

**Stratford High School  
Student Handbook Addendum  
2025-2026  
\*updated 8.21.2025**



**PRINCIPAL**

Raymorris Barnes

**SCHOOL WEBSITE**

<http://ssh.springbranchisd.com/>

**ALMA MATER**

We sing to you, dear Stratford High, and pledge our loyalty.  
We honor you, the green and white, and ever faithful be.  
The years may come and go, but you'll always be the best.  
Oh, Stratford, Stratford, forever we'll honor you.

**FIGHT SONG**

Come on, let's fight to win the game tonight.  
Fight on, you Spartans, fight!  
Come on, let's shout and cheer to push our team  
Right on to victory.  
Let's keep the green and white the winning team.  
Give us a test, we'll show you our best!  
Go! Spartans! Let's win this game for Stratford High!

*Please note that the student addendum details Stratford's most updated campus policies. Nonetheless, if you find conflicting information, please refer to the district handbook or contact a campus administrator for clarification.*

## **ACADEMIC HONESTY POLICY**

During the school year, your learning will be measured by taking tests and quizzes, writing assignments, completing projects, etc. The grades you receive from your teachers for these efforts should inform you of how much you have learned from the course. Some examples of academic dishonesty include, but are not limited to:

1. Obtaining a copy of tests, test questions, or scoring devices.
2. Accepting a copy of tests, test questions, or scoring devices.
3. Copying another student's answers during an examination.
4. Providing another student answers to, or copies of, examination questions.
5. Having another person impersonate the student to assist the student academically.
6. Impersonating another student to assist the student academically.
7. Representing work which is the product of someone else's creativity.
8. Using, or having available for use, notes or other non-approved materials during "closed book" examinations.
9. Duplicating any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file, or other application for submission as one's own work, other than for a teacher-approved collaborative effort.
10. Having someone other than the student prepare any portion of the student's homework, paper, project, laboratory report, take-home examination, electronic file or application, other than for a teacher-approved collaborative effort.
11. Permitting another student to copy any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application other than for a teacher-approved collaborative effort.
12. Using any portion of copyrighted or published material including, but not limited to, electronic or print media, without crediting the source.
13. Using or having access to any teacher/school resources not released/provided by the teacher for student use from the current or previous academic school years.

All students shall adhere to the Academic Honesty Policy created by a committee of parents, teachers and administrators. SHS is dedicated to promoting a learning environment based on the foundation of personal integrity. We are also committed to ensuring that our students do not demean their character, damage their credibility, or jeopardize their futures by engaging in any form of academic dishonesty.

Note: Violations of the Academic Honesty Policy may impact the student's classroom grade and conduct grade. Participation in some extracurricular activities and organizations may be affected. Also, participation in leadership organizations or positions may be affected.

## Stratford High School Academic Honesty Policy

Purpose	Honor Code Violation	Consequences
<p><b>HOMEWORK (or assignments comparable to)</b> – Teachers assign homework for the purpose of having students practice material in order to: 1) build and master skills needed in particular subject areas, 2) prepare students for class discussion, 3) help students develop academic discipline and time management skills to achieve course goals.</p>	<p><b>HOMEWORK</b>– Copying or paraphrasing all or a part of another’s homework or allowing another to copy or paraphrase your work. Receiving help on assignments that have been identified as work to be done solely by you.</p>	<p>First Offense: Warning from teacher, Zero on assignment, Non-consequential disciplinary referral (email to grade level principal)</p> <p>Second Offense: Parent/teacher/student conference, Zero on assignment, 2 hour detention, N in conduct</p>
<p><b>QUIZZES (or assignments comparable to)</b> – Quizzes are given to test students’ knowledge and understanding of subject matter.</p>	<p><b>QUIZZES</b> – Passing questions/answers to students in your class or another class. Receiving questions/answers from others. Copying answers/allowing others to copy yours. Using unauthorized notes, study aids, or information on a quiz. Attempting to gain an unfair advantage before/during quiz; (e.g., turning around, signaling). Altering a graded work after it has been returned then submitting the work for re-grading.</p>	<p>First Offense: Zero on quiz, call parent, 2 hour detention, N in conduct, email grade level principal</p> <p>Second Offense: Parent/teacher/student conference, Zero on quiz, 2 days ISS, U in conduct</p>
<p><b>TESTS (or assignments comparable to)</b> – Testing is used to determine what a student knows and/or how the student can apply what he/she has learned.</p>	<p><b>TESTS</b> – Passing test questions/answers to students in your class or another class. Receiving test questions/answers from others. Copying answers/allowing others to copy yours. Using unauthorized notes, study aids or information on a test. Attempting to gain an unfair advantage before, during test; (e.g., obtaining a copy of the test prior to testing, turning around, signaling). Altering a graded work after it has been returned then submitting the work for regrading.</p>	<p>First Offense: Zero on test, call parent, office referral, 1 day ISS, N in conduct</p> <p>Second Offense: Parent/teacher/student conference, Zero on test, 2 days ISS, U in conduct</p>
<p><b>RESEARCH PAPERS/PROJECTS (or assignments comparable to)</b> – Research papers are assigned in order to develop the student’s skills to assimilate, analyze, synthesize, and evaluate information. Papers should be written in the student’s own words that reflect the student’s own understanding of the research topic.</p>	<p><b>RESEARCH PAPERS/PROJECTS</b> – Copying phrases, sentences, etc. without using quotation marks and giving proper citation. Submitting someone else’s work as your own; submitting computer-generated work as your own. Downloading information from the Internet, submitting as your own without citing references. Asking/paying for someone else to do your paper for you. Selling your work for someone else to submit as their own. Falsifying information, data, or citations.</p>	<p>First Offense: Zero on paper/project, call parent, office referral, 1 day ISS, N in conduct</p> <p>Second Offense: Parent/teacher/student conference, Zero on research paper, 2 days ISS, U in conduct</p>

<p><b>ELECTRONIC DEVICES</b> – Only use of school-issued electronic devices will be allowed.</p>	<p><b>ELECTRONIC DEVICES</b> – Use of cell phones, smart watches, smart glasses, personal tablets, personal laptops, or other non-approved electronic devices to share, store or receive academic content will be considered a violation of the Academic Honesty Policy. Using programs in calculators without teacher consent. Storing information on calculators about a test or sharing information on calculators pertinent to a test with other students is prohibited. Failure to clear test information from calculators before passing to another student is prohibited.</p>	<p>Consequences shall be aligned with the Student Code of Conduct.</p>
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### **Stratford High School Academic Honesty Policy Definitions**

**Cheating** - Engaging in any act of dishonesty or deception which gives an individual an unfair advantage to improperly or illegally enhance a grade on an individual assignment or a course grade. Some examples are given below.

**Plagiarism** - To plagiarize is to use the work, ideas, or words of someone else without giving that person credit. Plagiarism may involve using someone else's wording without using quotation marks, a distinctive name, a phrase, a sentence, or an entire passage or essay. The issue of plagiarism applies to any type of work, including exams, papers, or other writing, computer programs, art, photography, or video.

**Inappropriate Collaboration** - Close collaboration on academic work requires acknowledgment. Inappropriate collaboration involves working with someone else in developing, organizing, or revising a project (such as a paper, an oral presentation, a research project, or a take-home examination) without acknowledging that person's help. Specific policies regarding collaborative work, peer review, use of tutors, and editing may vary by teacher.

**Dishonesty in Examinations (In-Class or Take-Home)** - An examination is to be solely a student's own work, unless otherwise directed by the instructor. No communication is allowed between or among students, nor are students allowed to consult books, papers, study aids or notes, without explicit permission. Cheating includes, but is not limited to, copying from another student, giving unauthorized assistance, obtaining unauthorized advance knowledge of questions to an examination, or use of mechanical or marking devices or procedures for the purpose of achieving false scores on machine-graded examinations. Smart devices not secured and put away will be subject to confiscation and appropriate consequences given. Specific policies regarding examinations may vary by teacher. Consequences for assignments may vary depending on the weight of the grade, determined by the teacher.

#### **ACTIVITY BUS**

An after-hours activity bus runs every Monday through Thursday at 4:30pm. The pick-up location is in the east parking lot.

#### **ADDRESS CHANGE**

If you move, go to the Registrar's Office to complete the change of address form. An accurate address and phone number is needed on file at all times.

## **ATTENDANCE**

The attendance office is located on the first floor across from the main office. Absences should be called in, a note should be brought to this office, or a note should be emailed to the SHS attendance email address: [shsattendance@springbranchisd.com](mailto:shsattendance@springbranchisd.com) **In the subject LINE of the email, please put the student's current grade level. (Ex: 10<sup>th</sup> grade absence)**

There may be instances when an attendance plan will be put in place due to excessive absences. Student conferences will be held when this needs to happen. Excessive absences will result in a written attendance plan with the grade level administrator. Students with excessive absences could be referred to the district attendance officer who could issue further consequences.

School procedures for reporting absences and returning to school are as follows:

1. The parent/guardian must notify the attendance office by 11:00am when a student is absent. The attendance office can be reached at 713-251-3400. If this is not done, the school will attempt to phone home or work.
2. If phone contact has not been made, upon the student's return to school, the student must bring a note signed by a parent/guardian stating the date(s) of the absence, reason for the absence, and a parent/guardian phone number. If written notice has not been given to the attendance office by the third day it will be unexcused. The day the student was not at school constitutes the first day and the two subsequent days are the final days to provide documentation of the absence.
3. Written notice must be given to the office within **two (2) school days** if the absence is to be excused. **If a note is not received within two (2) school days of a student's return, the absence will be considered unexcused.**
3. If the absence is due to a doctor's appointment or other medical excuse, a doctor's note must be submitted.
4. Absences exceeding five (5) consecutive days require a doctor's note.

**Students may not be checked out past 2:45pm.** Questions about student attendance should be directed to Ms. Balbuena (Grades 9 & 10) and Ms. Rodriguez (Grades 11 & 12) in the attendance office located on the first floor.

Also note that students seeking a Verification of Enrollment (VOE) must be in good standing with their attendance in order to receive one. This means if you have violated the 90% rule, defined by the State of Texas, you will not qualify to receive a VOE. Students must have a semester of good attendance to qualify for a VOE. To obtain a VOE, complete your request [here](#).

## **CHROMEBOOKS**

Students will receive a school issued chromebook. Students will not be allowed to use personal laptops or devices for class time or during assessments. It is highly encouraged for all students to purchase insurance for \$25 each school year.

## **CLUBS & ORGANIZATIONS**

SHS offers a wide variety of curricular and extracurricular activities to develop student talents and interests. Involvement in a club, team, or other type of school-sponsored organization is an excellent way to increase and improve a student's personal, physical, and social development. Student participation is only allowable with written parent consent, per Texas Senate Bill 12.

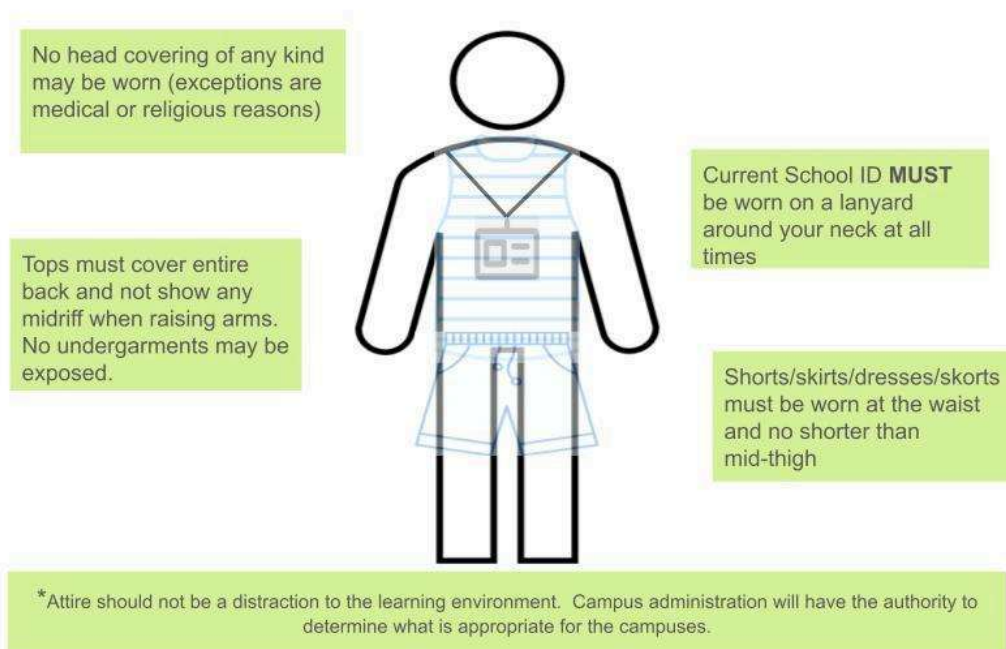
## **DELIVERIES**

Parents or family members may deliver lunches to SHS. There is shelving available in the main office vestibule where lunches can be dropped off. **Students may only pick up lunches during their assigned lunch time from the main office - no other dropoff location or area.** SHS will not be responsible for lunches left on the shelving. We encourage all students to bring their lunches with them or get their lunch from the cafeteria. **Outside food delivery services (Ex: Doordash, Chick-Fil-A, UberEATS, etc.) are prohibited on SHS property.** Students who receive deliveries from outside delivery services shall receive consequences and the food shall be confiscated. SHS is not responsible for outside delivery food items.

Deliveries, other than lunches, will get dropped off to the main office receptionist.

## **DRESS CODE**

The faculty, administration, and staff at SHS support and enforce the district's dress code policy to ensure the most beneficial environment for the student. [The SBISD dress code can be found in the 2025-2026 Student/Parent Handbook.](#) In addition, Stratford's specific dress code policies are as follows:



No head covering of any kind may be worn (exceptions are medical or religious reasons)

Tops must cover entire back and not show any midriff when raising arms. No undergarments may be exposed.

Current School ID **MUST** be worn on a lanyard around your neck at all times

Shorts/skirts/dresses/skorts must be worn at the waist and no shorter than mid-thigh

\*Attire should not be a distraction to the learning environment. Campus administration will have the authority to determine what is appropriate for the campuses.

## General Clothing

- Clothing may not be worn which is obscene or distasteful, displays inappropriate slogans, advertises tobacco, drugs, alcoholic beverages or prohibited substances, (written or pictured.)
- Clothing may not be worn which depicts identified gang symbols or gang affiliations.
- Garments which are see-through are not allowed.
- Undergarments (top and bottom) should never be exposed.

## Tops

- Off the shoulder tops or tops that expose any part of the back are not allowed.
- Tops that have low cut necklines or expose the midriff area during normal school activities (i.e. raising your hand) are not acceptable.
- Halter tops, tank tops, tube tops, or any immodest tops may not be worn.
- Sleeveless jerseys without a t-shirt underneath are not permitted.
- Hoodie sweatshirts are permitted, but **without** wearing the hood up over the head.

## Shorts/Pants/Dresses

- Pants, shorts, skirts that are immodest and/or expose undergarments are not permitted.
- The length of shorts, skirts, or dresses must be appropriate for school and school activities. The length should target the mid-thigh region at all times and at no point should any part of the posterior or groin region be directly exposed or expose undergarments. The campus administration will have authority to determine what is appropriate for the campus.
- Pants and shorts must be worn at the waist. Students are required to tighten the waistband of their pants with their own belt or a school provided plastic 'cinch,' if available.
- Oversized, baggy pants or shorts are not allowed.
- Torn and tattered clothing at mid-thigh or above is not allowed unless leggings or tights cover the exposed area.
- Leggings can be worn underneath clothing (skirts, dresses, etc. to compensate for length). Leggings, and form-fitting pants or shorts may be worn if the shirt is waist length - no midriff exposure is allowable.
- Biker shorts, bodysuits, or unitards are not permitted.

## Accessories

- Hats, caps, beanies, hairnets, bandanas, sweatbands, scarves, towels, rags or head coverings of any kind are not allowed.
- Oversized jewelry and jewelry depicting gang symbols may not be worn or visible during the school day.
- Body piercings that are distracting are inappropriate for school and school related activities. Piercing of the face will be limited to 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.
- Chains hanging from clothing and spiked accessories are not allowed and will be confiscated.

## **Hair/Make-Up/Other**

- Hair should be clean, neat and well groomed.
- Blankets, pillows, or other similar items cannot be used, carried, or worn during the school day.
- Sleepwear/pajamas may not be worn inside the school building.
- Tattoos which display obscenities or sexual innuendo, depict violence or weapons, advertise or promote alcoholic beverages, narcotics, tobacco, or other prohibited substances are not permitted. Additionally, tattoos which display gang affiliation or that could be viewed as offensive to others are not permitted.
- Shoes must be worn at all times. House shoes/slippers or shoes creating a safety issue are not permitted.

## **Consequences to Dress Code Infractions**

- The dress code is subject to change and all decisions made by the administrative staff are final.
- Dress code violations must be corrected before a student may return to class. Students that are unable to correct their dress code may be sent to ISS.
- Determining the method of correction of the dress code violation will be the decision of the school administrators. Corrections include but are not limited to: placing a 'cinch' in belt loops to tighten waistband, changing into appropriate clothing, and removing prohibited items.
- Students found in violation of the dress code for the same offense on the same day are committing a level 3 offense, insubordination, and are subject to disciplinary consequences according to the SBISD handbook.
- Grade level offices will keep track of the number of dress code violations as discipline infractions. Repeated violations may result in detention, ISS, and/or suspension.
- Failure to correct the dress code violation will result in disciplinary action.  
Failure to comply with principal requests will be considered insubordination that may result in further disciplinary consequences.

## **ELECTRONIC DEVICES**

- New Texas House Bill 1481 restricts the use of personal communication devices at school.
- No cell phones, smart watches, smart devices, listening devices, headphones, or personal laptop are allowed during the instructional day until 3:15pm.
- Wired headphones can only be used with school-issued Chromebooks for instructional purposes and with teacher permission.
- All electronic devices, other than school-issued Chromebooks, are expected to be stored out of sight and silent at all times throughout the instructional day.

Consequences for having a device visible/audible could include:

1st offenses: Item confiscated until the end of the day & 1 hr. detention

2nd offense: Item confiscated until the end of the day & 2 hr. detention

3rd offense: Parent picks up phone & 4 hr. Saturday detention

*Note: SHS/SBISD is not responsible for replacement of any confiscated items if they are misplaced. Additional guidelines concerning Dress Code and Electronic Devices may be added as deemed necessary.*

**EXAM EXEMPTIONS**

No more than 5 total absences per class (Spring semester) are allowable. If a student has ten absences in any class before final exams, **ALL** exemptions are lost. Additional information regarding exam exemptions can be found within the [2025-2026 SBISD Secondary Grading Expectations](#).

High School Final Exam Exemptions		
	Fall Exemptions	Spring Exemptions
9th Grade	0	1
10th Grade	0	2
11th Grade	0	3
12th Grade	0	7
<b>Attendance Requirement</b>	No more than 5 absences per class. Ten or more absences in any class will make a student ineligible to exempt all finals.  Tardies = ½ absence	
<b>Grade Requirement</b>	Grade of 80 or higher	
<b>Behavior Requirement</b>	No ISS, OSS or DAEP. No office referral for academic dishonesty that results in a behavior or academic consequence.	
<b>AP/IB</b>	Students in AP or IB courses who sit for the AB/IB exam may exempt the course final if they meet the other exemption criteria. These exemptions are in addition to the number available for students in their grade level.	
<b>Other Considerations</b>	All fines and fees must be clear	

**ID BADGES**

Students are given a Stratford ID badge at the beginning of each school year. Students are required to wear their 2025-2026 ID at all times before entering the building and the entire time on campus. Faculty and staff members may ask students to identify themselves at any time while they are on school grounds. Students who enter the building without an ID must go to the Bookroom (Room 119) to obtain a temporary ID sticker. **Temporary ID stickers cost \$1 per day.** If a student is issued a temporary ID five times, that is the cost of a new ID and a replacement ID will be given if needed. If a student needs a replacement ID, one may be obtained in the Bookroom (Room 119). The replacement cost is \$5. Disfigured ID badges must be replaced for the replacement cost. Questions should be directed to Ms. Prontka, the 10th grade principal.

## **LEAVING CAMPUS DURING THE SCHOOL DAY**

**STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS DURING THE SCHOOL DAY UNLESS THEY HAVE AN OFFICE DISMISSAL SLIP OR OFF-CAMPUS PASS.** To obtain an early dismissal slip, a parent/guardian must provide a written note or email to the attendance office stating the time and reason for dismissal before the warning bell rings in the morning. Students must then sign out in the attendance office before leaving campus and must carry an early dismissal slip/off campus pass at all times. **Failure to do so will result in disciplinary action. Students who go off campus or leave their designated location without permission are considered truant. They may be subject to losing their parking privilege, exemptions, or other disciplinary actions. Please note that students are not allowed to go to the parking lots unless they have permission.** Students in violation of the closed campus policy may be subject to being searched and sent to the nurse for a screening/sobriety test. Vehicles may also be searched as deemed appropriate by an administrator.

## **LOCKERS**

Lockers are the property of the school and students are given permission to use them. Locker assignments are not to be changed or shared without permission from Mr. Barry, the 11<sup>th</sup> grade principal. The school is not responsible for items lost from these lockers. You are urged to not keep valuable items in your lockers. Students who want a locker should make a request in the 3<sup>rd</sup> floor grade level office.

## **LOST & FOUND**

The lost and found department is in the Stratford Bookroom, Room 119.

## **MAKE-UP WORK**

Students may be absent from class in cases of illness, family emergency and other unavoidable conflicts. **After an absence, THE STUDENT MUST TAKE RESPONSIBILITY for making up any missed work,** including tests, quizzes, exams, essays, reading assignments, and projects. Stratford High School adheres to District Guidelines concerning make-up work. The guidelines are as follows:

1. Students who miss class must make up the work. Students will receive credit for make-up work except in the case of a documented truancy.
2. It is the student's responsibility to make arrangements with teachers for make-up work prior to or immediately upon returning to class.
3. Make-up work, especially tests, may be of an alternate version.
4. Students who have pre-approved absences are expected to notify the teachers of the classes they will miss in advance and request assignments. The work is due at the first class meeting following return to school.
5. All make-up work from the prior grading period must be completed and a grade assigned before the next grade report (progress report or report card).
6. Whether a student is absent one or five days, make-up assignments and tests must be completed. Timelines for make-up assignments will adhere the following schedule (unless prior principal

approval is received):

1<sup>st</sup> day absence – day following return to class

2<sup>nd</sup> day absence – 2 days after return to class

3<sup>rd</sup> day absence – 3 days after return to class

4<sup>th</sup> day absences – 4 days after return to class

5<sup>th</sup> day absence – 5 days after return to class

6<sup>th</sup> day absence – 6 days after return to class

7. Students who receive home-based instruction will receive full credit for all assignments completed.
8. Students absent for school activities should be prepared for class when they return and be prepared to complete work missed while absent from class.

*Note: Further clarifications may be made as deemed necessary.*

Failure to make up work in a timely manner will result in the student receiving a zero for all work not completed. **Obtaining make-up work is the responsibility of the student.**

It is recommended that absent students keep in touch with classmates, as they are generally the best source of information about daily class work and assignments. Students who anticipate an absence from school should obtain assignments ahead of time and turn in the completed work upon return to school. Students should check Canvas for any missing work. SHS teachers keep updated assignments and notes in Canvas which may also benefit students that are absent. Make-up exams should be taken on the first make-up day according to department/teacher schedules. An additional morning make-up exam time will be available for students who are unable to attend the afternoon make-up times. See your teacher for the dates, times, and locations of this make-up time.

## **PARKING**

Parking permit stickers can be purchased in the Main Office. Students may select either the East, South, or West parking lot. Seniors have the first opportunity to purchase their parking permits. Juniors may begin purchasing permits along with seniors the following week. **All student vehicles parked on campus must have a parking permit sticker. Any student vehicle parked on campus without a parking permit sticker is subject to being towed at the owner's expense.** Violations of parking rules shall result in suspension or removal of parking privileges.

Students are expected to park in the lot that corresponds to their parking permit. Students may not park in visitor spaces, the faculty/staff lot, or the Don Coleman Coliseum, at any time without permission. Any student vehicle parked in any of the aforementioned lots are subject to towing at the owner's expense. Students must obtain a replacement parking permit sticker for their car if the first one is lost. SHS is not responsible for any vehicles not parked on the premises without a parking permit. A vehicle may be tagged as a courtesy, but a warning is not required prior to towing vehicles. Additional information and forms can be found at <https://ssh.springbranchisd.com/studentsfamilies/parking-information>.

## **RETEST POLICY**

See department syllabus for each department's retest policy.

Note: Abuse of the retesting policy and continuation of eligibility will be reviewed by administration.

## **SOCIAL MEDIA**

Students may be disciplined for website or social media postings that materially and substantially disrupt the educational process or that contain threats that endanger the health, safety, and well-being of students, district personnel or staff members.

## **SPARTAN TIME**

Homeroom classes are small groups of students that meet every day for 30 minutes. These are small communities of learners and will be used for tutorials, study hall, or interventions most days with the exception of Thursdays. Thursdays are reserved for Spartan time lessons as well as lessons from the school district. **Spartan time is included in all attendance policies.**

## **STUDENT DISCIPLINE**

The SBISD Student/Parent Handbook covers the Code of Conduct in detail. A student, who is on the school grounds or in attendance at any school approved function, during the day or evening, is subject to all rules and regulations of the school and will be governed accordingly. A student who is on a school bus, on the school grounds, on a school trip, at a school-sponsored function, or in the building at any time is considered at school. Students assigned to a DAEP placement may lose their privilege of attending other school-related activities for the school year during which the offense occurs. Additional information can be found at <https://www.springbranchisd.com/studentsfamilies/handbooks>.

## **STUDENT SEARCHES – DRUG DOG**

SHS will complete random classroom searches by the district police officers and the drug-sniffing canine. The dog will not sniff students, but all belongings are subject to search. An alert by the dog gives SBISD cause to then physically search all student belongings and conduct a thorough search of the student. Classrooms are randomly selected through a lottery process, but discipline placements (ISS) will be searched every time the dog is on campus. Lockers and vehicles will also be worked by the dog, and alerts will result in a thorough search of the locker or vehicle. The student will be present during the more thorough search.

## **TARDY POLICY**

- Students tardy to any period will go to the Tardy Kiosk (located on each floor) and get a pass to class.
- The student takes the pass, goes to class, and gives the pass to the teacher.
- The Tardy Kiosk staff marks the student tardy in Skyward. Teacher checks pass for accuracy. Misuse of tardy passes will result in further consequences. Referral is written.

- **Tardies to 1<sup>st</sup> period (the first period of the day) will result in an automatic 2 hour detention that can be served two hours during the week or on a Saturday. That detention must be served during the week it was given.**
- For all other periods (Periods 2-7) on Tardy #4 students are assigned an after-school detention.
- The student attends an after-school detention, which is held on Tuesday, Wednesday, or Thursday beginning at 3:25pm in the cafeteria.
- It is the responsibility of the student to know when they should attend detention.
- Students are not admitted to class without a pass.
- Students must have their ID to receive a tardy pass.
- Tardies will reset at the semester.
- If you miss a scheduled detention, further consequences will be given.
- Students more than 15 minutes late to any period without an authorized pass, will be marked absent by the teacher.

#### **Tardy Consequences Sequence for 1st Period**

Tardy #1: 2 hour detention

If not completed within the appropriate time frame: 4 hour Saturday detention

If not completed within the appropriate time frame: ISS (In School Suspension)

#### **Tardy Consequences Sequence for Periods 2-7**

Tardy # 4: 1 hour after-school detention

Tardy # 8: 2 hour Saturday detention

Tardy # 12: 4 hour Saturday detention

Tardy # 16: ISS (In School Suspension) Every 4<sup>th</sup> Tardy thereafter results in ISS

### **TARDY SWEEPS**

Tardy sweeps will be implemented at the discretion of the campus administration. They are impromptu and serve to curb chronic and repetitive tardiness. A tardy sweep is a campus wide procedure that allows SHS staff to gather and relocate all tardy students after the final tardy bell rings to start the period. Each grade level principal individually meets with the tardy student from the corresponding grade level to review the frequency of their tardies. The consequence for a first-time offender caught in a tardy sweep is a 2-hour after school detention. Students caught in a second tardy sweep, not on the same day, will receive a 4-hour Saturday detention. Any tardy sweep infractions after the second offense will result in a suspension, either in-school or out of school, to be paired with a parent conference.

Students caught in multiple tardy sweeps on the same day will forgo detention and be required to serve a suspension and parent conference to discuss the student's tardiness to class will be mandatory.

### **TEXTBOOKS**

All textbooks are online this year. Students may check out a hard copy of any textbook by request from the textbook clerk in the textbook room (Room 119) during lunch, passing period, before, or after school. All textbooks are the property of the State of Texas. Students are held financially responsible for lost or

damaged books. Students are required to put their names in each textbook along with the current school year. **Students should not give their textbooks to teachers, leave them in a classroom or someone else's locker, loan them to other students, or leave them unattended.**

## **TRANSCRIPTS**

Students may request a transcript through Naviance. Students must have a signed FERPA release in Family Access prior to any transcript being issued. Additional information and transcript requests can be found at <https://ssh.springbranchisd.com/fs/pages/6448>.

## **TRANSPORTATION TO OFF-CAMPUS SCHOOL SITES**

For 1<sup>st</sup> period, the off-campus school bus will pick students up in the east lot at 7:25am. For the remainder of the day, the bus will pick students up in the front of the school. Students going to an off-campus school site are dismissed from the prior class five minutes early. Students need to keep their ID with them as proof of enrollment in these courses. Students that miss the bus to the off-campus site must report to their grade level office. Excessive absences missing the Guthrie Center bus may result in removal from the course and loss of credit as well as other disciplinary action.

## **TRUANCY**

A student's absence from school or class without prior knowledge and approval of the parents, guardians, and school officials will be considered truancy. **Each absence due to truancy will result in a grade of zero for any activity, test, or assignment missed if all members of the class are assigned grades for the same work.** In cases of a major exam or project, the truant students may complete the assessment for a maximum score of 70 out of 100 points. Further disciplinary action may be taken if deemed necessary by administration. Further information regarding truancy can be found in the [SBISD Student/Family Handbook](#).

You may be considered truant under the following circumstances:

- Not attending class without permission
- Leaving campus or designated location without permission
- Checking in to class and then leaving class never to return without permissions
- Leaving class with or without permission and not returning in a timely manner
- Leaving class for reasons other than permitted
- Please see the **Leaving During the School Day** section on page 9.

## **VERIFICATION OF ENROLLMENT (VOE)**

The form provides required documentation of enrollment status/attendance for a student applying for an instruction permit or applying for or renewing a license to operate a motor vehicle. This form can be completed online and verification will be sent to the student's SBISD email account. A VOE cannot be issued if loss of credit occurs in any course for the previous semester. To obtain a VOE, complete your request [here](#).

## **VISITORS & VOLUNTEERS**

All visitors who have school-related business must check in at the main office. Photo identification will be required; visitors' names will be run through the Raptor System in order to grant access to the campus. A Temporary Visitor's Badge must be worn at all times in the building and returned to the office upon leaving. Approval for visitors with unofficial business will be granted only in rare and unusual circumstances.

## Handbook Addendum

Student's Name \_\_\_\_\_ 2025-2026 Grade \_\_\_\_\_

Student's Spartan Time Teacher \_\_\_\_\_

The purpose of this addendum is to provide useful information to all students and parents that is easily accessible. This addendum provides academic and general information, policies and procedures. 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 the addendum.

I understand that it is my responsibility to read, understand, and comply with the guidelines, policies, and procedures that are discussed in the Student and Parent Addendum for Stratford High School. I acknowledge that there is an expectation that I will follow rules set forth in the district handbook, the campus addendum and as instructed by SHS staff. I also understand that the Student/Parent addendum can be accessed on the SHS website.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_