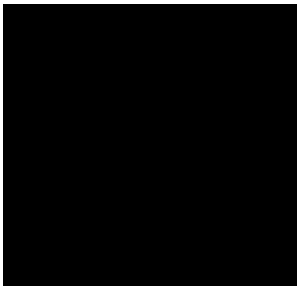


2016-2017 School Year

Spring Woods Middle School, Spring Branch ISD



STUDENT - PARENT HANDBOOK

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SPRING WOODS MIDDLE SCHOOL DIRECTORY

Main Number 713-251-5000

Fax Number 713-251-5015

Principal Debbie Silber

Assistant Principals

6th Grade Lawrence Anglin

7th Grade Elizabeth Hull

8th Grade Greg Tammen

Counselors

All Grades A – L Ruben Espinosa

All Grades M – Z Angela Hopkins

Administrative Assistant Stephanie Humphrey

AP Secretary Nallely Santos

Attendance Adrianna Guillen

Counselor Support Specialist Lorena Hernandez

Nurse Carol Stewart, RN

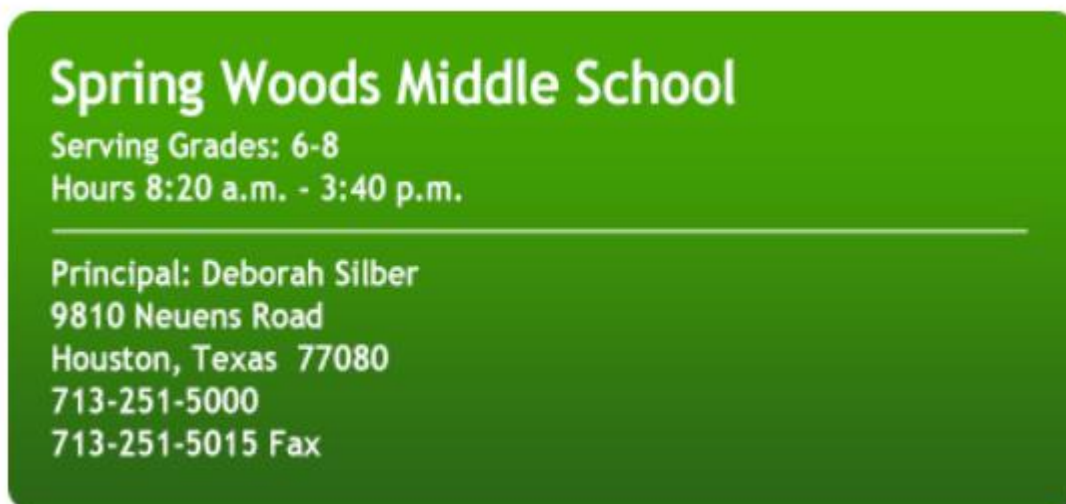
Librarian Joan Foster

Family & Community Resource Officer Max Ayala

Email addresses and phone numbers for staff members can be found on the school website

<https://cms.springbranchisd.com/swmid>

SCHOOL HOURS



NEW SCHOOL HOURS FOR 2016 – 2017!

The official hours for SWMS are **8:20AM to 3:40PM**. School doors will open at 7:45AM. We encourage all students to come and have breakfast. *Breakfast is FREE to ALL students.* At 8:00AM students will be allowed to go to their classrooms. From 8:00AM to 8:20AM teachers will help students prepare for the learning of the day.

SWMS-HOME-SWMS-HOME COMMUNICATION

We are Spring Woods! We cannot be successful without your help and support at home. Please complete the important items found in the First Day Packet especially the **Emergency Card** and the **Health Inventory**. If you move or change phone numbers, please let us know. If you have questions, please send a note to your child's Community teacher or call the Front Office.

For school information, we have the following resources for you:

- Spring Woods Middle School website: <https://cms.springbranchisd.com/swmid>
- Parent Callout system where you can receive phone, text, and e-mail messages of important upcoming school events. (This is why we need your contact information ☺)
- Family Access for information on your child's grades. Visit the school website or click on this link: <https://cms.springbranchisd.com/swmid/Parents/Family-Access>
- Follow us on Twitter @WoodsMiddle

For the success and well-being of your child, we are in this together! **We Are Spring Woods!!**

ATTENDANCE

To optimize success in school, students are expected to be on time and present in school every day. We want your child in school and we miss them when they are not here! According to the Texas Compulsory School Attendance Law (TEC.Sec.25.085) if a student is absent without an excuse for 10 days or parts of days in a six month period; or 3 or more days in a four-week period, the student's parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and is subject to a fine of up to \$500 for each day of unexcused absence after the warning letter is issued. The Attendance Specialist may investigate any absence.

Excused Absences

Should a student be absent, the reason for an excused absence must be stated in writing and signed by the parent/guardian of the student. The written excuse must be received by the Attendance Office within 3 days after the absence. Notes should not be accepted by teachers. Failure to notify the school within this time will result in an unexcused absence.

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include:

- Personal illness
- Religious holy days
- Health care appointments
- Emergencies or unusual circumstances recognized by the principal or principal's designee
- Board approved extra-curricular activities with permission of principal

Students with Exemplary Attendance

At the end of every grading period, SWMS will reward students who have exemplary attendance. We will also reward students at the end of the year who have had exemplary attendance for the year. The following policies and procedures are required for a student to qualify for exemplary attendance:

- The student may not miss a day of the Spring Branch ISD scholastic year.
- A partial day absence does not count against exemplary attendance; a doctor's note is required.
- Religious holidays do not count against exemplary attendance; a signed and dated note from the religious organization's representative is required.
- Spring Branch ISD approved Average Daily Attendance (ADA) absence/Bad Weather days do not count against exemplary attendance.

- Absences for school sponsored or UIL extracurricular activities do not count against exemplary attendance.
- Students sent home from the clinic after ADA has been taken will not be considered absent.

Regular attendance is essential for the student to make the most of his/her education. Please call the school attendance clerk if you have any questions.

Late Arrival and Early Dismissal

Students must sign-in and out at the Front Office any time they come in late or leave early. If a student is leaving school early, a note signed by a parent/guardian should be brought to the Attendance Office in the morning. **Students may not be released for early dismissal after 3:00PM.** The note needs to state the reason and time the child is leaving. When the parent/guardian arrives at the designated time, the student will be called to the Front Office. If someone other than the parent/guardian is to pick up the student, the note should include the name of the person who will be picking up the student.

Parents (or a properly authorized person) must come to the Front Office to sign-out the student. Satisfactory identification (i.e. driver's license or picture ID) is required in order for an authorized person to talk with a student or take a student from school. An authorized person includes the parent, a person whose name appears on the emergency card for contact during an emergency when parents are unavailable, a person for whom we have received written authorization from student's parent/guardian, or someone authorized by legal order. Students are not allowed to wait at the curb to be picked up during school hours.

Make-Up Work

Make-up work is available for students after an absence regardless of the reason for the absence. **It is the responsibility of the student to obtain and complete all make-up assignments in a satisfactory manner within the time allotted.** Teachers have a standard procedure which students should follow in order to identify the make-up work they need to complete. **Generally, students are allowed two school days for every one school day absent to make up work following unexpected absences.** However, assignments made prior to the absence(s) are due on the first return date, including tests. Students generally are not given assignments ahead of time for absences due to family trips or other pre-arranged events.

Make-up work can be requested prior to the student's return to school only for personal illness absences of more than two (2) days or for certain special approved absences. Please consider that if the student is ill, it is unlikely the student will be able to complete all missed new assignments while at home. The illness will generally deplete the student's energy levels and ability to concentrate. It is recommended that assignments for math and only one other course be requested. The new assignments for other courses can be requested upon return. Parents

requesting assignments should do so by contacting the counselor's office. Requested assignments must be picked-up by a parent in the counselor's office prior to 3:00PM.

Tardies

A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. Students who are tardy for more than 50% of a given class period will be counted absent for attendance purposes. Students checking out of school for the day during a given class period will be recorded as absent if the student leaves before 50% of the class period has elapsed. Being tardy is an infraction of the Spring Branch ISD Student Code of Conduct. Students who are tardy to class may receive consequences ranging from parent conference, after school detention, and/or administrative referral.

AFTER SCHOOL ACTIVITIES

Nighttime Activities

SWMS welcomes student attendance at nighttime activities such as sporting games, plays and concerts, however, non-participating students are not permitted to stay after school in order to attend these events. Students must go home as they normally would and return at the scheduled time for the event. We encourage parents to attend school events with their children. Students are expected to behave appropriately at nighttime events and to follow all school rules. Failure to do so will result in the student being sent home from the activity and possibly being suspended from further attendance at nighttime activities. In addition, students who are assigned to In School Suspension, the District Alternative Education Program (DAEP), suspended or expelled are not allowed to attend any activity occurring during the period of their removal from regular classes.

Tutorials and After School Club Attendance

SWMS faculty provides academic tutorials for students who need and want extra help, and for students who are failing as a result of missing work or work of poor quality. Tutorials begin at 3:45pm and students may be picked up at 5:00pm in front of the school or they may ride the activity bus on Monday – Thursday. This is not a punishment, but a second opportunity to complete work by receiving extra time and instruction by a certified teacher. The goal of after school tutorials is to assure that all students master curriculum objectives and receive passing grades.

SWMS faculty provides after school clubs for students to pursue hobbies and interests that are not necessarily academic. Some of these include Art, Computer, Robotics, Star Wars to name just a few. Clubs are created based on the interests and hobbies of the students and staff

sponsors. Clubs meet after school at 3:45pm and students may be picked up at 5:00pm in front of the school or they may ride the activity bus Monday – Thursday.

ARRIVAL TO & DISMISSAL FROM SCHOOL

Safety of our students and SWMS community is our primary concern. Please follow the given traffic patterns to ensure safety and to avoid traffic jams.

Arrival/Morning Drop-off

Car riders may only be dropped off in the front of the school. In the interest of safety and to avoid traffic back-ups, students must be dropped off along the curb at the front of the school – the drop off line. Please be sure to pull up to the most western point of the driveway. Do not cut to the middle of the drop-off line and park in the middle of the driveway as this blocks traffic and endangers your child. There will be staff to guide traffic and assist students.

Bicycle riders and walkers may enter through the front or the back of the school. There is a bike rack in both the front and back. Lock your bike! SWMS and SBISD are not responsible for stolen bicycles.

Dismissal/Afternoon Pick-up

Car riders may only be picked up in the front of the school. Just as with morning drop-off, the students must be picked up along the curb at the front of the school. Please be sure to pull up to the most western point of the driveway. Do not cut to the middle of the pick-up line and park in the middle of the driveway as this blocks traffic and endangers your child. There will be staff to guide traffic and assist students.

Bicycle riders and walkers may exit through the front or back of the school.

- **At no time may students be dropped off on Neuens Road or on Hammerly Blvd.**
- **At no time may students be dropped off in the back of the school. The bus lane is off limits to cars. The back parking lot is for faculty and staff only.**
- **At times, SBISD Police may be present to monitor traffic.**



CAMPUS PROCEDURES

Cafeteria

Parents and guardians are welcome to come and eat with their child. **Parents (or a properly authorized person) must come to the Front Office to sign-in.** Satisfactory identification (i.e. driver's license or picture ID) is required in order for an authorized person to have lunch with a student. Food brought from outside of school may not be shared with any other students. This includes birthday treats, pizza, or other food items.

Dress Code

In addition to adhering to the Spring Branch ISD Dress Code, SWMS will also adhere to the following criteria:

- Khaki or navy pants, shorts, skirts, jeans
- Any SWMS spirit shirt
- SWMS collared polo shirts – green, navy, white
- ONLY SWMS hoodies & sweatshirts
- Shoes must be worn; however, water/aqua socks, house shoes, or shoes creating a safety issue are not permitted.
- Clothing that has been written on with pen, paint, or sharpie is not permitted.

Order your SWMS Spirit shirts! Go **HAWKS!!**

Order forms are on our campus website: <https://cms.springbranchisd.com/swmid>

You can also pick up forms in the Front Office.

Hallway Instructions

The following instructions are presented to ensure an orderly flow of hallway traffic.

1. Students should keep to the right as they walk through the halls.
2. Students should avoid blocking traffic by gathering in groups to visit.
3. Students should walk and never run.
4. Students should not engage in horseplay in the hallways.
5. Students should not loiter in the halls or restrooms between classes.
6. Books and supplies must not be left on the hall floors.
7. Students should avoid whistling, talking loudly, and making other loud noises.
8. Students should proceed through the hallways in an orderly fashion.

Hawk Library

The library is open from 8:00am – 4:00 pm each school day. With permission from the librarian, students may come in before school, after school, or at lunch. Students coming from classes must have passes. Books are checked out for two weeks. Replacement cost is charged for lost or damaged books. If a student has an overdue book, further materials may not be checked out until

the book is paid for or returned. Reference materials are used in the library and may not be checked out. Computers are available for research and reading activities. Only school related activities will be permitted on the computers. Students may print with permission from the librarian.

ID Badge Procedures

Students will be issued a school picture ID with lanyard at the beginning of each school year. It is each student's responsibility to have that ID in their possession at all times while on Spring Branch ISD property. The picture ID will be used for textbook checkout, library book checkout, obtaining food in the cafeteria, admittance to school events, and computer usage. If the ID is lost, another one may be purchased for \$5.00 from the Front Office. Additional supplies such as lanyards, clips, and plastic sleeves can be purchased in the Hawk Store.

Late Activity Bus

Buses for after school activities run Monday – Thursday at 5:00pm.

Lockers

SWMS does not use student lockers. Students may use backpacks or book bags to carry their materials to class. Students will be issued lockers in PE only. It is the student's responsibility to keep their belongings locked **at all times**. Spring Branch ISD and SWMS are not responsible for items lost or stolen from lockers that are not properly locked.

Personal Telecommunications Devices/ Electronic Devices

Students may use a telecommunications device (smartphone) to the extent authorized by a classroom teacher or administrator for instructional purposes. Telecommunications devices shall not be used to take pictures or video at any time during the school day or on school grounds, unless authorized by the classroom teacher for instructional purposes.

Students may use a personal telecommunications device on school grounds during non-instructional times or at athletic events or other school-related activities/special events. All personal telecommunications devices shall be set so that incoming calls, text messages, and the like do not emit audible sound. When use of any telecommunications or personal electronic device is granted, the use may not in any way:

- Disrupt the educational process in the campus or District
- 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

Specifically, the use of a cell phone or any device that may be used to take pictures, capture images or video in any locker room, bathroom, or other areas in which students dress is

prohibited at all times. Staff members who discover a student using an electronic device in violation of these procedures as outlined in the Spring Branch ISD Student Code of Conduct will confiscate the device and turn it in to the appropriate administrator. As warranted disciplinary action at both the campus and District level will be imposed.

SWMS and Spring Branch ISD are not responsible for telecommunications or electronic devices brought onto campus or school-related events that become lost or stolen.

Spring Woods with a Purpose – Student Code of Conduct

Our goal at SWMS is for all members of our community to exemplify our core values of:

- Strengths
- Ownership
- Leadership
- Responsibility
- Integrity
- Self-confidence
- Right choices
- Justice
- Empowerment
- Strong relationships
- Empathy



SWMS engages in positive practices that include Restorative Justice, Seven Habits of Highly Effective Teens, and Positive Behavioral Interventions and Support (PBIS) in order to foster a positive learning environment where students are safe, engaged, and learning to be positive, productive, problem solvers in our school community.

Following the Spring Branch ISD Code of Conduct, SWMS faculty and staff will teach, model, and hold students accountable to these expectations together with our S.O.A.R. expectations for behavior. Disciplinary action will follow District and campus guidelines and may include parent-teacher conference, Restorative Circles, community service, administrator referral and other disciplinary action.

For more information visit the District website or follow this link to see the Spring Branch ISD Code of Conduct:

<https://www.springbranchisd.com/campusMenus/backtoschool/codeconductSEC.pdf>

CLINIC PROCEDURES

Emergency Care

Parents and guardians are required to complete a Health Inventory so that the school is aware of important health concerns, such as severe allergies or other health issues. This form is included in the First Day packet and is a critical piece in our clinic procedures. In the event of an injury or health crisis, the school nurse or designated personnel will render first aid. Parents will be contacted immediately. If warranted, school personnel will call EMS/ambulance for transport to a healthcare facility.

Illness

Students who become ill at school are sent to the clinic for evaluation. The school health care professional will call the parent if a child needs to go home or needs to talk personally to the parent. An ill student must leave school through the clinic. Occasionally, a parent will advise their child to “Just call me if you feel worse.” This advice is better stated, “If you feel worse, ask a teacher to send you to the clinic, and the nurse will call me.” It is essential that ill students leave through the clinic for purposes of attendance accounting and student safety.

To help control the spread of communicable disease, the following health measures must be followed:

- Students with a fever of 100.0 degrees or higher while at school must be sent home (24-hour rule begins when the student is signed out from school).
- Students who experience diarrhea and/or vomiting cannot be at school until they are symptom free for 24 hours without the use of preventative medicine.
- Students who experience diarrhea and/or vomiting at school must be sent home (24-hour rule begins when the student is signed out from school).

Immunizations

A student must be fully immunized against certain diseases or must presents a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. Please see the school health care professional and district website for information regarding immunizations and documentation requirements.

Medication

Spring Branch ISD Board policy prohibits students from carrying any medication on their person during the school year. This includes aspirin, cough drops, prescription, etc. Any medication brought on campus must be taken directly to the school nurse.

- A written request from the parent for the nurse to administer the medication must accompany the medication. Medication forms are available in the clinic.

- If the requested dosage of any non-prescription medication exceeds the recommended dosage on the container, a physician's order is required.
- Prescription and non-prescription medications must be in their original container with original labels. Baggies or plain bottles will not be accepted.
- At no time is it permissible for one student to allow another student to take his/her prescription or non-prescription medication. **Students who are found to have medication of any type in their possession, rather than stored in the clinic, are subject to school disciplinary consequences.**

Please call the school nurse with any questions about the district's medication procedures.



I understand this document contains campus-specific information and is not all-inclusive of Spring Branch ISD policies and procedures. I also understand if written Board of Trustees directive or policy on a subject does not exist, written guidelines, decisions, and actions of the administration will prevail.

LETTER FROM THE PRINCIPAL

Dear SWMS Families,

On behalf of the faculty and staff, I welcome you to an exciting year at SWMS! My name is Deborah Landau Silber, Principal of SWMS. It is our daily goal to make every *SWMS Hawk* an active learner who succeeds, not only in academics, but throughout his/her life. We *believe* that the foundation of a great education starts in school. We commit to teaching our students literacy and academic skills, which will prepare them for future success in middle school, high school and most importantly, college. We encourage our students to *be* creative, *be* engaged and *be* active learners for today and tomorrow. We know that if we invest in the education of our children today, they will impact the future. We encourage you to *be* involved and *be* active in your child's education. In order to provide the best education for your child, it takes your participation and support. Together we can move mountains- we can make a difference in the lives of ALL of our children and each other.

This handbook outlines school policies and procedures. Please take time to review the important information and discuss appropriate parts with your child.

We are looking forward to a year of academic and behavioral excellence.

Thank you in advance for your support! I look forward to working with each of you and your child this year.

Debbie Silber

Principal

We Are Spring Woods! - SIGNATURE PAGE

Please sign and return this page to your child's Community teacher. We're in this together!



SWMS Student - Parent Handbook 2016 - 2017

Student Name (Print)

Grade

Community Teacher

Student Signature

Date

Parent/Guardian (Print)

Parent/Guardian Signature