic school day. The cell phone/paging device will be confiscated and **returned in accordance to the District's Regulations regardless of who actually owns the device.** Cell phones and paging devices may be carried at extra curricular activities after the regular school day. Confiscated cell phones/paging devices shall remain in the custody of Spring ISD Police Department. A 5 day waiting period will be required before the cell phone/paging device is returned. There will be a \$15 administrative fee for the return of the cell phone/paging device.

If a cell phone/paging device is confiscated from a student on second or subsequent occasion the cell phone/paging device shall not be returned until the end of the school year after the parent, guardian, or nonstudent owner demonstrates proof of ownership and pays a \$15 administrative fee.

The cell phone/paging device may be picked-up at the Spring ISD Police Department at 210 North Forest Blvd., Houston, TX 77090.

Grooming & Attire

Appropriate student dress and grooming is that which is deemed in good taste, reflecting the standards of the community of which the schools are an integral and visible part. The dress and grooming of students conveys an image of the schools and students, influencing how others respond to and judge the Spring ISD and its students, as well as contributing to the school climate to which students themselves respond.

It is impractical to list every possibility of dress and grooming. **The principal of each campus shall apply the Grooming Code and make all final decisions regarding what is acceptable and appropriate considering the age and activities of the students.** Guidelines and administrative decisions regarding appropriate dress will reflect concern for health and safety of students and the influence of specific dress or grooming on the overall educational climate of the school. The guidelines will be reviewed periodically to ensure that they continue to reflect community expectations while permitting individual choices and recognizing acceptable current fashions. Several campuses have mandatory standardized dress for the students.

Specific Guidelines:

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

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

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

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

A student's hair must be neat, clean and must not be distracting or interfere with the learning environment. Extreme hairstyles and hair color are not acceptable. A male student may have neatly groomed facial hair.

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

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

ACADEMIC INFORMATION

Accreditation	All Spring ISD schools are fully accredited by the Texas Education Agency.
Grade Reporting	<p>Report cards will be sent home with the students within 7 days following each six-weeks grading period, and 10 days after the semester ends. The last report card will be mailed home within 10 days after school ends.</p> <p>In addition, progress reports or interim reports to parents are sent home with students at the end of the third, ninth and fifteenth week of each semester to notify parents of a student's progress or a significant drop in performance. Parents are encouraged to contact the teacher upon receiving such a notice.</p>
Parent Conferences	<p>Parents are welcome to confer with teachers, counselors and assistant principals at any time during the year by appointment through the school office.</p> <p>Parents are requested to confer with teachers of any class in which the student makes below a 70 for the six-weeks grading period. Notification of the conference request is indicated on the student's progress report.</p>
Parent Connect	Assignments, grades, teacher emails, and other pertinent information are available online via a secured website. Contact your student's school to obtain additional information on this service.
Exit-Level Exam	All students who were enrolled in grade 9 or a higher grade on January 1, 2001 are required to pass the Texas Assessment of Academic Skills (TAAS) in order to receive a diploma and participate in graduation. All students who were enrolled in grade 8 or a lower grade on January 1, 2001, are required to pass the Texas Assessment of Knowledge and Skills (TAKS) in grade 11 in order to receive a diploma and participate in graduation. Students not mastering the exam will be given additional opportunities to master the exam at scheduled testing times in the summer and during the school year.
Wireless Telecommunication Device Policy	There will be <i>zero tolerance</i> for any wireless telecommunication device that is visible or heard during any state assessment. If any test administrator sees or hears such a device in your child's possession after the test session begins, a series of consequences will be administered. Consequences may include the test being coded unscorable (no score will be given for the assessment), campus disciplinary action, and/or the device being confiscated by campus administration.
Course Costs	The necessary textbook for each course will be issued to students. Costs listed within course descriptions in the High School Program of Studies are for materials to complete projects the student may keep or to purchase personal copies of books.
Course Enrollment	Course selection and enrollment is made for both semesters at the time of initial registration.
Honor Rolls	Students who earn all A's or all A's except for one B are listed on honor rolls released at the end of each grading period.
Credit by Exam/Testing for Make-up Credit	Students are offered opportunities to pass examinations to receive credit for specific courses and to make up credit for failed courses. See the Program of Studies for specific requirements. Information on these testing programs is available in the Counselor's Office. A study guide can be accessed from the Spring ISD website.
Academic Performance Award	Students earning a 4.2 or higher grade point average will be eligible for an academic award. As a junior or senior, students are eligible to earn an honors academic jacket. The academic awards will be presented based on the cumulative grade point averages (4.2 required). Transfer students become eligible to receive the appropriate honors award jacket after completing one full semester at a District high school provided they meet the cumulative grade point requirement as calculated from the grade point scale.

Dedicated Service Graduate (DSG)

The Dedicated Service Graduate (DSG) program is a community service opportunity available to all high school students. A student must complete at least 30 hours of service each year to graduate as a DSG. Ten of these honors must be for service to Spring ISD. If all requirements of the DSG program are met, graduating seniors may be recognized with a DSG honor cord during graduation ceremonies.

For more information, students should contact their College and Career Counselor.

Graduation Requirements

Consult the High School Program of Studies for specific requirements for each course of study option for graduation.

Graduation Ceremony Participation

- Students who anticipate early graduation must complete all correspondence courses prior to the end of school and must present confirmation of successful completion of those courses to their counselor prior to graduation.
- Graduating seniors are encouraged to attend graduation ceremonies. In order to be eligible to participate in the graduation ceremonies, senior students (with the exception of some in Special Education) must:
 - have earned sufficient credits and have passed the state-mandated exit-level test, or be eligible for graduation on the basis of an ARD decision;
 - be in compliance with the Student Code of Conduct and be in good standing according to the requirements of this code;
 - have met all financial commitments to the school;
 - be in compliance with the Grooming Code as well as any additional dress requirements established by the principal for the graduation ceremony.
- Caps and gowns will be ordered during the spring of the year of graduation with the cost being paid by the student.
- Students may purchase graduation invitations made available through a Spring ISD commercial vendor during their senior year.
- Transcripts will be furnished at \$1.00 per transcript.
- All diplomas and official records will reflect the legal name of the student, as required by law.
- Determination of official class rank for graduation honor purposes is made on the basis of grade points earned through a student's first semester of the senior year. A student must have earned credits at a District high school for at least two full semesters, one of which must be the first semester of the senior year, to be eligible for valedictory or salutatory honors. Students transferring into the District after class rank for graduation honor purposes has been determined will have their standing calculated, but will not replace any student in the graduation honors ranking.
- An honor student is one whose rank places him in the top 15 percent of the senior class. Honor students will be those graduating seniors who have accumulated the highest grade point average in all high school courses through the first semester of the senior year. The top 5 percent by rank will graduate Magna Cum Laude, and the next 10 percent will graduate Cum Laude. The student with the highest scholastic average will be Valedictorian, and the student with the second highest scholastic average will be Salutatorian. These students will graduate Summa Cum Laude.
- Seniors are subject to removal from the graduation ceremony for inappropriate behavior before or during the ceremony. If a student misbehaves during the ceremony, he may be removed from the ceremony and/or required to attend a conference with the school principal to obtain his diploma.
- All students who plan to participate in high school graduation must meet all of the high school requirements and regulations for graduation.
- Students who satisfy the requirements for graduation as listed above during the summer may participate in the summer graduation ceremony.

Credit Requirements for Class Standing

Credit Requirements for Class Standing

Students Entering High School prior to 2007-2008

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

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

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

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

The courses required are as follows:

Entry Requirement for 9 th grade classification:	Entry Requirement for 10 th grade classification:	Entry Requirement for 11 th grade classification:	Entry Requirements for 12 th grade classification:
Met 8 th grade promotion requirements	6 state credits (minimum)	12 state credits (minimum)	17 state credits (minimum)
Recommended Course Sequence*			
1	English I	English II	English III
2	Algebra I	Geometry	Algebra II**
3	IPC	Biology	Chemistry or Physics
4	World Geography	World History	US History
5	Elective	Elective	Elective
6	Elective	Elective	Elective
7	Elective	Elective	Elective

Recommended High School Program Requirements -- 24 credits required

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

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

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

Students Entering High School 2007-2008 and Thereafter

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

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

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

All students are required to be enrolled in a course in English, Mathematics, Science, and Social Studies until the state standards for that respective subject have been met on the Exit-Level Texas Assessment of Knowledge and Skills (TAKS) in 11th grade. In addition all students are required to earn 3 or 4 state credits in mathematics.

The courses required are as follows:

Entry Requirement for 9 th grade classification: Met 8th grade promotion requirements	Entry Requirement for 10 th grade classification: 6 state credits (minimum)	Entry Requirement for 11 th grade classification: 13 state credits (minimum)	Entry Requirements for 12 th grade classification: 19 state credits (minimum)
Recommended Course Sequence*			
1 English I	English II	English III	English IV
2 Algebra I	Geometry	MMA** or Algebra II **	Algebra II, Pre-Calculus or other approved math course
3 IPC or Biology	Biology or Chemistry	Chemistry or Physics	Chemistry, Physics, or other approved science course
4 World Geography	World History	US History	Government (1/2)/ Economics (1/2)
5 Elective	Elective	Elective	Elective
6 Elective	Elective	Elective	Elective
7 Elective***	Elective	Elective	Elective

Recommended High School Program Requirements -- 26 credits required

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

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

**Students who opt to enroll in MMA must enroll in this course prior to taking Algebra II.

***Some students may be required to take a maximum of two electives during the freshman year so that additional time can be devoted to instructional needs.

Re-classification	<p>In most cases, re-classification of high school students occurs only at the end of the school year.</p> <p>In cases where students have not been successful at staying on track for graduation due to course failure, re-classification can occur at the end of the fall semester if the student has recouped the credit needed to meet all promotion requirements through summer school, trailer classes, or accelerated instructional opportunities.</p> <p>Students moving in from out of state may be re-classified based on the verification of courses completed from the sending school. In cases where the student did not have the opportunity to take a Texas-specific class (Integrated Physics and Chemistry) but has completed a similar course at the previous school, the course will substitute for the locally required course for promotion/re-classification purposes.</p>												
Minimum Course Load	<p>Freshmen, sophomores and juniors must be enrolled in 3.5 units of credit per semester.</p> <p>Seniors who need fewer than 3.5 credits to graduate may enroll in the number of courses needed for high school graduation, provided the courses follow one after the other during the school day.</p> <p>Seniors needing fewer than 3.5 credits for graduation who wish to remain eligible for extracurricular participation must enroll in at least 2.0 credits per semester and maintain passing grades in each class.</p>												
Special Options	<p>The school counselor or the High School Program of Studies may be consulted for more information on special options for obtaining credit.</p>												
Award of Credit Upon Late Enrollment	<p>Students who enroll after the fifteenth day of a semester and who have not been enrolled in another school may be in danger of not receiving credit for their classes. They are expected to attend all classes and complete all work. At the end of the semester they will be given an opportunity to provide documentation to the attendance committee who will make a recommendation on awarding credit.</p>												
Course Schedule Changes	<p>Completion of schedule changes will be permitted under the following circumstances:</p> <ul style="list-style-type: none"> • Completion of a scheduled course by alternate means • Failure of a course prerequisite to a scheduled course • Change in the senior year to a course required for graduation • Removal of a scheduled course from the school schedule • Exceptional circumstances reviewed by the counselor and approved by the Associate Principal for Instruction <p>When a student withdraws from a course during a grading period, the withdrawal grade will be counted in calculating the student's extracurricular eligibility for that grading period.</p>												
Course Level Changes	<p>A change in level for courses (such as from honors to academic level of the same course) must be made within the first 15 days of the semester or at the end of a grading period. A student changing course levels will receive the grade earned in the original level averaged, proportionate to the time enrolled, with the grade earned in the new level. Grade points will be awarded on the basis of the average applied to the new level.</p>												
PE Substitute Changes	<p>A change from athletics, drill team, band, cooperative work programs or cheerleading to physical education or from physical education to athletics, will be treated as a course-level change. A change from physical education substitutes to any course other than physical education will be treated as a course change.</p>												
Grading Scale	<table border="0" style="margin-bottom: 10px;"> <tr><td>90 - 100</td><td>=</td><td>A</td></tr> <tr><td>80 - 89</td><td>=</td><td>B</td></tr> <tr><td>70 - 79</td><td>=</td><td>C</td></tr> <tr><td>69 & below</td><td>=</td><td>F</td></tr> </table> <p>No grade below 50 shall be assigned for a student's six weeks average. The actual semester exam grade shall be recorded.</p> <p>Neatness, legibility of work, spelling and correct use of language are stressed in all subject areas. These are important basic skills that become part of the teacher's evaluation of a student's work.</p>	90 - 100	=	A	80 - 89	=	B	70 - 79	=	C	69 & below	=	F
90 - 100	=	A											
80 - 89	=	B											
70 - 79	=	C											
69 & below	=	F											

Introductory Course

Introductory courses, (Reading I, II, and III, TAKS labs) focus on essential basic skills and knowledge and differ from academic classes. The objectives to be mastered tend to be less difficult and/or fewer in number than those in academic classes.

Transfer of Grades

Students transferring into a Spring ISD high school with letter grades on their transcripts will have their grades converted to the following numerical equivalents:

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

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

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

Six-Week & Semester Exams

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

Criteria for Exam Exemptions Per Semester

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

Academics

- *Seniors* – (may be exempt from all finals)
 - Average of 90 or above in a course during the semester
 - Passed the portions of the exit-level TAKS related to the course of the exemption
- *Juniors* – (may be exempt from up to two finals per semester)
 - Average of 90 or above in a course during the semester
 - Passed the portions of the most recent TAKS related to the course of the exemption
- *Sophomores* – (may be exempt from one final per semester)
 - Average of 90 or above in a course during the semester
 - Passed the portions of the most recent TAKS related to the course of the exemption
- *Freshman* – (required to take all finals each semester)

Financial Responsibility

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

Attendance

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

Discipline

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

Conduct

- “E” or “S”

The principal may consider special circumstances related to exemption criteria.

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

Assignments/
Make-up
Assignments/
Grades for Late
Assignments

Major Assignments

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

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

Regular Assignments

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

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

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

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

Tutoring

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

Cheating

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

Plagiarism

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

School-to-
Careers
Activities

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

ESOL

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

Special Services

Special Services philosophy is to place students with disabilities who have an academic need in the least restrictive educational environment. Students with disabilities must have the opportunity to participate in the programs and services of the school. They must learn and be tested (assessed) on the same curriculum, as that provided to students without disabilities. By using the range of instructional strategies, based on the varied strengths and needs of students, special education teachers ensure that all appropriate supplemental aides and services are provided to support students work toward grade level content standards (TEKS).

Special Services Include:

Speech Therapy

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

Monitoring/Case Management

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

Pre-school Program for Children with Disabilities (PPCD)

Services for children ages 3 through 5 who meet special education eligibility requirements. Qualifying students may also receive speech therapy.

Resource

Students participate in the general education program but also receive direct instruction from a special education teacher in a separate setting within the school.

Hospital/Homebound

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

Community Based

A community-based classroom targets functional life skills in the area of language arts, math, science, social studies, vocational and personal health. Students receive instruction in community settings to teach generalization of classroom curriculum.

Instructional Support

Students with special needs who need assistance to promote and maintain success in general education classes receive instructional support. Support may include direct student contact, general education teacher assistance and consultation, and preparation and monitoring of accommodations and modifications.

Structured Learning

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

ACE (All Children Excel)

A centralized program is provided at both the elementary and secondary level for students whose medical needs require specialized services.

Suspected Learning or Other Disability

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

RtI involves activities that typically occur in the general education setting as schools assist struggling students prior to and in lieu of a referral for a special education evaluation. RtI as a model provides high-quality instruction and tiered intervention strategies aligned with individual student need, frequent monitoring of progress to make results-based academic or behavioral decisions, and the application of child response data to important educational decisions (such as those regarding placement, intervention, curriculum and instructional goals, and methodologies). For more information regarding RtI, please see <http://www.tea.state.tx.us/special.ed/rti/>.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards-Right of Parents of Student with Disabilities*. Parents, at any time, may request an evaluation of their child for special education services. Inquiries regarding a referral should be made to the campus principal or counselor.

Summer Program

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

Evening High School Program

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

Program of Studies

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

STUDENT ACTIVITIES

Extracurricular Activities

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

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

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

Beginning Year Eligibility

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

- Beginning at the **9th-grade year**—promoted from the 8th grade to the 9th.
- Beginning at the **2nd year of high school**—at least **5** credits toward graduation.
- Beginning at the **3rd year of high school**—at least **10** credits toward graduation or earned 5 credits that count toward the graduation requirement the preceding 12 months.
- Beginning at the **4th year of high school**—at least **15** credits toward graduation or earned 5 credits that count toward the graduation requirement the preceding 12 months.

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

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

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

During Year Eligibility

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

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

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

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

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

Advanced Courses

The Texas Education Code identifies the following as advanced courses:

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

Ineligible Status

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

Activities Limitations

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

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

Consequence

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

Practice Limitations

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

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

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

Organization Requirements

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

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

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

High School Clubs/Activities

Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish rules of conduct and consequences for behavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

A student must be in good standing in an organization to earn honors or other forms of recognition resulting from membership or participation in the organization.

Gangs/Secret Societies

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

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Student Leader Requirements

Elections are held each year to elect certain student leaders and to select students for student honor positions. Students must meet the criteria for the particular organization. Students should contact the faculty sponsor to find out what the criteria are.

National Honor Society

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

- are at least a junior in standing;
- have been enrolled in the high school for one semester or more;
- are seniors and maintained a minimum of 4.2 grade-point average for the first 3 years of high school;
- are juniors and maintained a minimum of 4.2 grade-point average for the first 2 years of high school;
- exhibit leadership qualities and have a positive attitude;
- are actively participating in at least one school activity or organization such as band, drill team, etc.; and
- are actively participating in at least one organization and involved in its community service since the beginning of the current school year. Examples are church youth group, scouts, and Key Club.

Additional membership requirements may be set by the National Honor Society. Final decisions concerning membership are made by the School Faculty Advisory Committee based on the National Honor Society Handbook and the organization's constitution and by laws.

STUDENT CODE OF CONDUCT

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

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

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

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

Most Serious Offenses

Most Serious Offenses – Class A Offenses

Expulsion for Students Age 10 and Over:

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

1. Bringing to school a firearm as defined by 18 U.S.C. Section 921. (See also Clarifications/Definitions section of Student Code of Conduct.)

2. Using, exhibiting, or possessing a firearm (as defined in Section 46.01(3), Penal Code); an illegal knife (as defined in Section 46.01(6), Penal Code); a club (as defined by Section 46.01(1), Penal Code); or a prohibited weapon (as defined in Section 46.05, Penal Code).
3. Engaging in conduct that contains the elements of the offense of aggravated assault (as defined in Section 22.02, Penal Code); sexual assault (as defined in Section 22.011, Penal Code); or aggravated sexual assault (as defined in Section 22.021, Penal Code).
4. Engaging in conduct that contains the elements of the offense of arson under Section 28.02, Penal Code.
5. Engaging in conduct that contains the elements of murder (as defined in Section 19.02, Penal Code); capital murder (as defined in Section 19.03, Penal Code); or criminal attempt to commit murder or capital murder (as defined in Section 15.01, Penal Code).
6. Engaging in conduct that contains the elements of indecency with a child as defined in Section 21.11, Penal Code.
7. Engaging in conduct that contains the elements of aggravated kidnapping as defined in Section 20.04, Penal Code.
8. Engaging in conduct that contains the elements of aggravated robbery as defined in Section 29.03, Penal Code.
9. Engaging in conduct that contains the elements of manslaughter as defined in Section 19.04, Penal Code.
10. Engaging in conduct that contains the elements of criminally negligent homicide as defined in Section 19.05, Penal Code.
11. Selling, giving, delivering, possessing, using or being under the influence of marijuana or a controlled substance (as defined by Chapter 481, et seq. of the Texas Health and Safety Code, or by 21 United States Code Section 801 et seq.), a dangerous drug (as defined by Chapter 483 et seq., Texas Health and Safety Code), or alcohol **if the conduct is punishable as a felony**.
12. Engaging in conduct on or off school property that contains the elements of any of the Class A offenses Numbers 1- 11 in this section against any staff member in retaliation for or as a result of the person's employment with a school district.

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

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

24. Engaging in conduct described in Class A offenses number 1-11 on school property of another district or while attending a school- sponsored or school-related activity of a school in another district.

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

Serious Offenses

Serious Offenses – Class B Offenses

Removal to Disciplinary Alternative Education Program (DAEP)

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

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

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

12. Engaging in conduct off campus and while the student is not in attendance at a school-sponsored or school-related activity if:
 - A. The Superintendent or the Superintendent's designee as a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and

- B. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

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

Significant Offenses

Class C Offenses

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

Consequence

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

Class D Offenses

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

Consequence

Students guilty of a first Class D Offense may receive any of the following discipline management techniques appropriate for the situation as determined by a school administrator, including, but not limited to: peer mediation, detention hall, assignment to the Extension Center or assignment to Disciplinary Alternative Education Program. Additional Class D Offenses may result in suspension for up to three days, additional assignments to in-school suspension (Extension Center) up to the remainder of the semester, assignment to the Disciplinary Alternative Education Program or expulsion.

Offenses Not Specified

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

Teacher Removal

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

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

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

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

CLARIFICATIONS/DEFINITIONS

Penal Code

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

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

Detention Hall

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

Extension Center In-School Suspension

Extension Center is in-school suspension.

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

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

Suspension	<p>A student may not participate in or attend any school activity while serving time of suspension. Students may be suspended for up to three school days for any violation of school rules. There is no limit to the number of times, per school year, that a student may be suspended. No hearing will be provided to a student who is suspended. The student will be allowed to make up work missed while suspended. It is the student's responsibility to ask the teacher for work missed.</p> <p>Parents will be notified in writing if a student is suspended.</p>
Expulsion	<p>Students shall be expelled for up to one calendar year. During the expulsion period, students may earn credits through an alternative or private accredited school. Students may not return to the campus during the expulsion period. One who does will be considered to be trespassing and legal action will be taken. Expelled students may not attend school-sponsored or school-related activities. A student expelled may be placed in the Harris County Juvenile Justice Alternative Education Program (JJAEP) or some other education program for expelled students. Any student who has been expelled from another school district in Texas or another state will have that expulsion continued upon enrollment in Spring ISD until the expulsion period has been completed. An expulsion in another state will be enforced by the District so long as the grounds are also grounds for expulsion in the District. The aggregate period of expulsion will not exceed one year unless the District determines that the student is a threat to the safety of other students or employees or extended expulsion time is in the best interest of the student.</p> <p>Parents will be notified in writing if a student is being expelled.</p>
Serious/ Persistent Misbehavior	<p>The Board's designee may conclude that a student is guilty of serious misbehavior if the student has committed an offense included in the Class A or B offenses in the Student Code of Conduct, or may conclude the student is guilty of persistent misbehavior if the student has committed two or more of any of the offenses in the Student Code of Conduct.</p>
Appeal Process— Expulsion	<p>A school-level hearing shall be offered when a student is recommended for expulsion. A student's parent or guardian shall be notified of the opportunity for a hearing. The parent or guardian may waive the right to a hearing or ask for a hearing. If the parent asks for a hearing, the request must be made within two school days of being told in writing of the recommendation for expulsion.</p> <p>The school-level hearing will be held before a hearing officer, who is usually a principal or associate/assistant principal. Any decision made by the school-level hearing officer may be appealed to an administrative-level hearing. The parent must request in writing an administrative-level hearing within two school days of receipt of the decision from the school-level hearing officer.</p> <p>Finally, a parent or guardian may appeal the administrative-level decision to the Board of Trustees. The parent or guardian must file a written request to appeal to the Board of Trustees with the Superintendent within two school days of receipt of the administrative-level decision. The appeal to the Board consists of arguments based upon the record of information from the administrative-level hearing. If the parent or guardian has questions about due process, they should contact the building principal.</p>
Disciplinary Alternative Education Program Placement	<p>Students who are placed in the Disciplinary Alternative Education Program (DAEP) will be assigned to Highpoint North campus which is operated by the Harris County Department of Education. Students placed in the DAEP may not participate in any school-sponsored or school-related activity. Students enrolled in the DAEP are subject to a "walk-thru" metal detector upon arrival.</p> <p>In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirement and shall establish a specific graduation plan for the student.</p> <p>In the DAEP, the District provides English, language arts, social studies, math, science, and self-discipline. A student removed to a Disciplinary Alternative Education Program shall be offered an opportunity to complete course work before the beginning of next school year according to state law.</p> <p>Parents will be notified in writing if a student is being placed in the DAEP.</p>

Appeal Process— Disciplinary Alternative Education Program Placement

If the principal or designee decides to remove a student to the DAEP for a period of time that extends beyond 30 days or the end of the next grading period, whichever is earlier, the student's parent/guardian must be provided an opportunity to conference with the principal or designee within three school days after notice of removal. The parent/guardian may appeal the principal/designee's decision to the Area Superintendent. The Area Superintendent may appoint a designee to review the placement decision and make a recommendation. The decision of the Area Superintendent is final and may not be appealed. Students are placed in the extension center pending resolution of the appeal.

Trespassing

Trespassing is defined as: (1) being on other than the home campus, or (2) being on the home campus during non-school hours when no activities are underway, and/or (3) no apparent legitimate reason exists to be on campus, or (4) being on any campus if expelled, suspended or placed in the Disciplinary Alternative Education Program, or (5) students placed in the Disciplinary Alternative Education Program who are outside the designated waiting area for their bus, and (6) any visitor found on campus without administrative authorization.

A citation may be issued for trespassing by the Spring ISD Police Department.

Being on a campus for the purpose of roller blading, roller skating or skateboarding is not permitted.

Bullying

Bullying is written or oral expression or physical conduct that is determined by the designee of the Spring ISD Board of Trustees: (1) to have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) to be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student. In accordance with the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying until an ARD Committee meeting has been held to review the conduct.

Harassment

Harassment is: (1) conduct that meets the definition established in Spring ISD Board policy FFH (LOCAL); or (2) conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety. In accordance with the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of harassment until an ARD Committee meeting has been held to review the conduct.

Hit Lists

A hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm. In accordance with the Texas Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of making a hit list until an ARD Committee meeting has been held to review the conduct.

Considerations for Certain Removals

In deciding whether to order suspension, removal to a DAEP or expulsion, the district will take into consideration intent or lack of intent at the time the student engaged in the conduct, or a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, except as required under the Individuals with Disabilities Act (IDEA) and any related federal regulations.

Self-defense

Self-defense may be considered as a mitigating circumstance only when the student has a reasonable belief that the student's response is immediately necessary to protect himself/herself against the other's use or attempted use of improper force that could result in serious bodily injury. Reasonable belief in the school setting means a belief that would be held by the school principal or other appropriate administrator in the same circumstances as the actor. Each student is responsible and will be held accountable for making every effort to avoid the use of any force and is expected to immediately remove himself or herself from the situation if at all possible and/or contact appropriate school personnel and/or follow the directives of school personnel attempting to assist. The District does not approve, sanction, condone or authorize students to use force against another individual, even if that individual provokes, encourages, or instigates a fight or altercation.

**Title V
Offenses,
Texas Penal
Code**

Conduct defined as a felony offense in Title V of the Texas Penal Code include: criminal homicide; murder; capital murder; manslaughter; criminally negligent homicide; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child, elderly individual or a disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; and tampering.

Weapons

Any prohibited weapon, drug, or alcohol which is brought to school or a school activity will not be returned to the student.

Weapons as defined in the Penal Code and 18U.S.C. 921 are as follows:

Firearm—any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

Illegal knife—means a:

- A. knife with a blade over five and one-half inches
- B. hand instrument designed to cut or stab another by being thrown
- C. dagger, including, but not limited to, a dirk, stiletto, and poniard
- D. Bowie knife
- E. sword
- F. spear

Club—means an instrument that is specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes, but is not limited to, the following:

- A. blackjack
- B. nightstick
- C. tomahawk

Prohibited weapons—are:

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

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

**Alcohol/Drugs/
Tobacco**

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

Possession

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

**Class
Disruption**

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

Searches

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

Ticketing of Students

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

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

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

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

COMPUTER ACCEPTABLE USE POLICY

INFORMATION TECHNOLOGY GUIDELINES FOR STUDENTS ACCEPTABLE USE POLICY FOR SPRING INDEPENDENT SCHOOL DISTRICT NETWORK AND TECHNOLOGY RESOURCES

I. OVERVIEW

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

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

1. electronic mail communication with people all over the world;
2. information and news from around the world; discussion boards, forums, social bookmarking, podcasts, learning networks, collaborating with ideas, wikis, and blogs;
3. public domain software and shareware of all types;
4. discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics etc.;
5. access to many University Library Catalogs, the Library of Congress, CARL, and ERIC.

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

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

Definition of District Technology Resources

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computers' hardware, operating system software, application software, stored text, and data files. This includes but is not limited to electronic mail, local databases, externally accessed data (i.e. the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District will, at its own discretion, monitor any technology resource activity without further notice to the end user.

II. INTERNET/SISD NETWORK - SPECIFIC TERMS AND CONDITIONS

- A. **Acceptable Use** - The District's technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals. The District's e-mail system should not be used for mass mailings except for official school business. Commercial use of the District's system is strictly prohibited, except for such things that specifically have been approved by the Superintendent, i.e. employee discount program.

The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.

Software may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Superintendent or designee. Only personnel authorized by the District's technology department may install software on District systems.

Other issues applicable to acceptable use are:

1. Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.
2. Supervision and Permission: Student use of the computers and computer network is only allowed when supervised or granted permission by a District staff member.

3. Network Access: Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.
4. Improper Use: Improper use of any computer or the network is prohibited. This includes, but is not limited to the following:
 - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
 - Using the network for financial gain, political or commercial activity
 - Attempting to or harming equipment, materials or data
 - Attempting to or sending anonymous messages of any kind
 - Using the network to access inappropriate material
 - Knowingly placing a computer virus on a computer or the network
 - Using the network to provide addresses or other personal information that others may use inappropriately
 - Accessing of information resources, files and documents of another user without authorization
 - Attempting to or accessing technology resources, network systems, or applications without authorization
 - Attempting to or bypassing school proxy servers to access the Internet
 - Posting personal information about others without proper authorization
 - Downloading or using copyrighted information without permission from the copyright holder
 - Attempting to "hack" into network resources
 - Storing inappropriate information (i.e. programs and .exe files) in home directories or student shared directories.

- B. **Privileges** - The use of the Internet/SISD Network is a privilege, not a right, and inappropriate use will result in an immediate cancellation of those privileges and may result in further disciplinary action, including but not limited to termination of employment or expulsion. The system administrator(s), Spring ISD employees responsible for the operation of the SISD Network, will deem what is inappropriate use and their decision is final. Also, the system administrator(s) may deny Internet/SISD Network access at any time as required or as they deem appropriate and without notice. The administration of Spring ISD may request the system administrator(s) to deny, revoke, or suspend Internet/SISD Network access, with or without cause, for violation of Internet/SISD Network computing regulations and guidelines, or as a result of other disciplinary action against the user. With the exception of revocation of access privileges, other disciplinary actions taken against a student or employee shall be in accordance with Spring ISD Board Policies.

Any attempt to violate the provisions of these guidelines may result in revocation of a user's account, regardless of the success or failure of the attempt. Improper or unethical use may result in disciplinary actions consistent with the existing Student Code of Conduct, and/or appropriate legal actions as prescribed by law.

- C. **INTERNET/SISD NETWORK Computing Regulations and Guidelines** - Spring ISD is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of these regulations and guidelines will result in disciplinary action in the form of temporary or permanent revocation of access to the Internet/SISD Network, regardless of the success or failure of the attempt, and may result in further disciplinary action including, but not limited to, termination of employment or expulsion.

Access to the District's network systems will be governed as follows:

1. Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.
2. Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.
3. With the approval of the appropriate supervisor, District employees will be granted access to the District's application systems.
4. Any system user identified as a security risk or having violated the District's acceptable use guidelines may be denied access to the District's system. Other consequences may also be assigned.

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

D. **User Responsibilities –**

1. Campus-Level Coordinator Responsibilities -
As the campus-level coordinator for the District's electronic communications systems and resources, the principal or designee will:
 - Be responsible for disseminating and enforcing the District's acceptable use guidelines for the District's technology resources at the campus level.
 - Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.
2. Individual User Responsibilities -
The following standards will apply to all users of the District's electronic communications systems and resources:

a. **General Computing**

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

- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District guidelines.
- System users are responsible for following all copyright laws. Redistribution of copyrighted material is allowed only with the written permission of the copyrighted holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with the applicable copyright laws, District policy, and administrative regulations.
- Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials, photographs, videos, images, or messages, public or private, is prohibited.
- Applying for a userID under false pretenses is a punishable disciplinary offense.
- Sharing your userID with any other person is prohibited. You are solely responsible for any actions which occur in relation to your userID number.
- Revealing your personal address or phone numbers, or the address or phone numbers of students or colleagues, is prohibited.
- Spring ISD reserves the right to monitor, read, or otherwise access any/all file(s) that are received, transmitted, or stored on the SISD Network.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Attempts to evade or change resource quotas are prohibited.
- Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity is prohibited.
- Use of facilities and/or services for commercial purposes is prohibited.
- Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
- Student information is considered confidential and is not to be sent to anyone by any means without the parent's permission.

b. **Electronic Mail**

- Whenever you send electronic mail, your name and userID are included in each mail message. You are responsible for all electronic mail originating from your userID. By accepting an account, the student authorizes the designated Spring ISD system administrator(s) to have access to the student's e-mail and to make that e-mail available to district, local, state, and federal officials in conjunction with any investigation. Therefore: Forgery, or attempted forgery, of electronic mail messages is prohibited.
- Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- Attempts at sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
- Attempts at sending unsolicited junk mail, "for-profit" messages, or chain letters is prohibited.
- Use of inappropriate language, swearing, vulgarities, ethnic or racial slurs is prohibited.

c. **Internet Postings**

The Internet, along with a host of next generation communications tools, has expanded the way in which students can communicate internally and externally, While this creates new opportunities for communication and collaboration, it also creates new responsibilities for Spring ISD students. This Internet Postings Policy applies to students who use the following:

- Multimedia and social networking websites such as MySpace, Facebook, Yahoo! Groups, Twitter and YouTube.
- Blogs (Internal and External)
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities are referred to as "Internet Postings" in this Policy. Please be aware that violation of this policy may result in disciplinary action up to and including expulsion.

1. Internet Postings which do not identify the author/blogger as a Spring ISD student, do not discuss the District, and are purely about personal matters would normally fall outside this guidance.
2. Common sense is the best guide if you decide to post information in any way relating to Spring Independent School District. If you are unsure about any particular posting, please contact the principal of the school.
3. If an Internet posting makes it clear that the author attends Spring ISD, it should include a simple and visible disclaimer such as, "these are my personal views and NOT those of the Spring ISD." When posting your points of view, you should never claim or imply you are speaking on the school and/or the District's behalf.
4. Personal Internet postings should not reveal confidential information about the Spring ISD, including but not limited to aspects of District policy or details of internal District discussions. If in doubt about what might be confidential, contact the Communications Department.

5. Internet postings should not include Spring ISD logos or trademarks, and should respect copyright, privacy, fair use, personal or financial disclosure, and other applicable laws.
6. Internet postings should not violate any other applicable policy of the Spring ISD.
7. The author agrees that the Spring ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Internet postings.

d. **Network Security**

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

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

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/SISD Network, you must notify a system administrator. Do not demonstrate the problem to other users. Do not download any applications programs from the Internet without prior approval of the administration. Application programs may not only contain embedded viruses, but also are often untested and may interfere with the functioning of standard applications being run by Spring ISD. Do not use another individual's account. A Spring ISD staff member shall **not** allow students to access the system through the staff person's account. SISD Network account users shall **not** let others use their account and password. Attempts to login to the system using another member's account or as a system administrator will result in cancellation of user privileges. Members should immediately notify a system administrator if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet/SISD Network.

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

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

- F. **Monitored Use** - The use of the Internet/SISD Network is not a private activity and is reserved exclusively for educational and administrative functions of Spring ISD. Internet/SISD Network users have no expectation of privacy with respect to the use of or access to the Internet/SISD Network. Spring ISD reserves the right to monitor Internet/SISD Network use at any time by a designated administrator to ensure the appropriateness of its use. Furthermore, Spring ISD reserves the absolute right to monitor, read or otherwise access any electronic communication or file that is either received, transmitted or stored on the SISD Network.

Each and every user of the Internet/SISD Network should assume that **every** "electronic communication" (e-mail) will be read by the designated administrator. A USER HAS NO PRIVACY RIGHTS OR INTERESTS IN ELECTRONIC COMMUNICATIONS SENT OR RECEIVED VIA THE INTERNET/SISD NETWORK.

- G. **Vandalism, Mischief and Forgery** - Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses, and the use of system hacking programs and utilities. Any interference with the work of others, with or without malicious intent, will be construed as vandalism. Vandalism, as defined above, may result in the permanent cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, and software repair or replacement.

Forgery or attempted forgery of electronic files or messages is prohibited. Attempts to read, delete, copy, or modify the electronic data of other system users or deliberate interference with the ability of other system users to access technology resources is prohibited.

- H. **Personal Technology Resources Prohibited** - System users are prohibited from connecting personal technology resources, including but not limited to the following: hubs, switches, routers, wireless access points/devices, personal (home) computers, personal (home) printers, and mobile/handheld devices to the District's data communications network, unless specifically authorized by the technology director. Additionally, system users are prohibited from installing or setting up any device that would alter the network technology or any server-based software or technologies without approval from the technology director.
- I. **Information Content/Third Party Supplied Information** - System users and parents of student with access to the District's system should be aware that use of the system may provide access to other electronic communications systems outside the District's networks that may contain inaccurate and/or objectionable material. A student bringing prohibited materials into the District's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policies.
- J. **Internet Filtering** – The district uses Internet filtering software that blocks access to inappropriate content, including sites that are obscene, pornographic, and/or harmful to minors.
- K. **Internet Safety** – Student computer safety is important, and the district has taken appropriate measures. These include blocking student and staff access to inappropriate content on the Internet; providing secondary students with electronic mail accounts that are managed by teachers; and deploying software and hardware that denies unauthorized access and other unlawful online activities.

Students will be educated on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This includes cautions regarding the disclosure of personal information and cyber-bullying awareness and response.

- L. **Application of Terms and Conditions** - All terms and conditions as stated in this document are applicable to the applicant's use of the Internet/SISD Network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas and the United States of America.

This agreement is binding for the duration of a student's enrollment in the District and must be reviewed and signed annually at the start of each school term.

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

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

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