

Revised August 2022

Spring Oaks Middle School



STUDENT HANDBOOK 2022-2023

STAFF AND OFFICE ORGANIZATION

Leadership and Support Staff

Principal	Mary Lou Davalos
Assistant Principal	Crystal Nicholas
Assistant Principal	Lawrence Anglin
Assistant Principal	Justin Wheeler
Administrative and Instructional Support	Lesli Brown
Counselor	Lauren Berry
Counselor	Jessica Alvarez
Campus Assessment and Instruction Support	Kerry Kernwein
Administrative Assistant	Carina Razo
Assistant Principal(s) Assistant	Barbara Villafranca
Counselors Assistant	Maribel Campuzano
Attendance	Tania Perez
Nurse	Lee Cantos
Librarian	Lisa Avina
Transformational Learning Specialist	Candice Nichols
Campus Technology Services	Bryant Cupidore
ISS (In School Suspension)	Myron Crawford
Diagnostician	Terri Reese
Campus Athletic Director	Art Nevarez
ELA Instructional Specialist	Eric Johnke
ELA Instructional Specialist	Erika Conroy
ELA Instructional Specialist	Allison Burt

Department Chairs

Math	Stacie Jenkins
Science	Mandy Gajeski
ELA	Eric Johnke
Social Studies	Linda Guzman
Special Education	Sonya Pintor
Fine Arts	Aaron Casillas
Health Fitness	Timothy Quick
Elective	Miguel Nava

ATTENDANCE PROCEDURES:

All absences must be verified by a parent with a written note. Notice must be given to the office within two (2) days for the absence to be excused.

Each day the student is absent from school, parents are requested to contact the school office no later than 9:00 a.m. to report the student's absence and follow up with a note.

EXCUSED ABSENCES:

Refer to SBISD Student/Parent Handbook online at:

<https://www.springbranchisd.com/studentsfamilies/handbooks>

Any student absent five (5) consecutive days or more because of illness will be required to submit a statement signed by a medical doctor. If the student has an excessive number of excused absences, the principal may request a note from the doctor for all future absences.

CHANGE OF ADDRESS OR TELEPHONE NUMBER:

Changes in either address or telephone number must be given to the registrar as soon as possible in writing with a parent signature. It is imperative that the school has accurate and current contact information in the event of an emergency.

PARENT PROTOCOL FOR THE PROBLEM SOLVING PROCESS

Although we strive for collaboration at all times, parents/guardians may require additional assistance in resolving a situation. Please familiarize yourself with SBISD's general problem-solving process which includes:

1. Contact the appropriate campus staff member immediately. The most direct route to resolving a concern is to confer directly with the person involved. (Example: If the concern is related to the classroom, the teacher should be the person contacted.)
2. If not satisfied, contact the appropriate administrator (SEE STAFF LIST ON PAGE 2) in charge of the campus and responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information are available at the campus level.
3. Contact the appropriate central office administrator within a week. This may be a Director, Executive Director, Community Superintendent, or Associate Superintendent. This step should be taken only when steps 1 and 2 have not resolved the concern.

CAMPUS DISCIPLINE

Disciplinary measures used in the district include parent conferences, lunch and after school detention, assignment to the SOMS In School Suspension (ISS), Out of School Suspension (OSS), Disciplinary Alternative Education Program (DAEP), Restorative Justice, and expulsion. Upon return from DAEP, a parent must accompany a student for a conference with the grade level principal.

Fighting at SOMS is unacceptable. Those involved will be prosecuted to the fullest extent of the administrative code and the law. **Students who incite or contribute in any way will receive the same consequences. This includes school activities, at bus stops and on your way to and from school.**

LUNCH DETENTION:

Students will report directly to B100 immediately after the bell and will serve a 15 minute lunch detention. If a student is late to lunch detention they will not be allowed to enter. Lunch detentions will operate daily unless otherwise notified.

Students assigned to lunch detention will be expected to adhere to the following rules:

- Students must be on time.
- Upon entering, students are to sit as instructed by the adult supervising detention. .
- There will be no talking or communication of any kind.
- Students may not use technology.
- There will be no sleeping.
- Students will stay the entire time.
- Students who are late or misbehave will be dismissed from detention and will meet with their grade level principal for further disciplinary action.

IN SCHOOL SUSPENSION (ISS):

In school suspension at Spring Oaks Middle School is located in A205. Students are assigned to ISS for violations of campus or district policy. On days that students have ISS they are to meet the ISS instructor in the designated area. Students are expected to comply with the ISS room expectations, follow instructions and complete their assigned work. ISS teachers will ensure receipt of work from teachers and monitor for completion by students. The ISS teacher will return completed assignments to the student's teachers. Students who do not comply with the ISS room expectations will receive further consequences from their grade level Asst. Principal.

Students who are assigned ISS are not permitted to participate in extracurricular activities or attend after school events.

AFTER SCHOOL DETENTION:

After school detention will be Monday, Tuesday, Wednesday and Thursday from 3:55 pm to 4:55 pm. Students in after school detention will not be provided transportation. Students in after school detention should bring something to read or some work to complete while in detention. Students in after school detention will be expected to adhere to the following rules:

- Students must be on time.
- Upon entering, students are to sit as instructed by the adult supervising detention.
- There will be no talking or communication of any kind.
- Students will sit up without slouching and keep their feet off desks and chairs at all times.
- There will be no sleeping.
- Students will stay the entire time.
- Students must observe all of the campus and district guidelines concerning food, drinks, dress, etc.
- Students who misbehave may be dismissed from detention and will meet with their grade level principal for further disciplinary action.
- Students may not go to tutorials, practices, etc. in lieu of detention without AP approval.
- Transportation is not provided.
- Students must leave campus after detention unless they are involved in a school sponsored activity.

No Go List:

Administrators, working with teachers, reserve the right to preclude students from attending campus events due to patterns in behavior and/or discipline infractions.

ID BADGES:

Students must wear ID badges in the protective plastic sleeve and on a school appropriate lanyard at all times while on campus as part of our campus safety plan. Badges are to be kept in the same condition in which they are received. No writing, alteration, mutilation, stickers, or removal of information on badges is allowed.

Replacement badges, plastic sleeves and lanyards may be purchased in the front office.

If you lose or forget your badge, you must wear a temporary ID. Temporary IDs are available in the front office and must be picked up before the first bell of the day. A student who does not have their issued ID and is issued a temporary ID will be assigned an after school detention on the third offense in a nine week grading period, after school detention on the 4th offense in a nine week grading period, and receive an office referral for further offenses in the same nine week grading period. To avoid consequences students must purchase a new ID to replace their lost ID. Any time spent out of class obtaining a temporary badge will be considered a tardy and the school tardy policy will apply.

HALL PASSES / HALL BEHAVIOR:

Students cannot learn if they are not in the classroom, therefore, hall passes will be kept to a minimum. All students must have an official hall pass that is filled out completely by the teacher and display their student ID before they leave the classroom during instructional time. *A pass from one place*

to another does not give students permission to loiter in the halls or the restrooms. The student who is not in direct route to the destination the pass designates may receive disciplinary action. The changing of classes must be done in an orderly and quiet manner. Keep to the right and proceed directly to your destination. Students who are not on a direct route to their assigned classes may get a discipline consequence. Students must not stop near entrances and exits during the passing period. There should be no shouting, running, whistling, loud talk, or boisterous conduct in the halls at any time. Halls are off limits during lunch hours.

10-10-I RULE : PASSES WILL NOT BE WRITTEN DURING THE FIRST OR LAST 10 MINUTES OF CLASS OR DURING INSTRUCTION!

PATIO, STAIRWAYS, COURTYARD AND BALCONY:

Students may not gather or stop on or near the patio, stairways, courtyard or balcony areas at any time during school hours. Students who violate this rule may be subject to immediate disciplinary action.

TARDY POLICY:

According to SBISD policy, a student is considered tardy if not in class when the bell rings. In the event a student is tardy to a particular class, including first period, the student will be assigned to a detention. **If a student is tardy to class today the student will be assigned lunch detention tomorrow. The student is responsible for knowing that if they are tardy they have detention the next day.** Students will report directly to B100 when the lunch bell rings. Lunch detention will start promptly and will run for 15 minutes at which time they will be released to the cafeteria to eat. If a student is assigned lunch detention and does not attend, they will be assigned further consequences.

CELL PHONES/ PERSONAL TELECOMMUNICATIONS DEVICES:

Students may not use their personal telecommunications devices (i.e. cell phones, smart watches, etc.) on campus during instructional time. Instructional time is defined from 8:10AM - 3:55PM. All personal telecommunications devices shall be stored in the students backpack upon entering the building and set so that incoming calls, text messages, and the like do not emit audible sound. Students may not use their personal telecommunications devices to play music and/or videos out loud in any public area before, during, or after school. A student in grades PreK-12 may use a telecommunications device to the extent authorized by a classroom teacher or administrator for instructional purposes. Telecommunications devices shall not be used to take pictures or video at any time during the school day or on school grounds, unless authorized. A staff member who discovers a student in possession of a personal telecommunications device in violation of District policy shall confiscate the device and turn it over to a campus administrator by the end of the school day.

The campus administrator shall release the personal telecommunications device to the parent/guardian in addition to the student completing the following consequences:

1st offense - A parent must pick up the device.

2nd offense - A parent must pick up the device and the student will be issued a detention.

3rd offense - A parent must pick up the device and the student will serve ISS

The District is not responsible for telecommunications or electronic devices brought onto campus or school-related events that become lost or stolen.

SOCIAL MEDIA:

While the district respects the rights to freedom of expression under the First Amendment, students may be disciplined according to the Student Code of Conduct for website postings that materially and substantially disrupt the educational process or that contain threats which endanger the health, safety, and well-being of district personnel, staff members, and/or students. Students are prohibited from possessing, sending, forwarding, posting, delivering, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is District-owned or personally owned, if it results in a substantial disruption to the educational environment or infringes on the rights of another student at school. Students should know that when they are logged into their SBISD owned accounts that their actions are monitored.

DRESS CODE:

From the District Handbook: A necessary factor in school morale concerns student dress. As a student's appearance many times governs his/her attitude and behavior, neat, clean, modest attire is important. Sloppy, tattered, or distractive dress detracts from the learning atmosphere and is considered inappropriate. The following rules are in addition to the district dress code.

School Uniform Shirts

- Short sleeve polo-style knit with collar and sized to fit in a traditional and modest manner. It should not be too big or too tight.
- School uniform shirts may only be navy or white in color.
- School uniform shirts must be solid colors with logos no larger than a quarter.
- School uniform shirts must be long enough to cover the student's midriff when arms are raised.
- All undershirts must be black, white or navy blue.
- No clothing with rips, tears, frays or cuts may be worn regardless of whether skin is showing through the torn, ripped frayed or cut clothing.
- School spirit shirts, honor roll shirts or college shirts may be worn on Fridays but must be worn with uniform bottoms.
- No tops with spaghetti straps, sleeveless tops, tank tops, shirts that expose the midriff when arms are raised or clothing with rips, cuts or tears.

School Uniform pants, skirts, shorts, or jumpers

- School uniform pants, shirts, shorts, or jumpers may only be khaki or navy blue.
- School uniform pants, skirts, shorts, or jumpers must be cotton twill. Denim or legging type pants are not allowed.
- School uniform pants, shorts, skirts and jumpers must be longer than the students fingertips
- School uniforms pants, shorts and skirts must be size appropriate and not fall below the waist. .
- Tight-fitting attire such as stretch fabric/spandex is not allowed.
- Black, white or navy leggings may be worn only underneath the appropriate uniform shorts, skirts or pants.

Sweatshirts/Jackets & Coats

- Students may wear a long sleeve navy blue sweatshirt either with the SOMS logo or plain with no logos or designs.
- School uniform sweatshirts must be worn over a school uniform shirt with a collar.
- No hoodies of any kind are allowed at any time on campus.
- Jackets and coats may be worn to school on cold weather days, but must be put into backpacks on arrival to school.
- Jackets and coats may not be worn or carried during the school day. Students may wear an approved sweatshirt.

Shoes

- It is recommended that students wear tennis shoes.
- Students are not allowed to wear solid red or solid blue shoes.
- Students must wear shoes that allow for safe movement throughout the building; slides, shower shoes, water shoes, flip-flops, slippers, Crocs, skate shoes or house shoes are not allowed. Students must wear their shoes securely fastened at all times.
- Slides, shower shoes, water shoes, flip-flops, slippers, Crocs, skate shoes or house shoes are not allowed on free dress days.

Hair

- Hair should be neat and well-groomed (designs/cut-outs on head or eyebrows not allowed).
- Hair must be a natural color.
- No facial hair on boys.
- Hats, hairnets, do-rags, sweatbands, and bandanas are not allowed.
- Headbands should be no more than 3 inches wide.

Accessories

- Students may not wear large earrings such as hoops or dangling earrings larger than a quarter.
- Chains, necklaces, etc. must be worn inside a shirt and not visible.
- Piercing of the face will be limited to the ears only. Gauging of the ears is not allowed. Piercing of the eye area, brows, lids, forehead, scalp, cheeks, nose, lips, tongue, chin, or neck is prohibited.
- Jewelry that is pointed or sharp may not be worn.
- Earbuds may not be brought to school.
- No headphones are allowed on campus
- Students may not write or mark on themselves or others with pens, pencils, temporary tattoos, etc.
- No graffiti or writing on backpacks.

Free Dress Day Dress Code:

Free dress days are given at the discretion of the Campus Administration as a reward for positive behaviors. On free dress days the dress code will be our normal dress code with the following exceptions:

- Students may wear a shirt that is not the normal style and color of our school uniform.
- Students may wear pants or shorts that are not the normal color or style of our school uniform, i.e. Students may wear jeans.

Free Dress days do **not** allow students to:

- wear clothing with rips, tears, or cuts.
- wear clothing that exposes the midriff when arms are raised shoulder height.
- Wear tops with spaghetti straps, sleeveless tops or tank tops.
- wear outerwear such as jackets or hoodies. Students may wear a non-hooded sweater or sweatshirt.
- have or wear non-natural hair colors, hats, hair nets or other non-approved headwear
- wear slides, flip flops, slippers, house shoes or shower shoes.
- wear pajama tops or bottoms.

Clothing, badges, and/or tattoos, which display obscenities or sexual innuendo; depict violence or weapons; advertise or promote alcoholic beverages, narcotics, tobacco, or other prohibited substances; displays gang affiliation or worn in a manner that communicates gang affiliation; or items that could be viewed as offensive to others are not permitted.

Students found to be in violation of the dress code will be subject to disciplinary action. Class time missed for dress code violations will be unexcused.

****The administration reserves the right to amend the dress code as styles change, and as it sees fit.**

In all situations regarding dress code, the decision of the grade level principal is final.

PROHIBITED ITEMS:

These items are not allowed on campus. If students bring these items on campus they may be confiscated. Some items may not be returned at the discretion of the grade level principals.

1. Headphones, wireless earbuds, cameras, radios, portable music devices, speakers, handheld gaming devices, and any other audio and or video playing devices are not allowed on campus. If a smartphone is being used to play music and/or as a camera it may be confiscated as a prohibited item.
2. Toy weapons of any kind are not allowed on campus, i.e. - darts, squirt guns, BB guns, airsoft guns, nerf guns, nerf nunchucks, etc.
3. Blankets are not allowed at school.
4. Sunglasses are not allowed.
5. Sharpies, Magic Markers, and any other type of permanent ink markers.
6. Aerosol spray items are prohibited from campus.
7. No skateboards or skate shoes are allowed on campus.
8. Electronic cigarettes are not allowed.
9. No gum is allowed on campus.
10. No fireworks, stink bombs, lighters or other dangerous or disruptive items are allowed on campus.
11. Balloons, flowers, teddy bears, gift bags or other gifts are not allowed on campus.

IN ALL CASES, RETURN OF THE ITEM WILL BE AT THE DISCRETION OF THE GRADE LEVEL PRINCIPALS.

Personal Property

Students should not bring valuable items (including large amounts of money) to school. Clothing or other items that might be removed or lost during the day should be clearly labeled. The school is not liable for any lost or stolen student property, including all electronic devices.

LOST AND FOUND:

The lost and found is located in the front office. The school is not responsible for lost or stolen items.

CLOSED CAMPUS AT LUNCH:

Spring Oaks Middle School maintains a closed campus during the lunch periods. Students may not leave campus for meal purposes.

BREAKFAST AND LUNCH:

Breakfast is served from 8:10 am to 8:40 am. Only late bus riders will be allowed to eat beyond 8:40am. All meals must be eaten at tables either in the Cafeteria or on the Patio. **No food or drink will be allowed inside the main building at any time during the school day.** If a student enters with food or drink, it will be confiscated and thrown away.

Students are expected to pick up their own trays and to dispose of their own garbage. The patio will be closed when students do not properly dispose of their trash.

The use of restrooms during lunch is restricted to those located in the cafeteria. Students should report directly to the cafeteria at their designated lunch time and are not allowed in the academic areas during lunch unless escorted by a teacher.

Students are not allowed to go to the library during lunch time.

FOOD ON CAMPUS:

Students should not bring extra food or drinks on campus that are not the contents of a packed lunch. All packed lunch items should be personal sized and must be consumed in the cafeteria during lunchtime. Students are not allowed to share food items at school. The state nutritional guidelines do not allow for birthday cakes, cupcakes, pizza, etc. to be brought for students to eat during meal times and serving times. In addition candy, gum, large bags of snacks, chips, etc., are not permitted on campus at any time. Students may carry a water bottle with them to their classes. Filtered water bottle filling stations are available throughout the building.

****Students are not allowed to sell any food or drink items on campus.****

CAMPUS DELIVERIES:

Students may not accept delivery of food, flowers, balloons or other items at school. The front office staff will not accept delivery for students.

Grading System:

90-100	Excellent Progress	A	70-74	Poor Progress	D
80-89	Good Progress	B	69 or below	Failure	F
75-79	Average Progress	C	No Grade	Incomplete	I*

*Incomplete grades must be completed within two weeks of the following 9-week grading period.

Re-testing:

All students will have the opportunity to improve their grade through retesting. Students may retest regardless of their original grade. Students must request a retest from their teacher within one week of receiving original test results. Before retesting, a student needs to attend at least one small group intervention or one tutorial with their teacher. The highest grade between the original test and the retest will stay in the grade book.

Missed/Failed Assignments:

Students will have opportunities to make up missed, incomplete or failed assignments. It is the responsibility of the student to communicate with the teacher to make arrangements. SOMS has chosen to accept late assignments through the end of the current grading cycle.

Progress Reports/ Report Cards:

All students receive progress reports after the third week and the sixth week of the nine-week grading period. Report cards are issued at the end of each nine weeks. In addition, parents may view their student's grades, attendance, and assignments on Skyward, a web-based grade portal for parents. Please contact the school for your user name and password.

Academic Dishonesty:

Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material during a test, copying another student's assignment or knowingly allowing another student to copy from his/her assignment, submitting duplicate work, taking or possessing pictures, video or screenshots of academic material or having someone else complete an assignment on behalf of the student. Plagiarism, the use of another's ideas or products as one's own, is also defined as cheating. Academic dishonesty could result in a discipline consequence in addition to loss of credit for the test or assignment.

Transportation:

Students should leave campus at the end of the school day unless they are attending a supervised activity. Any student that is not a part of a supervised campus activity is not allowed to be on campus after the buses leave and will be subject to disciplinary action. Buses are considered an extension of the school. Students who are in violation of the student code of conduct on the bus or at the bus stop will receive the same disciplinary consequences they would at school.

Students are not allowed to leave the campus for any reason after arriving on campus by walking, being dropped off by bus or parent/guardian unless by parent pick up or request.

After School Buses:

The activity/tutorial buses run Monday through Thursday at 5:00 pm for students who stay after school for activities or tutorials. All tutorial students must board the 5:00 pm bus, be picked up by a parent, or walk and are not allowed to stay unsupervised to ride the later Boys & Girls Club/Athletic 6:00 pm bus. Students are required to have their student ID in order to board the bus. Students must be escorted by their teacher and teachers are required to stay until all of their students have left campus. Buses running after 5:00 pm are for authorized users who have received prior authorization from the building principal. The supervising faculty members must ensure that no unauthorized riders board the busses.

Morning Procedures:

The school doors open at 8:10 am. All students must enter the building only through the designated entrance. Students should be in dress code, have their ID displayed and place silenced personal communication devices in their backpacks. If they do not have their own student ID they must obtain a temporary ID in the main hallway before entering the building. Once in the building students may go to the cafeteria for breakfast, the patio area or the gym. No students are allowed in the hallways until the first bell rings.

Dismissal Procedures:

All students will be released when the bell rings at 3:55 p.m. Walkers and car riders are not allowed to walk through the cafeteria. Walkers and car riders must exit the building through the main hallway. Walkers should clear campus immediately and will not loiter. Car riders will report directly to the parent drive and wait for their ride. Bus riders should report directly to their assigned area where they will sit and wait for staff to release their bus number. Any student who leaves campus will not be allowed to reenter to ride a bus.

Extra-Curricular/Co-Curricular Activities:

Spring Oaks MS offers many activities for students. They include clubs such as Athletics, Band, Orchestra, Choir, Art events, National Junior Honor Society, Student Council, Techies Club and a variety of after-school programs. All students are encouraged to participate in at least one extracurricular activity for personal growth, to grow the school community and fun. In order to participate in any extracurricular activity, the student must have attended school for one-half of the school day on which the activity is scheduled. Many after-school activities require parent permission forms.

School Resources:

Students are responsible for returning borrowed materials in good condition. Textbooks and/or library books that are significantly damaged or are lost must be replaced by the student. Technology and library books/material should be returned by the due date. Parents or Guardians of students who lose or return damaged instructional material shall be liable for the replacement of the item(s).

Devices:

In order to receive a loaner device from SBISD, parents and students must fill out the appropriate paperwork and pay a yearly \$25 loan fee which covers normal repairs from responsible use of the device. This is not comprehensive coverage and students will be invoiced for damages to computers caused by carelessness and negligence. Students are expected to follow all campus and district guidelines in regards to district-issued devices. Students must have their charged device with them every day in school. These devices should be kept in their protective cases at all times and labeled with the students' name. Students are not allowed to deface or decorate their computer with stickers, tape, etc. All SBISD devices, personal devices on the SBISD network and SBISD student accounts are monitored for dangerous or inappropriate activity.

**All damages caused by neglectful, careless and/or negligent behavior will be paid in full before the student receives another device and may result in disciplinary action.

Technology/Device Expectations:

- Students will bring their Chromebook to school every day.
- Students will charge their Chromebook at home in the evenings.
- Students will engage in the assignment and refrain from using their devices for non- instructional activities outlined in the district handbook such as social media, personal email, taking pictures or video at school or posting pictures or video to social media.
- Students will care for their devices by keeping the device in its protective case, carrying the device in their protective bag and keeping the device away from food and water at all times. Students are responsible for damage caused by negligent behavior.
- Students may not put stickers or tape on the device or its case. Students will not write on the device or case.
- Students will report lost or damaged devices within 1 school day to an Administrator, librarian or teacher and complete a lost/stolen chromebook form.
- Students will log out of all devices after they use them and will not share their network credentials with anyone.

**Student / Parent Acknowledgement Form
2022 - 2023**

(Please read, sign, and return this form to your first period teacher)

A copy of the SOMS student handbook can be found on the Spring Oaks Middle School web page.

The Spring Oaks Middle Student Handbook describes important information about Spring Oaks Middle School. Students and parents are encouraged to read, understand, and comply with all provisions of this handbook. Please consult with your student's principal regarding any questions not answered in this handbook.

Since the information, policies, guidelines, and rules described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur during the year. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the Spring Oaks Middle School Handbook, and I understand that it is my responsibility to read and comply with the guidelines, policies, and procedures contained in the SOMS handbook as well as the Spring Branch ISD district student code of conduct. The SBISD district student code of conduct is available online at <https://www.springbranchisd.com/studentsfamilies/code-of-conduct> and shall supersede the campus hand book.

Student ID #

Grade Level

Student Name (Printed): _____ Date: _____

Student Signature: _____

Parent Name (Printed): _____ Date: _____

Parent Signature: _____