

SPRING BRANCH
ACADEMIC INSTITUTE



HIGH SCHOOL
STUDENT HANDBOOK SUPPLEMENT
2018-2019

Host Campus:
STRATFORD HIGH SCHOOL
1455 Fern
Houston, Texas 77079
Phone: 713-251-3400

SBAI/SHS Staff

Spring Branch Academic Institute:

SBAI Director: Lynne Barry

SBAI Assistant Director: Jim Lefeber

SBAI Administrative Assistant: Lynnda Butorka

SBAI Support Specialist: Lisa Helfer

Stratford High School:

SHS Principal: Chad Crowson

SHS Associate Principal: Pamela Metcalf

SHS 9th grade level Principal: Valerie Johnson

SHS 9th & 10th grade Principal Secretary: Julie Gibson

SHS 9th & 10th grade Attendance Clerk: Olivia Burkin

SHS Counselors: Carrie Campbell-Bishop, Jim Herrington, Crystal Arrington,
Darryl White

SHS Student Support Counselor: Lynn Hollister

SHS Nurse: Connie Hamon

SHS Nurse Assistant: Raquel Pomeroy

SHS Librarian: Shelby Shay

Please note: SBAI high school students follow all rules and regulations as set forth by Stratford High School. Please refer to the district handbook and SHS supplements for information.

504s

Mr. Lefeber is the SBAI coordinator for 504s. Most 504 meetings will be held before or after school in order to meet scheduling needs of SHS teachers. 504 accommodations are provided to teachers prior to the start of the school year. Meetings are held annually; however, parents may request a 504 meeting at any time.

Advisory (Spartan Time)

Spartan Time is a weekly scheduled advisory where students participate in campus and district developed lessons pertaining to student wellness, college preparation, and other topics. Attendance is still taken during this once a week class. During your students' time at SHS, he/she will attend the same Spartan Time class with the same group of students (and possibly the same teacher) all 4 years. SBAI students will be clustered together for Spartan Time.

Attendance

When a student is absent, parents are asked to contact the Stratford attendance office at (713) 251-3406 to report the absence. Parents should also email lisa.helfer@springbranchisd.com and james.lefeber@springbranchisd.com. If the school does not receive communication from a parent regarding a student's absence, the office will attempt to make contact with the parent in order to serve as a check against truancy.

In the event parent contact is not made on the day of the student's absence, the student must bring a written note signed by the parent stating the reason for the absence and present it to the attendance office on the day of return. A doctor's excuse is required for absences exceeding five consecutive days.

Badges

SBAI and SHS students are required to carry student ID badges daily. These badges are used for student identification, recording tardies, and more. If lost, SBAI students should see Mr. Lefeber for a replacement. Replacements are \$5.

Bell Schedules

SHS has different bell schedules depending on special activities. These schedules are:

Regular Schedule

Period 1 or 2	7:45-9:19
Period 3 or 4	9:25-11:08
A Lunch	11:08-11:38
Period 5 or 6 (A lunchers)	11:44-1:18
Period 5 or 6 (B lunchers)	11:14-12:48
B lunch	12:48-1:18
Period 7 or 8	1:24-3:00

Spartan Time Schedule

Period 1 or 2	7:45-9:10
Period 3 or 4	9:16-10:41
Spartan Time	10:47-11:27
A Lunch	11:27-11:57
Period 5 or 6 (A lunchers)	12:03-1:28
Period 5 or 6 (B lunchers)	11:33-12:58
B lunch	12:58-1:28
Period 7 or 8	1:34-3:00

Pep Rally Schedule

Period 1 or 2	7:45-9:14
Period 3 or 4	9:20-10:51
A Lunch	10:51-11:21
Period 5 or 6 (A lunchers)	11:27-12:56
Period 5 or 6 (B lunchers)	10:57-12:26
B lunch	12:26-12:56
Period 7 or 8	1:02-2:30
Pep Rally	2:30-3:00

Assembly Schedule

Period 1 or 2 with Assembly	7:45-9:55
Period 3 or 4	10:01-11:26
A Lunch	11:26-11:56
Period 5 or 6 (A lunchers)	12:02-1:27
Period 5 or 6 (B lunchers)	11:32-12:57
B lunch	12:57-1:27
Period 7 or 8	1:33-3:00

Block Schedule

SHS operates using an alternating block schedule: eight alternating classes with four 90-minute periods each day. A calendar of A/B days can be found on the Stratford High School webpage.

Concerns

When concerns arise regarding classes or situations on campus, parents should always communicate with the classroom teacher first. If concerns continue, please contact both SBAI and SHS administration.

Counseling

SBAI students are assigned an SHS counselor, who will be their counselor throughout high school. SHS counselors have their own Weebly website (<https://www.shs-spartans.com>) filled with information to help parents and students keep up with events related to the high school journey.

Discipline

SBAI students follow the district Code of Conduct and Stratford expectations. SBAI administration is notified when disciplinary incidents occur, and SBAI and SHS administration work together to resolve the issue.

Electives

SBAI works with SHS to provide a wide variety of electives. Some courses have limited spots available. SBAI works closely with SHS to provide an equitable amount of spots for popular electives.

Extracurricular/Co-Curricular Activities

SBAI students can participate in SHS extracurricular and co-curricular activities. These activities support learning through leadership development and guided practice by providing venues for using skills, attitudes, and knowledge that will enrich student preparation for post-secondary experience. The focus for student engagement and participation in extracurricular activities is to contribute toward the development of well-rounded citizens. Participation in these activities and organizations is a privilege, not a right. Since extracurricular activities are optional, those who elect to participate will be held to higher standards of behavior and performance in and out of school.

Being a part of an organization contributes to student success. This goes beyond writing a future resume' - it means becoming a part of something while in high school. SHS has many groups/clubs/organizations that provide students with the opportunity to find their place and to interact with other students with similar interests. In addition, SHS welcomes proposals for new clubs/groups/organizations. SBAI students are encouraged to join the clubs/groups/organizations that interest them.

Four year plans

Four year plans are created in 8th grade for each SBAI student. SBAI will have conferences with parents in the Fall and Spring of 9th grade to discuss student progress. Parents are welcome to arrange conferences with teachers or SBAI administration at any time.

Grade Level Administrative Teams

Students work with the same SHS administrative team throughout their Stratford career. The class of 2022 grade level principal is Valerie Johnson (valerie.johnson@springbranchisd.com).

Naviance

Naviance is a tool used as part of the college and career guidance program. It is a comprehensive tool to help students align strengths and interests to post-secondary goals, improving student outcomes and connecting learning to life. Throughout the year, students will be asked to log into Naviance to complete certain tasks. Parent also have access to Naviance. More information can be found on the SHS Counselors weebly page.

Parent Portal

Parents are able to see student records and school information from home, school, or work. Please contact james.lefeber@springbranchisd.com to get your account password and log-in information. Users are responsible for the security of their username and password. This information should be kept confidential at all times.

Progress reports/report cards

Progress reports and report cards are generated through SBAI. SBAI follows all Stratford grading cycles.

PTSA

SBAI families are embraced as valuable members of the SHS community. As such, SBAI families are strongly encouraged to join and actively participate in our host campus PTSA. As SBAI does not have a PTA/PTSA of its own, this is one way to support SBAI and our host campus. Families are also encouraged to sign up for the PTSA “Spartan Scoop” electronic newsletter for information and reminders.

Remind 101

Many teachers and campus organizations use Remind 101 as a tool for communication. Be on the lookout for sign up information from various sources.

Schedules and schedule changes

SBAI students are hand-scheduled into SHS classes. Course selections are made in the spring, and every effort is made to honor student course requests. Personnel assignments and the master schedule are based on the student's selections; therefore, a student's schedule is difficult to change once it is in place. Changes will be made for the academic benefit to the student when possible and for no other reason(s). Mr. Lefeber must receive a written request from the parent for a schedule change. The principal must approve all changes. Timelines for requesting changes as set by SHS are strictly enforced.

Testing

All required state assessments are done through SBAI.