SPRING FOREST BOBCATS



STUDENT HANDBOOK SUPPLEMENT 2023-2024

SPRING FOREST MIDDLE SCHOOL
14240 Memorial Drive
Houston, Texas 77079
Phone: 713-251-4600

Web: http://sfm.springbranchisd.com/

Office hours: 7:30 am - 4:15 pm
School hours: 8:40 am - 3:55 pm

Principal
Anisa Diaz Jones

Brittany Carr
6th Grade Principal

Greg Tammen
8th Grade Principal

Deana Ratnala
7th Grade Principal

PREFACE

This addendum to the district's Secondary Student/Parent handbook contains required and useful information necessary to assist with the orderly operation of Spring Forest Middle School. Students and parents should read this addendum along with the district handbook and keep both for future reference. Every situation cannot be listed, but an attempt is made to consolidate regulations and provide information.

AFTER SCHOOL PROCEDURES

Students will get their books/materials, exit the building and leave the campus in a timely manner. The campus should be cleared of students by 4:05 P.M., unless one of the following exceptions applies:

- students attending private music lessons and extracurricular practices
- students attending teacher tutorials must be in attendance no later than 4:05 p.m.
- students receiving extra help, making up work, or serving detention
- students must have a pass signed by school personnel to ride the late bus
- the campus reserves the right to remove student privileges to the sport court for student misbehavior

When finished, students engaged with the exception of activities, must exit the building by the nearest door and should not return on campus for any reason.

ATHLETICS

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

ATTENDANCE POLICY

According to Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets. (90% of 178 days). Students who fail to meet this requirement must make arrangements to make up time lost or risk being retained.

ATTENDANCE INFORMATION

Procedures When Absent from School

Each day a student is absent, parents are asked to contact the school attendance office at ph. (713) 251-4604 or fax (713) 251-4603 prior to 9:00 a.m.. to report the student's absence. If the school does not receive communication from a parent regarding a student's absence, the office will attempt to make contact with the parent in order to serve as a check against truancy.

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

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

Procedures when Making Arrangements for Make Up Work

It is the responsibility of the student to make arrangements with the teacher for make-up work and the scheduling of tests. The student will be allowed one day for each day of an excused or unexcused (at teacher discretion) absence to make up assigned work. Major projects assigned at least two weeks in advance will be due immediately upon the student's return. Students who are truant will not be permitted to make up any missed assignments, quizzes or tests. Requests for missed work are to be made through the attendance office. It is the student's responsibility to request and complete assignments within the allotted time. Work that is not turned in within the prescribed time frame will receive a late penalty, but still must be handed in the following day.

Procedures When Leaving School Early

Parents will come to the attendance office to check out their child. We will then call for the child.

Parents/Guardians must show picture identification (driver's license) when they pick up their children. SFMS will use V-Soft technology to register all visitors on campus.

Procedures When Arriving Late to School

Students arriving late should report directly to the attendance office for a pass to enter class. Please note that there are no excused tardies other than district transportation at the beginning of the school day.

BEFORE SCHOOL PROCEDURES

The building is closed to students until 8:07 A.M. with the following exceptions:

- Students may enter the cafeteria, through the courtyard, to eat breakfast at 8:07 A.M.
- When students are finished eating breakfast, they need to go to the Practice Gym, Competition Gym, or Auditorium.
- If students are not eating breakfast, they need to go to the Practice Gym, Competition Gym, or Auditorium. Students are expected to remain in their chosen location until the bell rings.
- Students must have a signed teacher pass to attend morning tutorials
- Students may not leave campus once they have arrived. (Kroger, Valero, McDonalds etc.)

BREAKFAST PROCEDURES

The Cafeteria in the morning may only be used for eating breakfast from 8:07 A.M – 8:35 A.M.

- Only sit in designated breakfast area.
- The serving line will close at 8:25 A.M.
- Clean up after yourself.
- No food may be taken from the Cafeteria

BICYCLES and SKATEBOARDS

Students should park bicycles in front or back of the school and should keep them locked at all times. Students are not permitted to ride a skateboard on campus and will be confiscated until a parent can pick them up.
SFMS is not liable for stolen or confiscated property.

BOOK BAGS AND BACKPACKS

Book bags or backpacks may be used to transport educational materials to and from school and must remain in the student's possession during school hours.

BRINGING MONEY AND VALUABLES TO SCHOOL

Students are urged not to bring extra money or valuable items to school. Students should bring enough money for lunch or other necessities for each day. The cafeteria, office, and/or staff will not be able to loan money or make change for lunch. The school assumes no responsibility for lost or stolen money. Students are responsible for all personal possessions. Personal belongings should be protected by proper identification and never left unattended.

CAFETERIA

The cafeteria should be kept clean at all times, students who fail to adhere to cafeteria rules may result in being assigned cafeteria cleanup duty, or other disciplinary consequences. Students are to remain in the lunchroom during lunchtime. No food or drink may be taken out of the cafeteria.

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

At Spring Forest Middle School, students are allowed to bring their cellphones to school. Students must keep them in a bookbag in the off or silent mode, but not in their pockets. No cellphone use in the classroom, hallways or cafeteria.

Who is responsible if the device is lost or stolen?

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

Cell Phone and other Electronic Devices Policy Specifics

SBISD 6-8th grade students will not be allowed to use personal telecommunications/electronic devices (e.g. cell phones, smart watches, ear buds, etc.) during instructional/classroom times and passing periods. No cell phones are allowed during lunch.

Exceptions may be made for medical reasons where the device is used to support the student's medical needs. In these circumstances, a written request must be provided to, and verified by, the school nurse.

Any telecommunications/electronic device brought on campus must be kept in the student's backpack during instructional times, passing periods, and lunch.

During instructional times, passing periods, and lunch, devices should be set on "silent," "do not disturb," or an equivalent setting. Any device with "AirDrop®," "Nearby Share®," or the like, should always be set to, "receiving off." The use of these types of peer-to-peer file sharing/transferring capabilities (including audio, video, pictures, etc.) is always prohibited during the school day. We define the school day as the time from the first bell in the morning to the dismissal bell in the afternoon.

Each student is under the authority of all staff members. Students that refuse to release an electronic communication device to a staff member when requested will receive a discipline referral.

DANCES

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

DETENTIONS

A student who violates student code of conduct may be assigned to, but not limited to, the examples below:

- **Lunch Detention** is assigned to students who commit minor infractions of established rules and procedures. These behaviors include, but are not limited to:
  - Assigned for chewing gum, tardies to class, not bringing supplies, failure to complete homework or class work, minor classroom infractions, etc.
  - Students sit at a separate table or area during lunch. Fast food delivery will not be accepted.
- **After- School Detention (3:55 – 4:40)** is assigned to students who commit minor infractions of established rules and procedures. These behaviors include, but are not limited to:
  - Tardies to class, inappropriate use of electronic devices, horseplay, profanity, failure to complete homework or classroom assignments, rudeness to another student (including name calling and gossiping).
  - Held in the cafeteria after school from 3:55-4:40
  - Monday through Thursday
- **Friday Detention (3:55-5:25)**
  - Designated Fridays
  - Held in the cafeteria

  Students will be expected to be in uniform and bring study materials. Failure to attend a detention or removal from a detention for inappropriate behavior will result in further disciplinary consequences.

DRESS CODE

Spring Forest students wear a uniform mode of dress. **The uniform mode of dress will be strictly enforced.** The school administration reserves the right to adjust the uniform mode of dress standards in order to maintain school-appropriate appearance. Students who violate the uniform mode of dress policy will receive disciplinary consequences.

Shirts

- 2-4 button polo-style shirt with collar
- Short or long sleeve
- Solid white, navy or royal blue, yellow or spirit shirts **(logos may not be any larger than 2X2 inches on the left or right chest area**). No logos on the sleeves**.**
- Midriff shirts are **not permitted**
- Undershirts and under garments, solid white, gray, or blue logos may not be any larger than 2X2 inches on the left of right chest area
- Undergarments must not be visible.
- Must not be oversized
- Spring Forest spirit shirts may be worn any day of the week. They may be worn with uniform bottoms Monday – Thursday and they may be worn with jeans on Friday or the last day of the week.
- College shirts may be worn on Wednesday with uniform bottoms.

Pants

- Khaki, Navy or Black twill slacks (No Denim or like material)
- **New!** Black leggings and yoga pants are permitted **AND** the glutes must be covered at all times.
- Must fit at hip bone, be hemmed, and must not touch the ground or be cut at the seam, be rolled or pegged
- Baggy or oversized styles are **NOT** permitted
- Pants must be fitted and may **NOT** sag. **NO sagging**.
- No style permitted that would cause a distraction to classroom instruction

Skirts, Skorts, Jumpers, Shorts

- Khaki , Navy, or Black twill
- Length must be **no shorter than three inches above the knee**. Shorts **may not** be rolled up to make them shorter than three inches above the knee

Sweaters/Sweatshirts/Jackets

- Long sleeve pullover/hoodie
- May be navy blue, white, or gray (logos may not be any larger than 2X2 inches on the left of right chest area)
- Must be solid
- SFMS sweatshirts permitted

Leggings/Tights as an undergarment

- Must be solid (no design)
- Must be worn with skirts that are aligned with dress code
- May be white, black or navy blue

Shoes

- Tennis style are preferred
- Sandals are allowed (must have back)
- Shower shoes/water shoes are not permitted
- Flip flops are not permitted
- House shoes/slippers are not permitted

Jewelry and Accessories

- Chains on clothing are NOT permitted
- Piercing of the face will be limited to the ears only (NO gauges).
- Jewelry must be tasteful and not excessive.
- No tattoos including drawing on self with markers or pens

- No sun glasses are permitted
- No hats, bandanas, hair nets, or do-rags

Hair

- Hair should be clean, neat and well groomed
- No facial hair of any kind
- No designs or lines in hair or eyebrows that promote gang affiliation or reference drugs, alcohol, sex, or violence

Spirit Day Dress Code – *Days will be designated by building principal*

- Jeans must fit at top of hip bone, be hemmed, and must not touch the ground or be cut at the seam
- Jeans may not have any holes or tears
- Students may wear SFMS spirit shirt, or appropriate uniform top
- Blue jeans only, (NO colors). Blue jeans may not be ripped or torn in any way

SFMS Spirit Wear

PTA spirit wear may be worn any day of the week. Students wearing PTA approved leggings/tights may wear any SFMS spirit shirt as long as that shirt covers the posterior area appropriately. Also, any SFMS spirit shirt may be worn with the spirit wear athletic shorts. These uniform additions may not be substituted for P.E. / athletic uniforms.

Electronic Devices, E-Cigarette, Vaping Devices and Paraphernalia

E-Cigarettes, Vaping Devices and Paraphernalia are inappropriate, are strictly prohibited, and will be confiscated. Disciplinary action of DAEP (District Alternative Education Placement) is mandatory.. **SFMS is not liable for stolen or confiscated property.**

FIELD TRIPS

Different groups take field trips periodically throughout the school year. Permission slips are sent home for parents to sign and return with their student. Students are expected to maintain behavior consistent with school guidelines while on field trips. Dress code will be determined by the field trip sponsor.

HALLWAY BEHAVIOR

In order to maintain a safe and orderly campus environment students will be required to follow the procedures listed below.

- Walking in the hallways, keeping hands and feet to themselves
- The hallways will be kept free of food and drinks during the day.
- Walk on the right side of the hallway.
- Students will make their way to their next class and not congregate in the hallways.

HOMEWORK

Students will receive homework expectations from their teachers.

IN SCHOOL SUSPENSION (ISS)

The In School Suspension (ISS) is designed to encourage the student to exercise self-discipline and to provide the student an alternative to home-based instruction. Assignment to ISS, a separate classroom staffed by certified teachers, is a method generally used to handle *major* discipline problems or repeated minor infractions when the student's inappropriate behavior makes it necessary to remove them from the normal classroom setting. Students will work on assignments from their regular classes as well as reflections and restorative practices. When the students are assigned to ISS, parents will be notified of the infraction and the number of days assigned by the ISS assignment form or the appropriate assistant principal. Violations of ISS rules will result in the student being removed from campus and a possible additional consequence. Students assigned to ISS will receive a tray from the cafeteria or may bring their lunch. Fast food delivery will not be accepted.

LIBRARY MEDIA SERVICES

A pass from a teacher is necessary to use the library during the school day. All materials checked out must be returned on time and in good condition. If material checked out from the learning commons is lost or damaged beyond repair, the replacement cost will be assessed. Students are responsible for paying these costs by the end of the semester in which the book was lost or damaged. If the book is found, the charge will be refunded.

LOST AND FOUND

A "Lost and Found" area is located in the cafeteria. Found articles should be turned in promptly and lost articles should be claimed within a reasonable time (ten days). All items not claimed by the end of each nine weeks will be donated to charity.

PARENT PORTAL (Skyward/Canvas)

Parents are able to see student records and school information from home, school, work and the library. Please contact Skyward Help for Skyward issues and the student's teacher for Canvas questions. Users will be responsible for the security of their username and password. This information should be kept confidential at all times.

REPORT CARDS AND PROGRESS REPORTS

Progress reports will be issued every 3rd and 6th week within each reporting period. Report cards will be mailed to the student's home every 9 weeks (4 times a year). Students will be responsible for bringing progress reports to parents/guardians. It is the responsibility of the parent to notify the school of any change of address.

SCHEDULE CHANGES

Course selections are made in the spring and every effort is made to honor student course requests. Personnel assignments and the master schedule are based on the student's selections; therefore, a student's schedule is difficult to change once it is in place. Changes will be made for the academic benefit to the student when possible and for no other reason(s). The counselor must receive a written request from the parent for a schedule change within the first week of the semester. The principal must approve all changes.

SCHOOL LUNCH PROGRAM

Breakfast and hot lunches will be served daily. Families who are unable to pay the full price may apply for free/reduced meals. Application forms with an income eligibility scale are accessed online. Students may start receiving free or reduced lunches the day the application is approved. All applications will be handled privately and information will be kept confidential. Meals, full price or reduced price, may be prepaid.

TARDIES

A student is considered tardy to class if the tardy bell rings and students are not inside the classroom. Students are to report to class for roll check before participating in any other scheduled activity. If a student is detained in the office or by a teacher, a tardy excuse should be issued before going to the next class. Missing the bus in the morning will not be considered an excused tardy. Procedures for documenting tardies will be monitored by classroom teachers and grade level principals.
Tardies are cumulative and will be checked weekly.

Students failing to meet expectations will be issued the following consequences:

Tardies Per Week	Consequence
2	After School Detention
3-4	2 After School Detentions or Friday detention
5 or more	In School Suspension

TECHNOLOGY

Spring Forest students will be asked to sign an Acceptable Use Contract at the beginning of the year. These contracts are used to make sure students know how to responsibly use the technology equipment. Once the contract is signed and returned, the student will be able to use the computers. Failure to abide by the guidelines will result in disciplinary action as well as possible financial restitution for any damages.

TESTS

All major tests will be announced at least three days prior to test day to allow the student sufficient preparation time.

RE-TEACH RETEST

Re-Teach/Re-Test Policy:

- For students who fail a major test/assessment with a 69 or below (only) they will be provided with an opportunity to re-test after a re-teach.
- The Student must attend the communicated re-test date.
- The retest/project will cover the same material as the original test/project; however, the retest/project resubmission may be in a different format with questions changed.
- Students and teachers must communicate and plan for the retest within forty-eight hours after the teacher notifies the student of a failing grade.
- All retests should be completed within 10 days of the notification of a failed test.
- Students caught cheating on a test may re-take the test for the highest grade of a 70% and serve a day of ISS. If a student cheats a second time, they will receive a zero on the test.
- The maximum grade that can be earned on the re-test is a 70.
- If a student scores lower on the re-test, the original test grade will be used.
- All semester final exams are ineligible for a retest.

TEXTBOOKS

A parent may request textbooks for his/her student at the beginning of the school year. Textbooks must be returned in the condition in which they are issued. Students must return all textbooks before withdrawing from school and at the end of the school year. Textbooks may be checked out during the school year. Fines for damages will be assessed.

TOYS

Toys are not appropriate for middle school. It is each teacher's discretion to confiscate toys, (ex. Slime, spinners…).

TUTORIALS

All grade level teachers provide after-school tutorials Monday through Thursday. Check with your teacher for their tutorial schedules.

TRANSPORTATION

Transportation is a privilege, not a right. Students may be subject to any disciplinary actions described in the *Student Code of Conduct*, including suspension from the bus for violations of the *Student Code of Conduct*. In order to ensure safety is maintained, the following will apply:

- Students must be on time at designated bus stops. Buses cannot wait for tardy students.
- Students shall obey the driver's suggestions and help the driver to assure safety at all times.
- Bus drivers reserve the right to assign seats on their bus.
- Students must ride the bus they are assigned. Buses will load and unload only at designated stops.
- Students must stay off the roadway while waiting for the bus and should form a line to get on the bus.
- Students shall cross at least fifteen feet in front of the bus when crossing the road, never at the rear of the bus.
- Students are to wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Students shall remain seated while the bus is in motion. If the bus is equipped with seatbelts they must be worn at all times.
- Students shall enter or leave the bus only at the front door except in the case of an emergency.
- Students must not leave the bus without the driver's consent except at home or school. No unauthorized stops will be made.
- Students shall occupy any seat assigned by the driver; keep feet out of aisles, off seats, and backs of seats; and sit erect with feet on the floor.
- When conditions require it; students must sit three in a seat, filling back seats first.
- Musical instruments must be held by the owner. They may not be left in aisles, at front, or by the rear door.
- Students must keep their head, arms, and hands inside the bus.
- Students shall keep the bus clean. No eating or drinking is allowed on the bus.
- Students shall report to the driver any damage to the property. Damage to the interior or exterior of the bus will result in payment by the student or parents of the student for damages and may result in suspended bus riding privileges for the student.
- Parents are responsible for supervision of the bus stop area prior to the arrival of the bus.
- Students must be able to enter and exit a bus without hesitation and without assistance, including emergency evacuations.

LATE BUSES

A late bus is provided for students that stay after school for tutorials and extracurricular activities. Students will be issued a late bus pass only from the tutorial teacher, extra-curricular sponsor or detention supervisor. Students must stay to the end of tutorials, extracurricular activities, or detention to earn a late bus pass. If students misbehave during after-school activities and are asked to leave that activity, they will not be given a late bus pass. The Late Bus leaves SFMS at 4:45 p.m. M-TH.