

SPRING BRANCH  
ACADEMIC INSTITUTE



MIDDLE SCHOOL  
STUDENT HANDBOOK SUPPLEMENT  
2018-2019

Host Campuses:

SPRING FOREST MIDDLE SCHOOL

14240 Memorial Drive  
Houston, Texas 77079  
Phone: 713-251-4600

STRATFORD HIGH SCHOOL

14555 Fern  
Houston, Texas 77079  
Phone: 713-251-3400

## **SBAI/SFMS/SHS Staff**

### **Spring Branch Academic Institute:**

**SBAI Director:** Lynne Barry

**SBAI Assistant Director:** Jim Lefeber

**SBAI Administrative Assistant:** Lynnda Butorka

**Secondary Math:** Linda Alexander

**Secondary Social Studies:** Elizabeth Aubuchon

**Secondary Science:** Mohammad Haidar

**Secondary Math:** Dillon Sexton

**Secondary ELA:** Kelly Treleaven

**Elementary Social Studies:** Sally Craddock

**Elementary ELA:** Kristi Dina

**Elementary Math:** Stella Kim

**Elementary Science (Thur/Fri):** Rebecca King

**Elementary ELA:** Ashlee McCauley

**Elementary Science (Mon/Tue/Wed):** Kayman McIver

**Elementary Math:** Julie Sirianni

**Support Specialist:** Lisa Helfer

### **Spring Forest Middle School:**

**SFMS Principal:** Raymorris Barnes

**SFMS Assistant Principal (6<sup>th</sup> grade):** Curtis George

**SFMS Assistant Principal (7<sup>th</sup> grade):** Cathie Erickson

**SFMS Assistant Principal (8<sup>th</sup> grade):** Tracey Reap

**SFMS Counselors:** Jana Gwinn, Patricia Schappell, Leah Whitten

**SFMS Nurse:** Kathryn Brown, Shara Floyd

**SFMS Attendance Clerk (ADA):** Rosie Razo

### **Stratford High School:**

**SHS Principal:** Chad Crowson

**SHS Nurse:** Connie Hamon

*Please note: While at SFMS, all SBAI students are expected to follow SFMS rules and expectations. Please be sure to read the SFMS handbook!*

## **PREFACE**

This addendum to the district's Secondary Student/Parent handbook contains required and useful information necessary to assist with the orderly operation of Spring Branch Academic Institute (SBAI) in collaboration with Spring Forest Middle School (SFMS) and Stratford High School (SHS). SBAI Middle School students follow SFMS policies and procedures. Students and parents should read this addendum along with the Spring Forest and district handbooks and keep all for future reference. Every situation cannot be listed, but an attempt is made to consolidate regulations and provide information.

## **AFTER SCHOOL PROCEDURES**

SBAI students ending the day at Spring Forest must follow procedures as outlined in the SFMS handbook. This includes procedures for the after school program.

## **ATHLETICS**

Athletics is a privilege available for all 7<sup>th</sup> and 8<sup>th</sup> grade SBAI students who maintain passing grades and have appropriate behavior. Students must follow all rules and regulations as stated in the athletics contract. Students may be suspended/removed from the program for violation of the athletic contract. Parents are responsible for providing transportation before/after practices and after athletic events. Student athletes must have all forms completed before they are allowed to participate.

## **ATTENDANCE INFORMATION**

### **Procedures When Absent from School**

Each day a student is absent, parents are asked to contact the Spring Forest attendance office at (713) 251-4604 or fax (713) 251-4603 prior to 9:00 A.M. to report the student's absence. Parents should email [lisa.helfer@springbranchisd.com](mailto:lisa.helfer@springbranchisd.com) and [james.lebefer@springbranchisd.com](mailto:james.lebefer@springbranchisd.com) as well. 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 in order to secure an admit to class. A doctor's excuse is required for absences exceeding five consecutive days.

**Absences of five (5) or more consecutive days, for any reason, will be referred to the district attendance officer for investigation.**

### **Procedures when Making Arrangements for Make Up Work**

It is the responsibility of the student to make arrangements with the teacher for make-up work and the scheduling of tests. The student will be allowed one day for each day of an excused or unexcused (at teacher discretion) absence to make up assigned work. Major projects assigned at least two weeks in advance will be due immediately upon the student's return. Students who are truant will not be permitted to make up any missed assignments, quizzes, or tests. It is the student's responsibility to request and complete assignments

within the allotted time. Work that is not turned in within the prescribed time frame will receive the late penalty for that type of assignment.

### **Procedures When Leaving School Early**

Email [lisa.helfer@springbranchisd.com](mailto:lisa.helfer@springbranchisd.com) and [james.lefeber@springbranchisd.com](mailto:james.lefeber@springbranchisd.com) the morning of the day the student will be leaving. The parent must come inside the school, whether it is Stratford or Spring Forest, to the front office. Students will be called for at that time. Parents must sign their student out. Parents/Guardians must show picture identification (driver's license) when they pick up their children.

### **Procedures When Arriving Late to School**

Students arriving late should report directly to the attendance office, whether it is Stratford or Spring Forest, for a pass to enter class. If it occurs at Stratford, the attendance office will call the SBAI pod, so an adult can escort the student upstairs. Please note that there are no excused tardies other than district transportation at the beginning of the school day.

### **BEFORE SCHOOL PROCEDURES**

#### **Spring Forest is closed to students until 8:23 a.m.**

- Students may enter the cafeteria, through the courtyard, to eat breakfast at 8:00 A.M.
- Students may not leave campus once they have arrived. (Kroger, Valero, McDonalds etc.)
- The morning shuttle bus leaves for Stratford at 8:20 a.m.
- If necessary, SBAI students can be escorted to their lockers by Ms. Helfer prior to the shuttle bus leaving.

### **BREAKFAST PROCEDURES**

The Cafeteria in the morning may only be used for eating breakfast from 8:00 A.M – 8:18 A.M.

- Only sit in designated breakfast area.
- The serving line will close at 8:18 A.M.
- Clean up after yourself.
- Leave the cafeteria when you have finished eating.
- No food or drink may be brought in or taken from the cafeteria.

### **BOOK BAGS AND BACKPACKS**

Book bags or backpacks may be used to transport educational materials to and from school and must remain in lockers during school hours. Backpacks may be taken to Stratford and left in designated areas as well.

### **BRINGING MONEY AND VALUABLES TO SCHOOL**

Students are urged not to bring extra money or valuable items to school. The school assumes no responsibility for lost or stolen money or personal items.

### **BUS PROCEDURES**

When riding the SBAI shuttle between schools, students must listen and follow instructions from any adult. Proper behavior is a requirement of SBAI. The morning shuttle bus leaves SFMS at 8:20. If the bus has left, parents may take their student to Stratford. Students should report to the SHS attendance office if the SBAI students are already upstairs. Students should never be in Stratford hallways

without an adult. When walking in the halls at Stratford, students should walk silently until in the SBAI pod area. Students will be notified and escorted to the bus each period when it is time to load the bus from SHS to SFMS. Students will have five minutes from the end of a SFMS class or lunch to get on the bus from SFMS to SHS. The final shuttle leaves SHS at approximately 3:30. Parents may pick up students at Stratford; those students will be escorted down at 3:35.

### **CAFETERIA**

SBAI students will follow all cafeteria rules and guidelines as expected by Spring Forest.

### **CELL PHONES, SMALL PERSONAL SPEAKERS, AND OTHER ELECTRONIC DEVICES POLICY**

At Spring Forest Middle School and SBAI, students are allowed to bring their cell phones to school. Cell phones can be utilized as an instructional tool in the classroom, improper use of cell-phones can cause a disruption to the educational environment. Regulations outlined in the Spring Forest handbook apply to SFMS and SBAI.

The student must secure his/her cell-phone device at all times and never leave it unattended. Theft of devices is a major loss, and often the devices cannot be recovered. Students should keep the device in their possession at all times or locked away. SBISD, school personnel and/or administrators are not responsible for the loss, theft, or damage of any cell phone or device brought on school property.

Failure to abide by the cell phone rules will result in the student serving two lunch detentions for the first occurrence. Subsequent occurrences result in turning the phone into SBAI personnel during the school day. If the problem continues, the student will not be allowed to bring personal technology to school. Each student is under the authority of all staff members. Students that refuse to release an electronic communication device to a staff member when requested will receive a discipline referral.

Please note: Students may not activate the video, camera, or sound recording function of the device at any time unless adhering to the direct instructions of faculty/staff. In addition, students may not take pictures of, or create videos which include other students, faculty, and staff members. The use of a cell phone or any device that may be used to take pictures, capture images, or video in any locker room, bathroom, or other areas where students dress is prohibited at all times. Students with cell phones that contain, or are sharing inappropriate pictures will be confiscated and turned over to SBISD Police. In addition, if students use the communication devices to engage in illegal or unethical behavior such as bullying, harassment, threats, or intimidation of a sexual nature the students involved will receive a consequence. Students may face criminal charges or be ticketed for such offenses, and may be banned from having such a device for the remainder of the school year.

## **DANCES**

Only students enrolled at Spring Forest or SBAI are permitted to attend. Once inside the dance, a student is not allowed to leave. Parents are responsible for transportation to and from dances and are required to pick up their child within 15 minutes after the dance is over. If a student is not picked up on time they may forfeit the opportunity to participate in a future after-school function. Attendance at dances and other extracurricular activities is considered a privilege, and may be restricted due to inappropriate behavior. Administration reserves the right to deny access to dances and other extracurricular activities.

## **DETENTIONS**

A student who violates student code of conduct may be assigned to lunch, after school, or Friday detention. Parents will be notified if a SBAI student is assigned detention.

## **DIFFERENTIATED LEARNING PLANS**

Differentiated Learning Plans (DLP) are created each year for each SBAI student. SBAI will have conferences with parents in the Fall and Spring of 6<sup>th</sup> and 9<sup>th</sup> grades to discuss student progress. Parents are welcome to arrange conferences with teachers at any time.

## **DRESS CODE**

SBAI and Spring Forest students wear a uniform mode of dress. In addition to SFMS spirit wear, SBAI students can wear SBAI spirit wear. See the SFMS handbook for specific details regarding dress code.

## **ELECTIVES**

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

## **FIELD TRIPS**

SBAI students participate with SFMS in various field trips throughout the school year. Permission slips are sent home for parents to sign and return with their student. Students are expected to maintain behavior consistent with school guidelines while on field trips. Dress code will be determined by the field trip sponsor.

## **HALLWAY BEHAVIOR**

In order to maintain a safe and orderly campus environment, SBAI students will be required to follow the procedures expected by SFMS for social appropriateness and safety. In addition, while at Stratford, students are expected to be silent in the hallways when going as a group to the shuttle bus.

## **HOMEWORK**

Students must adhere to the homework policy established by their teachers. SBAI's policies for high school courses follow Stratford High School's homework policy for PreAP/GT courses.

## **IN SCHOOL SUSPENSION (ISS)**

The SBAI In School Suspension (ISS) policy aligns with Spring Forest Middle School.

## **LOCKERS**

SBAI students are assigned a Spring Forest hall locker for storing books and other belongings and a gym locker for storing gym clothes. See SFMS handbook for more information.

## **LOST AND FOUND**

A "Lost and Found" area is located in the Spring Forest attendance office. In addition, a "Lost THEN Found" area is located in the SBAI pod area at Stratford.

## **PARENT PORTAL**

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

## **PTA**

SBAI families are embraced as valuable members of the SFMS and SHS communities. As such, SBAI families are strongly encouraged to join and actively participate in our host campus PTAs. As SBAI does not have a PTA of its own, this is one way to support SBAI and our host campuses. Families are also encouraged to sign up for the PTA eBlasts for information and reminders. Sign up for the SFMS PTA eBlast at:

[https://visitor.r20.constantcontact.com/manage/optin?v=001BRI1GnvqHBTRHm\\_RmMtmqXIXV4S4mWZwtwmLJEhydvV4feHQJ238sAla9OnlPta\\_j93vgimDzjcGMkSNQPMazMQTjmkAQ8cinovdl7O\\_i8kQVar8IYPUgXuK1z5HHLx2OiVVEdE7INezPtSoD19qImBrd07zqLP](https://visitor.r20.constantcontact.com/manage/optin?v=001BRI1GnvqHBTRHm_RmMtmqXIXV4S4mWZwtwmLJEhydvV4feHQJ238sAla9OnlPta_j93vgimDzjcGMkSNQPMazMQTjmkAQ8cinovdl7O_i8kQVar8IYPUgXuK1z5HHLx2OiVVEdE7INezPtSoD19qImBrd07zqLP)

## **SCHEDULE CHANGES**

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.

## **TARDIES**

SBAI students are expected to arrive to class on time. If tardy, consequences will follow SFMS guidelines. However, students will not be counted tardy if the shuttle bus is late. Passes will be provided to SBAI students in this instance.

## **TECHNOLOGY**

Spring Forest and SBAI students will be asked to sign an Acceptable Use Contract at the beginning of the year. These contracts are used to make sure students know how to responsibly use the technology equipment. Once the contract is signed and returned, the student will be able to use the computers. Failure to abide by the

guidelines will result in disciplinary action as well as possible financial restitution for any damages.

### **TEXTBOOKS**

Student textbooks are checked out through SBAI. Not all course use district or SBAI textbooks. Textbooks must be returned in the condition in which they are issued. Students must return all textbooks before withdrawing from school and at the end of the school year. Textbooks may be checked out during the school year. Fines for damages will be assessed.

### **TRANSPORTATION**

While on district transportation, SBAI students are expected to exhibit behaviors that ensure safety is maintained. Specific directions will be given by bus driver and/or staff member, sponsor, chaperone in charge.