

ARRIVAL AND DISMISSAL PROCEDURES - Bus

District Wide Bus Procedures for Kindergarten

To ensure the safety of our youngest bus riders, Spring Branch Independent School District has implemented the following procedure.

- Kindergarten students will only be released to their parent (or parent designee) with the required blue parent identification pass at our bus stops.
- This pass must be brought daily to the bus stop and presented to the bus driver/assistant in order for you to get your child off the school bus.
- If this pass is not available, the student will be returned to the school and parents will be contacted to pick them up there. The person who picks them up from the school must be listed in Skyward as able to pickup the child and will need to produce a government issued ID.
- Bus services will be provided to families who consistently have an adult/designee present at drop off with the blue pass.
- Students who are returned to the school three or more times may lose their transportation privileges.
- Parents or designees that attempt to remove their child from the bus without a blue identification pass will forfeit riding privileges for their child for the remainder of the school year.

Bus Procedures for All Students

Students must ride their designated bus. If a change is needed, please follow the change of transportation procedures. Buses typically depart the campus by 2:35 pm.

Bus riders are expected to follow all rules/expectations described on the [TCE Bus Conduct Agreement](#).

ARRIVAL AND DISMISSAL PROCEDURES - Car

B

Arrival

Parents who wish to drop off their child/children **must use the parent drive located off Stetson by the Cafeteria.** All parents must remain in their vehicles.

Please refrain from dropping students off in the front of the school between 7:00 and 7:20.

- The parent drive line opens at 7 am and closes at 7:20 am each morning.
- Students arriving after the line has closed will need to enter through the Front Office.
- Students arriving after 7:25am will be considered Tardy and will need a parent/guardian or designee to park and walk them into the school building to sign the Tardy Log.
- Please do not leave children unattended prior to 7:00 am. There is no supervision at this time and it is not safe.

Children may not be dropped off in the bus drive at any time.

Dismissal

- All cars **must have a Terrace Card with your child/rens number printed in large letters.**
- Have this card ready to display when you are in the line.
- If you have multiple numbers for different children, please prominently display all numbers.
- Please remain in your car at all times.

Parents may not walk up to the Cafeteria Doors to pick up their child . If you would like to walk to pick up your child, the child needs to be designated as a "walker" and will be dismissed from the front doors of the school.

ARRIVAL AND DISMISSAL PROCEDURES - Walkers

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ARRIVAL AND DISMISSAL PROCEDURES - Walkers

Arrival

Students who walk to school will enter through the cafeteria doors in the morning.

Dismissal

Students who walk home will exit through the Front Doors nearest the Spark Park in the afternoon.

- Parents picking up their child from the front door as a walker **must have a Terrace Card with their child's transportation number printed in large letters.**
- Please wait outside of the front doors and show this card to the staff working walker duty.



ARRIVAL AND DISMISSAL PROCEDURES - Daycare

B

Arrival

Daycare busses should go through the Parent Drop-Off line that runs in front of the Cafeteria (off of Stetson).

Dismissal

Daycare busses should pickup from the circular drive nearest the Library where the large yellow busses pickup. Daycare busses will park and wait in the interior portion of the drive leaving the exterior for the yellow busses. Daycare riders will be dismissed to their Daycare busses after the yellow busses have departed.

Any parent requesting a change of transportation for a student who regularly attends an after-school daycare should inform BOTH the school and the daycare by 2pm.



ARRIVAL AND DISMISSAL PROCEDURES - After3



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Dismissal

Students attending After3 will be dismissed to the designated waiting area at the end of the day.

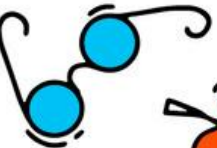
Parents should communicate with BOTH After 3 and the school by 2pm if a change of transportation is needed.



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Birthdays

- **ONLY store bought small cookies, small cupcakes, or doughnuts** may be sent to school to celebrate your child's birthday.
- Please notify your child's teacher the day before sending a treat so they can make a distribution plan.
- **Gifts, flowers, balloons, stuffed animals, cakes, party favors, or visitors are not permitted.**
- Birthday invitations may be distributed in the classroom only when **ALL** students in the classroom are included.

SCHOOL PARTIES

- We celebrate the holidays with a Thanksgiving feast, Winter Party, and Valentine's Party.
- Our parties will consist of a game, craft, activity and a light snack.
- The parties are intended for the children. If a teacher or grade level needs volunteer support, they will reach out to their class' parents/families directly with this opportunity.

TOYS

(including Fidget Spinners/Fidget Devices)

Toys should not be brought to school. They often become a distraction and cause conflicts if they become lost or stolen. **This includes Pokemon cards. Students are not allowed to trade or bring Pokemon cards to school.** If a teacher or staff member has to confiscate a toy to prevent a disruption to the classroom or school environment, the first time the toy will be returned to the child at the end of the day. If this happens subsequent times, the toy(s) will be placed in the Front Office and you will receive a call to retrieve the toy(s) at your earliest convenience. Some days, teachers will offer incentives to their class where, for example, they can bring their favorite stuffed animal to read with during the school day. If your child's teacher is offering this incentive, they will reach out to you directly with the parameters of the toy(s) students may bring as well as when/how and why they will use them in the classroom.

Fidget devices and fidget spinners are considered a toy unless they are written into a student's individualized plan as an instructional classroom accommodation. **Any accommodation will be provided by the school for that child per their plan. Since toys are not allowed at school, fidget devices and fidget spinners that have not been provided by the school as an accommodation are also not allowed.** Please remind your children that all toys, including these devices and spinners, are to be kept at home.

ATTENDANCE & ABSENCES

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Elementary students must be present 90% of the year to be considered for promotion. All absences, excused or unexcused, determine promotion. SBISD emphasizes that attendance is a key in the enhancement of student achievement. Parents, by law, are accountable for their child's attendance.

SCHOOL HOURS

- Students may enter the building at 7:00 am.
- Breakfast is from 7:00-7:20 am.
- The first bell rings at 7:20 am.
- **The tardy bell rings at 7:25 am when instruction begins. Students are tardy if they are not in the building at 7:25 am.**
- Parents should walk their child to the office for a tardy slip if they are arriving after 7:25 am.
- Attendance is taken at 9:00 am. Students arriving after this time are counted absent.
- **If your child is unable to attend school, please send an Excuse Note with them within two school days of them returning to school OR email the excuse note to the campus ADA at teresa.cienfuegos@springbranchisd.com. Please let your child's teacher know if you send an Excuse Note in their backpack so they know to look for the note.**

Attendance is extremely important to your child's success. Our teachers begin instruction at 7:25. If a student is tardy, they lose valuable instructional time. Please make every effort to schedule appointments after school hours. School personnel will closely monitor attendance and conduct home visits as needed to ensure that students are able to maximize instructional time.

Absences

All absences, excused or unexcused, determine promotion. State law, as well as local policy, identifies several types of absences. These include, but are not limited to, the following:

Excused Absences

All absences must be verified by a parent with either a written note, including email, or a telephone call to the office or attendance office. Written notice must be given to the office within two school days if the absence is to be excused. All notes and/or phone calls may be subject to verification by the campus administration. If the student has an excessive number of excused absences, the principal may request a note from the doctor for all future absences. Absences for the following reasons shall be considered unavoidable and shall be classified as excused for the student:

- **Illness** - Five consecutive days or longer requires a doctor's note to be excused.
- Serious illness of a family member
- Death/funeral of a family member
- Quarantine
- Weather (announced bad weather closings)

- **Religious holy days** - Any child of an established religious faith will be excused if his/her absence is for the purpose of observing a religious holy day, consistent with his/her creed or belief. The parent/guardian must submit, to the office, a written request for an excused absence.
- **Parent/Stepparent on Active Military Duty** - A student shall receive an excused absence if the parent/stepparent of that student is an active duty member of the military and has been called to duty, is on leave from, or immediately returned from deployment of at least four months in order to visit with the parent/stepparent, for no more than five days. The excused absence must be taken no earlier than the 60th day before deployment or the 30th day after.
- **Required court appearance** - The principal shall request the presentation of an appropriate court document, subpoena, etc. which indicates a student is required to appear in court.
- **Naturalization/U.S. Citizenship** - A student who misses school for the purpose of appearing at a government office to complete paperwork required in connection with the student's application of U.S. Citizenship or for the purpose of taking part in a U.S. Naturalization oath ceremony, including traveling for that purpose.

Note: Parents should make a special effort to request scheduled appointments at a time after school hours. When several appointments must be scheduled during school hours, a different hour of the day should be used each time to avoid the student missing the same class period several times and falling behind in his/her classwork. In order to determine if a student's tardiness or absence is excused, a note or email is needed which includes:

1. Date(s) of tardiness/absence
2. Cause of tardiness/absence
3. Signature of the parent/guardian

The note is to be sent to the attendance office on the day of the student's return to school. **If a note is not received within two (2) school days of a student's return, the student's absence will be considered unexcused.**

Health care appointments

The principal shall require a note signed by the parent/guardian requesting that a student be released for a health care appointment. Students are required to bring a note signed by the health care professional upon return from the appointment.

Unexcused

An absence for any reason other than those listed above shall be classified as unexcused. Absences that are classified as excused shall not be excused if the parent fails to notify the office of the reason in writing for the absences within two school days of the absences. The building principal may review reasons other than those listed above and determine that they, too, may be excused.

Tardies

A student is considered tardy if not in class when the "tardy" bell rings. Tardiness is a disruption to classroom instruction and the educational process. Should a student demonstrate excessive tardiness, a meeting with an administrator and the parent will be called to develop an Attendance Intervention Plan.



Checking out of school early


Any parent checking a child out early must arrive to the Front Office before 2pm.

B Parents are required to notify the office when taking a student out of school early. No student will be released from school except to a parent, guardian, or designee, as indicated in Skyward.

When taking a child out of school, the parent, guardian or designee is required to come to the office to sign the child out and specify the reason for early dismissal. Upon verification of proper identification, the child will be brought to the office. **The parent/guardian checking out the child must present a photo ID.** Please avoid calling the Front Office and asking them to “hold” a child for a planned early checkout. All students will remain in the classroom learning until the request for early checkout as been approved by the Front Office.

Golden Attendance

In order to receive the Golden Attendance award for the nine weeks, students must maintain at least 95% attendance. Excused absences will not be factored into this attendance rate. **Students must not have any tardies.** Golden Attendance celebrations will be announced throughout the year at each nine weeks.



CHANGE OF TRANSPORTATION POLICY

For the safety and protection of our students, **transportation changes cannot be taken over the phone** .

- **All transportation changes must be in writing and received before 2:00pm.**
- The note must include the date of the change, the child's name, the parent's name, and a phone contact, should there be any questions.
- This can be done by sending a handwritten note to school or via email. You may email tce@springbranchisd.com.
- You may also come to the school before 2:00pm to make a transportation change in person - photo ID required.

Communication

Open, timely communication is key to a strong home school partnership. All teachers are expected to build positive relationships with their students and their families.

A folder will be sent home every Thursday. Fliers, graded papers, and any other school information or reminders will be sent home via the Thursday folder.

Fall conferences are held with parents at the end of the first nine weeks. Spring conferences will be scheduled as needed. Parents may call or email the school to schedule a parent-teacher conference at any time.

Staff members are expected to respond to all communication within 24 hours. Teachers are available after school until 3:45pm and during their scheduled conference time. When making an appointment, please make sure the teacher knows why you would like to meet so that they may prepare for the conference. This will help ensure that the conference is focused and serves to meet the needs of the student.

Campus wide communication is primarily distributed via School Messenger emails, call outs, and texts. The Remind App is also used for both district and campus communication. Furthermore, we utilize Peachjar for electronic flyer distribution and send home reminders in the Thursday folder. Additionally, the Leadership Team sends a weekly parent newsletter every Sunday at 4pm via Remind. You are encouraged to sign up at this link:

<https://www.springbranchisd.com/studentsfamilies/back-to-school/stay-informed>.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

B At Terrace, we utilize positive behavior supports, school wide expectations, procedures, and routines to maintain a peaceful and orderly learning environment. We use **Positive Behavioral Interventions and Support (PBIS)** to assist with behavior and campus discipline. We also abide by the **SBISD Student Code of Conduct**.

Maintaining good discipline and classroom management is necessary to establish a school climate where children feel safe and learning can occur. A good classroom management program can help students to become good decision makers, problem solvers and responsible citizens.

Teachers are expected to effectively manage student behavior in classrooms and all other campus locations. A sense of ownership for all students will foster the expectation that all students must respect and respond to all staff members.

We also understand that each student is a unique individual with unique personal, social, and educational needs. As a result, every discipline situation is unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and situation. We dedicate ourselves to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary actions and to help students see reasonable connections between their behavior and the resulting consequences.

Our Core Beliefs :

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that there should be a logical connection between misbehavior and resulting consequences.

School Wide Expectations : Positive Attitude, Act Responsibly, Choose Kindness, Keep Striving.

Preventions and Approaches

Proactive steps will be taken to promote a positive learning environment. Teachings will also include appropriate social skills, character traits, and community building activities.

To do this, Terrace has adopted **PBIS**. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

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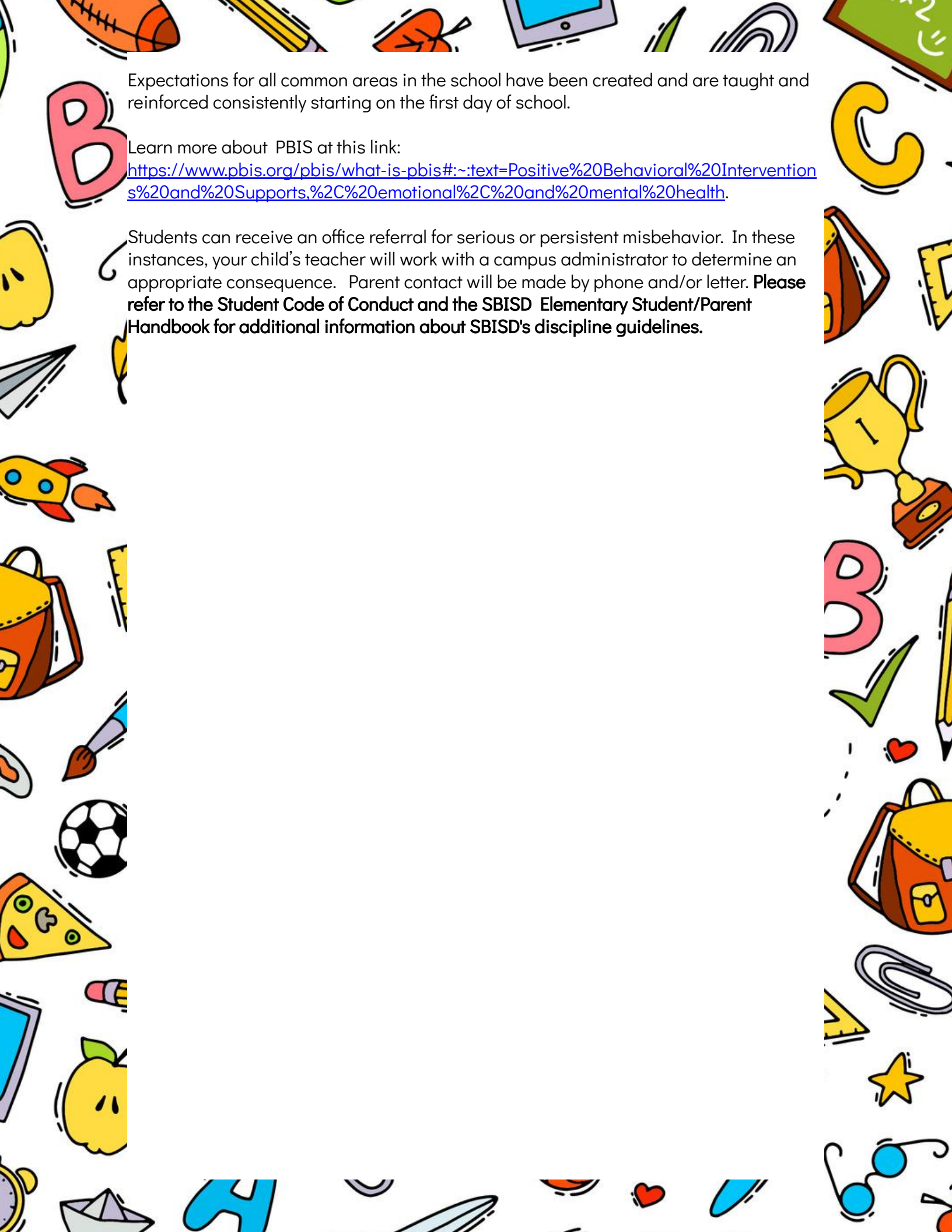
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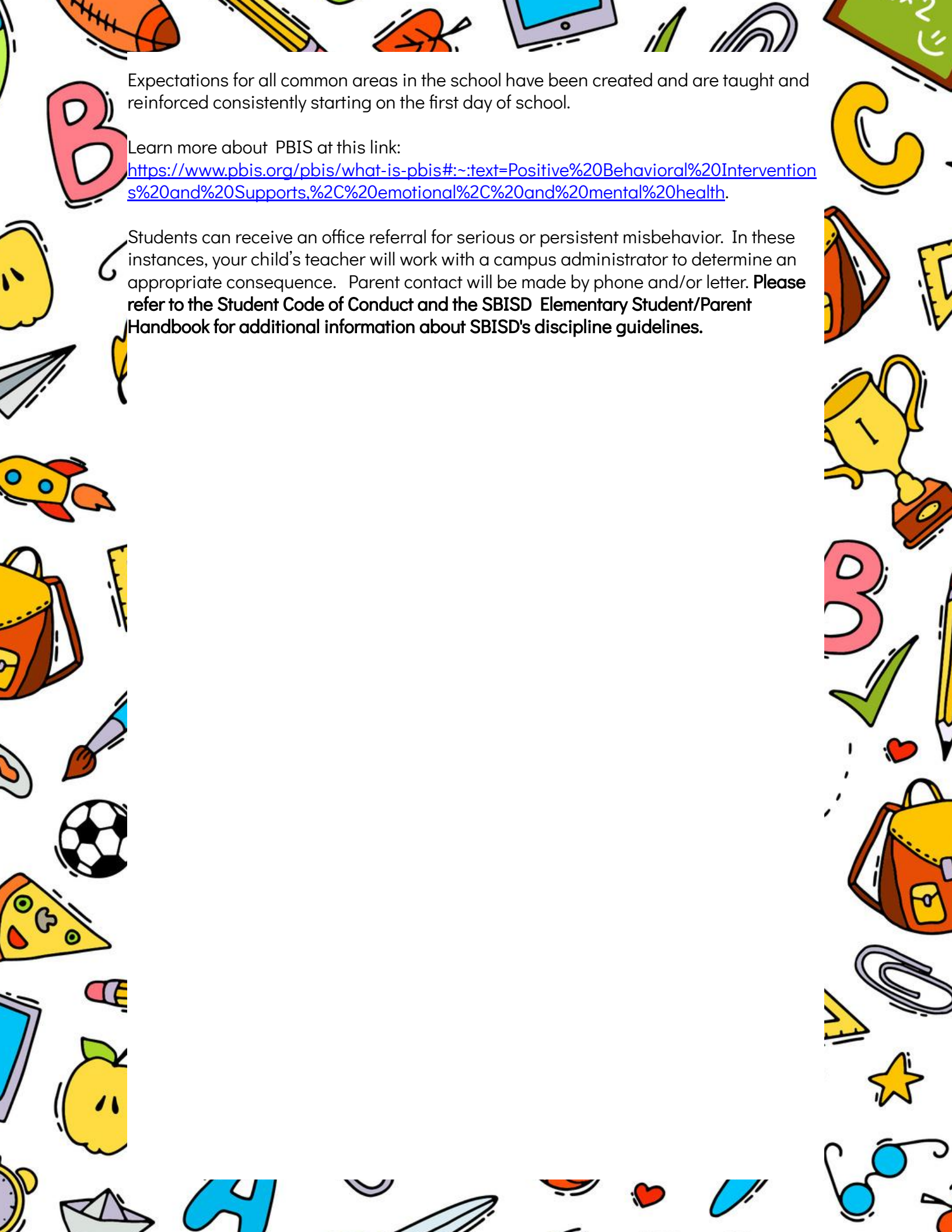


Expectations for all common areas in the school have been created and are taught and reinforced consistently starting on the first day of school.

B Learn more about PBIS at this link:

<https://www.pbis.org/pbis/what-is-pbis#:~:text=Positive%20Behavioral%20Intervention%20and%20Supports,%2C%20emotional%2C%20and%20mental%20health.>

Students can receive an office referral for serious or persistent misbehavior. In these instances, your child's teacher will work with a campus administrator to determine an appropriate consequence. Parent contact will be made by phone and/or letter. **Please refer to the Student Code of Conduct and the SBISD Elementary Student/Parent Handbook for additional information about SBISD's discipline guidelines.**



DRESS CODE

The dress code is established to teach grooming and hygiene, instill personal responsibility, prevent disruption, and avoid safety hazards. Students should be dressed and groomed in a manner that is clean, neat, and not a distraction to themselves or others. The district dress code outlined in the SBISD Elementary Student Handbook prohibits any clothing or grooming that in the administration's judgment may be expected to cause disruption, distraction, or interference with normal school operations. In addition, Terrace has adopted the following guidelines:

- Short athletic shorts and other short-shorts are not allowed. Shorts, dresses, and skirts must be long enough to reach the student's fingertips when standing with arms held down.
- Shorts or tights must be worn under dresses or skirts.
- Tank tops, spaghetti straps, crop tops, low cut shirts or shirts exposing the midriff are not allowed.
- Jeans, shorts, and shirts must be regular fit and worn above the hip bone with a belt if needed. Wide leg, baggy, big pocket jeans, extremely tight, or oversized clothes are not permitted.
- Oversized athletic jerseys are not allowed at any grade level.
- Hats and caps may only be worn during recess in the hot months of the year. (i.e. August, September, April, May). **Hoodies must be worn down during the day.**
- Clothing may not be worn if it displays (written or pictured) obscene and distasteful slogans.
- Roller blades, "Heelies", or any other type of rolling shoes are not permitted on campus.
- All shoes must have a back or heel strap. No shower shoes or flip flops are allowed. **CROCS ARE NOT ALLOWED.**
- Health Fitness – All students in grades K-5 are required to wear tennis shoes for participation in Health Fitness classes. All other shoes regardless of rubber soles are not considered safe for Health Fitness activities. If the student does not have on the appropriate shoes for Health Fitness, their Health Fitness grade will be affected as the student will not be allowed to participate.
- Hair should be of a natural hair color.
- Designs that have been shaved into the hair are not permitted.
- Clothing, hair, and/or jewelry that, in the administrator's judgment, may cause disruption of or interference with normal school operations may not be worn.

If the administration determines that a student is in violation of the dress code, the student will be given the opportunity to correct the problem at school. Usually, the parent will be called to bring appropriate clothes to school or to address an inappropriate hairstyle.

Skyward Family Access

What is Family Access?

- Family Access is a password-protected site that provides both parents and students access to course grades, homework, attendance, and other data.

How to Sign Up?

- You may pick up information regarding Family Access in the office.
- When picking up your information at the school, you will complete a form, show your ID and provide a current email address.
- If you have children attending more than one Spring Branch school, you will only need to go to one campus.

GRADE REPORTS

- Students in grades 1-5 will receive a progress report 6 weeks into each 9 week grading cycle and a report card every nine weeks.
- Students in Kindergarten will begin receiving a report card at the second nine weeks grading period. Kindergarten students do not receive Progress Reports.

HONOR ROLL

- All A Honor Roll consists of all As in all subjects, including each component under Language Arts except for handwriting.
- A/B Honor Roll consists of As and no more than two Bs in any subject except handwriting.
- Students receiving an Honor Roll recognition must also maintain an E or S in conduct as well as Art, Music, and Health Fitness.

HOMEWORK

- All students are expected to complete their assigned homework independently.
- Homework should be a review of previously taught skills and will be aligned to meet students' developmental needs.
- Teachers will assign homework that is aligned to the SBISD homework policy.
- Teachers shall communicate homework expectations to parents at the beginning of the school year.
- If your child is experiencing problems with homework, please consult your child's teacher.

LIBRARY BOOKS

Students will be allowed to check out books from the library throughout the year.

Students will only be able to check out the amount of books they return. For example, if a student checks out two books and only returns one the following Library time, they will only be able to checkout 1 book. Any book that is checked out to a student and becomes damaged or lost must be paid for by the student's parent or guardian.



SAFETY

B Efforts to keep TCE a safe place for learning are a priority. **All visitors to the campus must enter through the front door and immediately proceed to the front office to show picture ID and register using our Raptor System.** Visitor badges must be worn by all non-SBISD adults while at Terrace. All SBISD Staff must wear their district badges at all times.

SAFETY PROCEDURES & CRISIS

Emergencies – School closings due to inclement weather are announced via Remind messages, email, and district social media accounts.

There is a TCE Crisis Team established to handle campus emergencies. In the event of a major crisis, we would partner with the SBISD Police Department and local law enforcement agencies. All campus staff receive annual safety, security, and crisis trainings. Be sure to inform the office and clinic of telephone/cell phone changes so that you can be reached in case of emergency.

- **Fire Drills** are held once a month. When the alarm sounds, students move in a single file line to exit the building, remaining **quiet** at all times so that they will hear any additional instructions. It is important for visiting parents and volunteers to do the same if they are on campus. Everyone walks out of the building to a designated location posted on evacuation maps and stands quietly until signaled to return to the building.
- **Tornado Drills** are held at least twice a year. They are announced on the intercom. Everyone assumes a tuck/cover position in designated areas.
- **Shelter In Place (Chemical) and Lockdown Drills** also occur at least once each semester and are announced over the intercom. Procedures are provided to staff in safety folders.
- **Hold Drills** are also held at least twice per year. During a Hold, the school building acts as protection from the potential threat. All students come inside the nearest building but are able to continue business as usual within the building.



TECHNOLOGY

B Students and volunteers must follow the SBISD Acceptable Use guidelines. **Parents must sign the Technology Acceptable Use Guidelines and Directory Information form in order for their child to access district technology.** All students regularly use our computers and various other forms of technology in their classrooms throughout the year. Efforts to integrate technology into curriculum and instruction is a priority at TCE. Classroom teachers are responsible for implementing the technology plan which provides the preparation and support for students to effectively integrate technology into learning in the content areas.

TECHNOLOGY DEVICES

Personal telecommunication and electronic devices may include tablets, cell phones, smart watches (or the equivalent), ear buds, and the like that are not owned by the district. Telecommunications/electronic devices that are capable of one-way telecommunications shall be prohibited from all District campuses.

Students in grades PK-5 shall not use or have visible or audible telecommunications/electronic devices [e.g. smartphones, smart watches (or the equivalent), ear buds, etc.] during the minutes of the operational and instructional day (arrival through dismissal bell). All telecommunications/electronic devices are to remain silenced (set to “silent,” “do not disturb,” or the equivalent) and in the students’ backpacks. Students requiring telecommunication/device support for medical conditions should see “Medical Exceptions

If a student’s cell phone accidentally rings during the day, the teacher will ask the student to silence the device and put it away in the student’s backpack.

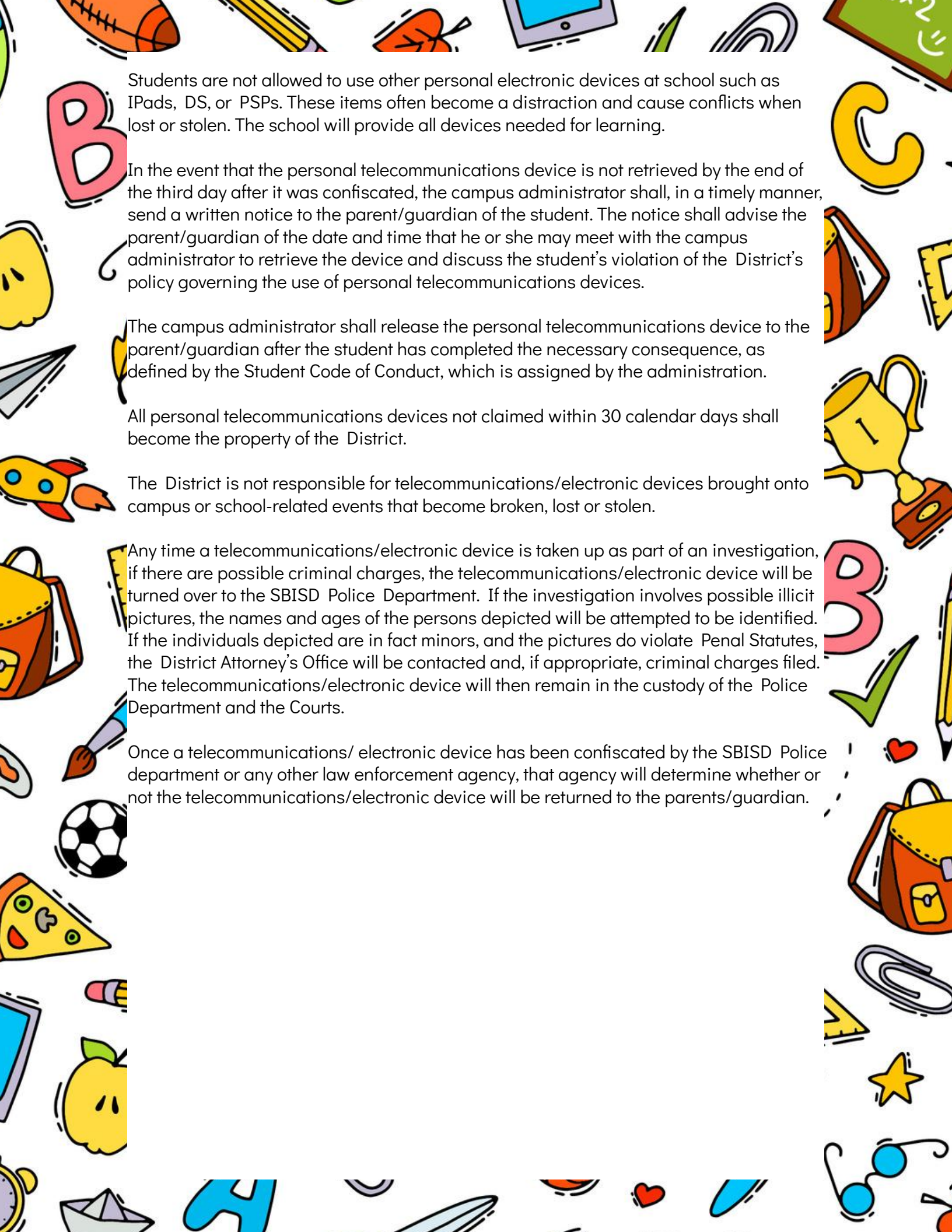
- All devices with the capability to “AirDrop®,” or “Nearby Share,” are to be set to “receiving off” or the equivalent.
 - The use of “AirDropping®,” or comparable wireless, peer-to-peer file (including audio, video, pictures, etc.) sharing/transferring capability is strictly prohibited. Students violating this provision are subject to disciplinary consequences

Students in grades PK-5 found in violation of the use of telecommunications/electronic devices may receive a consequence in accordance with the Student Code of Conduct.

Telecommunications devices shall not be used to:

- Take pictures or video at any time during the school day on school grounds or on school buses
- Disrupt the educational process
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind

If a student is found using the device inappropriately, it will be confiscated and turned over to a campus administrator.



Students are not allowed to use other personal electronic devices at school such as iPads, DS, or PSPs. These items often become a distraction and cause conflicts when lost or stolen. The school will provide all devices needed for learning.

B In the event that the personal telecommunications device is not retrieved by the end of the third day after it was confiscated, the campus administrator shall, in a timely manner, send a written notice to the parent/guardian of the student. The notice shall advise the parent/guardian of the date and time that he or she may meet with the campus administrator to retrieve the device and discuss the student's violation of the District's policy governing the use of personal telecommunications devices.

The campus administrator shall release the personal telecommunications device to the parent/guardian after the student has completed the necessary consequence, as defined by the Student Code of Conduct, which is assigned by the administration.

All personal telecommunications devices not claimed within 30 calendar days shall become the property of the District.

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

Any time a telecommunications/electronic device is taken up as part of an investigation, if there are possible criminal charges, the telecommunications/electronic device will be turned over to the SBISD Police Department. If the investigation involves possible illicit pictures, the names and ages of the persons depicted will be attempted to be identified. If the individuals depicted are in fact minors, and the pictures do violate Penal Statutes, the District Attorney's Office will be contacted and, if appropriate, criminal charges filed. The telecommunications/electronic device will then remain in the custody of the Police Department and the Courts.

Once a telecommunications/ electronic device has been confiscated by the SBISD Police department or any other law enforcement agency, that agency will determine whether or not the telecommunications/electronic device will be returned to the parents/guardian.

VISITOR/VOLUNTEERS

All visitors will need to show identification and be scanned through RAPTOR upon arriving at the campus.

Volunteer Registration must be **re-submitted and approved** each year to continue volunteering. Registration may be completed by accessing the Spring Branch ISD website and clicking on [Be A Volunteer](#) on the left-hand side of the screen. Please select as many volunteer options as possible when completing the application to ensure you are able to fully participate in all of our campus volunteer options!

Individuals **MUST** be approved volunteers to attend a school fieldtrip and/or provide support in the classroom during the school day. You are encouraged to apply to be a volunteer at the beginning of the year to ensure you are approved in time to participate in the volunteer opportunity of your choice.

Volunteers should never be left alone to monitor students without a SBISD employee unless they have received express permission from a campus administrator.

Lunch Visitors

Due to limited space, individuals seeking to eat lunch with a student must call the school by 10am to register for a space. The Front Office Team will let you know if there is space to join your child that day. Space is on a first come first serve basis and is not guaranteed. You are encouraged to register early. You may also email tce@springbranchisd.com to register for a space.

Walk-in visitors who have not registered will be granted entry only if there is space available at that lunch time.

In order to ensure room for all visitors, please try to limit the lunch visitors to fewer than 2 guests per child. Bringing children younger than school age is strongly discouraged.