Parent/Student Addendum

2011 – 2012

"Personality can open doors, but only character can keep them open." ~ Elmer Letterman

School Colors
Forest Green and White

School Mascot
Spartan

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!

The School and Mission

Stratford employs the grade level concept in which principals and counselors assigned to each grade level serve the same students throughout their four years. Stratford's mission is to be a Learning Community that exceeds the expectations of our students, their parents, our faculty and staff and our community. In doing so, we will use innovative techniques, curriculums, guidance and encouragement to help our students reach their highest potential. Likewise, our faculty and staff will be treated with respect, positive encouragement, professionalism, and provided superior opportunities for professional development and collaboration.

Absences

The attendance office is located on the first floor across from the main office. Absences should be called into this office. Regular attendance increases the student's probability for successful performance and fosters the development of punctuality, self-discipline, and responsibility. Stratford encourages regular attendance through both written and oral communication with parents and students.

In accordance with state law, a student must attend at least 90% of the days a class is offered in order to obtain credit for the class. Excessive absences will result in a written referral to the Harris County District Attorney Office based on the guidelines stated in the Spring Branch ISD handbook. Students who are absent from a class 5 or more days or parts of days in a six-month period are subject to receiving a Class C citation for each day or part of a day of an unexcused absence.

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

1. The parent/guardian must notify the attendance office by 11:00 am 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 within three days of the absence, it will be 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.

Questions about student attendance should be directed to Ms. Burkin and Ms. Arguello in the Attendance Office.

Also note that students seeking a VOE must be in good standing with their attendance in order to receive one. Please see the VOE section of this student addendum.

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. Each year, some students attempt to improve their grades by cheating/academic dishonesty. Some examples are listed below but are not limited to the following:

1. Obtaining a copy of tests or scoring devices.
2. Accepting a copy of tests 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 as one's own work 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.

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 conduct grade, and participation in some extracurricular activities and organizations may be affected. Also, participation in leadership organizations or positions may also be affected.

*Please see the Academic Honesty Policy on the following page.

Stratford High School Academic Honesty Policy

Purpose	Honor Code Violation	Consequences
HOMEWORK – 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.	**HOMEWORK** – 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. Example: take-home tests.	First Offense: Warning from teacher, Zero on assignment, Non-consequential disciplinary referral (email to grade level principal) Second Offense: Parent/teacher/student conference, Zero on assignment, 2 hour detention, N in conduct (teacher discretion)

QUIZZES – Quizzes are given to test students knowledge and understanding of subject matter.	**QUIZZES –** 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	First Offense: Zero on quiz, Call parent, 2 hour detention, N in conduct (teacher discretion), email grade level principal Second Offense: Parent/teacher/student conference, Zero on quiz, 2 days ISS, U in conduct
TESTS – Testing is used to determine what a student knows and/or how the student can apply what he/she has learned.	**TESTS** – 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., turning around, signaling). Altering a graded work after it has been returned then submitting the work for regarding. Attempting to gain an unfair advantage before/during test; obtaining a copy of the test prior to testing, turning around, signaling). Altering a graded work after it has been returned then submitting the word for re-grading.	First Offense: Zero on test, Call parent, 1 day ISS, N in conduct Second Offense: Parent/teacher/student conference, Zero on test, 2 days ISS, U in conduct
RESEARCH PAPERS/PROJECTS* – 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.	**RESEARCH PAPERS/PROJECTS* –** copying phrases, sentences, etc. without suing quotation marks and giving proper documentation. Submitting someone else's work as yours. 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.	First Offense: Zero on research paper, Call parent, 1 day ISS, N in conduct Second Offense: Parent/teacher/student conference, Zero on research paper, 2 days ISS, U in conduct
ELECTRONIC DEVICES – Use of calculators or other electronic devices will be allowed upon teacher consent as appropriate	**ELECTRONIC DEVICES –** use of unapproved calculators. Using programs in calculators without teacher consent. Storing information in calculator about test, Sharing information on calculator pertinent to test with other students. Failure to clear test information from calculator before calculator is passed to another student. Use of cell phones, pagers, or other non-approved electronic devices.	Consequences shall be applied consistent with the policies on homework, quizzes, and tests.

*Note: Consequences for assignments not specifically defined may vary depending on the weight of the grade, determined by the teacher.

Stratford High School Academic Honesty Policy Definitions

Cheating:
Engaging in any action on dishonesty or deception which gives an individual an unfair advantage to improperly or illegally enhance a grade or 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's, 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. Specific policies regarding examinations may vary by teacher.

ACTIVITY BUS

An after-hours activity bus runs every Monday through Thursday at 4:30. The pick-up location is the bus circle.

ADDRESS CHANGE

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

BELL SCHEDULES

REGULAR SCHEDULE

7:50 – 9:23	Periods 1 & 2
9:29 – 11:11	Periods 3 & 4
11:11 - 11:41	Early Lunch
11:47 – 1:20	Periods 5 & 6
11:17 – 12:50	Periods 5 & 6
12:50 – 1:20	Late Lunch
1:26 – 3:00	Periods 7 & 8

SPARTAN TIME

7:50-9:14	Periods 1 & 2
9:20-10:00	Spartan Time
10:06-11:30	Periods 3 & 4
11:30-12:00	Early Lunch
12:06-1:30	Periods 5 & 6
11:36-1:00	Periods 5 & 6
1:00-1:30	Late Lunch
1:36-3:00	Periods 7 & 8

PEP RALLY SCHEDULE

7:50-9:18	Periods 1 & 2
9:24-10:54	Periods 3 & 4
10:54-11:24	Early Lunch
11:30-12:58	Periods 5 & 6
11:00-12:28	Periods 5 & 6
12:28-12:58	Late Lunch
1:04-2:30	Periods 7 & 8
2:30-3:00	Team Planning/Pep Rally

LATE START SCHEDULE

9:30-10:38	Periods 1 & 2
10:44-12:01	Periods 3 & 4
12:01-12:31	Early Lunch
12:37-1:45	Periods 5 & 6
12:07-1:15	Periods 5 & 6
1:15-1:45	Late Lunch
1:51 – 3:00	Periods 7 & 8

COUNSELORS CoRNER

Counselor Corner is an outreach program of the counselors to assist students during their lunch period to help avoid their missing class time. One counselor will be on duty each day to answer general questions or address any concerns; the counselor on duty may issue a pass to the student if they need to see their counselor or the special services counselor at that time. The counselor on duty can also e-mail the student's grade level or special services counselor to inform them that the student would like to see them. If a counselor is not on duty and not covered by a substitute, then a duty teacher located near counselor corner may issue them a pass to see their counselor. A student can still request to see their counselor by filling out a form in their grade level office. Dissemination of different academic and testing materials will also take place throughout the year from counselor corner.

Schedule: Monday - Darrell Pickard
Tuesday - D'Ann Franklin
Wednesday - Jean Borzik
Thursday - Kristel Green
Friday - Greg Fore
Substitute - Gene Rutland

Clubs and Organizations

Stratford High School offers a wide variety of curricular and extracurricular activities to develop a student's talents and interests. Involvement in a club, team, or any other type of school-sponsored organization is an excellent way to increase and improve a student's personal, physical and social development. Listed below is a listing of Stratford's current clubs and organizations. Listen to the daily announcements and look for flyers announcing new clubs and meetings times.

Academic Challenge	
Academy of Finance	
Academy of Science and Engineering	
Anime Club/Oni-Con	
Asian Student Assoc/YOU.S.A.	
Association of Black Students (ABS)	
Best Buddies	
Book Club	
Business Professionals of America (BPA)	
Charitable Aide Reaching Everyone (CARE)	
CHAI Jewish Teen Club	
Cheerleaders/J.V. Cheerleaders	
Chess Club	
Choir	
Comedy Sportz	
Drop Everything and Read (DEAR)	
Fellowship of Christian Athletes (FCA)	
French Club	
Freshmen Girls	
Future Doctors of America (FDA)	

Gay-Straight Alliance (GSA)	
Good Sportsmanship League (GSL)	
Health Occupations (HOSA)	
Junior Achievement	
Junior Engineering Technical Society (JETS)	
Junior Girls	
Lacrosse (Off Campus – see Coaches)	
Latin Rhythm Club	
Link Crew	
Living On Without Drugs (LOWD)	
Newspaper (*The Oracle)*	
Model United Nations (Model U.N.)	
Muslim Students Association	
National Honor Society	
National Art Honor Society	
National Forensics League (Debate)	
Oaks for Stratford	
Orchestra	
Philosophy Club	
Project NICE	
SAP Groups	

SAP Leadership Mentors	
Sophomore Girls	
Spanish Club	
Spanish National Honor Society	
Spartanaire Dance Team	
Strategic Gaming Club	
Stratford Africa Commission	
Stratford Unity Club	
Student Council	
Threads of Hope	
Thespians	
Tri-Theta (Senior Women)	
Ultimate Frisbee	
United International Cultures (UIC)	
Water Polo	
Yearbook (Mnemosyne)	
Young Republicans	

Dress Code

A student's appearance often reflects his/her attitude and behavior. Sloppy, tattered, or distractive dress detracts from the learning atmosphere and is considered inappropriate. Therefore, neat, clean, modest attire is an expectation at Stratford High School. The faculty, administration, and staff at Stratford High School 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 2011 - 2012 Student/Parent Handbook. In addition, Stratford High School's specific dress code policies are as follows:

- Hats, caps, hairnets, bandanas, sweatbands, scarves or head coverings of any kind are not to be visible during the school day.
- Trench coats, dusters, blankets, capes, or other similar items cannot be used, carried, or worn during the school day.
- Gloves may not be worn inside the school building.
- Sleepwear/pajama pants may not be worn inside the school building.

- Clothing may not be worn which displays (written or pictured) obscene or distasteful slogans, advertises tobacco, drugs, alcoholic beverages or prohibited substances.
- Clothing may not be worn which depicts identified gang symbols or gang affiliations.
- Oversized jewelry and jewelry depicting gang symbols may not be worn or visible during the school day.
- Shoes must be worn at all times. House shoes/slippers or shoes creating a safety issue are not permitted.
- Garments that have low cut necklines or expose the midriff area during normal school activities (i.e. raising your hands) are not acceptable.
- Garments which are see-through are not allowed.
- Shorts must be no shorter than four inches from the knee which is the width of a standard envelope. (Tight fitting shorts, i.e. Lycra, walking shorts, Nike shorts, and Soffe shorts, are not allowed)
- Leggings can be worn underneath clothing (skirts, dresses, etc.) that are in dress code but cannot be worn by themselves, (as pants, for example) or compensate for length.
- Hair should be clean, neat and well groomed. Hair must be a naturally occurring color. Hair cannot be dyed unnatural colors wholly or partially. Any hair coloring or style that distracts from the learning environment is not permitted.
- Unnatural or excessive application of make-up is not allowed.
- Torn and tattered clothing above the knee is not allowed.
- Pants must be worn at the waist. Oversized, baggy pants are not allowed. Students will be required to tighten the waistband of their pants with their own belt or a school provided plastic 'cinch' if available.
- Sleeveless jerseys without an undershirt are not permitted.
- Oversized, extra long t-shirts are not allowed. Shirts should not extend further than four inches from above the knee.
- Halter tops, tank tops, tube tops, tops with spaghetti straps or other immodest tops may not be worn.
- Pants, shorts, skirts that are immodest and/or expose undergarments are not permitted.
- In terms of piercings, jewelry can be worn in the ears only. Jewelry cannot be worn in other piercing but clear retainers may be permitted if they do not create a distraction to the learning environment.
- 'Grills' may not be worn or visible during the school day.
- Chains hanging from clothing and spiked accessories are not allowed and will be confiscated.
- Mustaches that are neatly trimmed are acceptable; sideburns must not extend below the bottom of the ear lobe; no other facial hair is permitted. Boys will be required to shave before returning to class.
- Undergarments (top and bottom) must be worn at all times and should never be exposed.
- Shorts/skirts/dresses may not be shorter than four inches from the knee.

Consequences to Dress Code Infractions

- Dress code violations must be corrected before a student may return to class. Students that are unable to correct their dress code will 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, shaving facial hair, and removing prohibited items.
- 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.

ELECTRONIC DEVICES

- Cell phones and listening devices that are visible or activated during instructional time will be confiscated and turned over to the Grade Level Principal.
- Cell phones may be retrieved by a parent or guardian after a consequence has been successfully completed. Cell phones will NOT be turned over to a student.
- Listening devices may be retrieved by the student from the grade level office after a consequence has been successfully completed.
- Refusal to turn over a cell phones and electronic devices will result in immediate consequences which

may include suspension from school.

**Please 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 Exemption Policy

Students will be allowed to exempt a certain number of final exams (depending on the grade level) according to the following guidelines:

I. General Guidelines for Exemptions
   a. No more than five absences in ANY class
   b. No ISS/DAEP assignments
   c. No suspensions
   d. Passed the TAKS?STARR test specific to the content area requested for exemption, i.e., must pass Math TAKS to exempt Math semester exam.

II. Specific Guidelines for Exempted Classes
   a. 80 or higher average for the semester
   b. Acceptable attendance
      i. No more than two absences
      ii. Two tardies =1 absence
      iii. Sweep (late to 1st or 2nd period) = one tardy
      iv. Sweep + (15 minutes) = one absence
      v. Absences not counting against exemption
         1. Religious holidays
         2. School activities and field trips
         3. College visitation unless already taken (see handbook)
      vi. Truancy in any period eliminates exemption for ALL classes.
   c. "N" in conduct eliminates exemption for that class.
   d. "U" in conduct eliminates exemption for all classes.

***Note: Grade Level Principals make the final decision on all student exemptions. Exemption cards are distributed to students the week before the exams.*

FAMILY ACCESS

Parents/guardians and student are encouraged to pick up their passwords to access student information including grades, attendance, etc. Passwords can be picked up in the Main Office and require a picture ID. Each parent/guardian is assigned a unique password which can only be retrieved by that person. Students are able to get their password from the grade level counselor. These passwords remain active each year that students attend school in SBISD. New students/parents to SBISD should contact Tracy Simmons for a password.

HALLWAYS

Students are not allowed in the hallways during the first and last fifteen minutes of class. Students in the hallway during instructional time must have a signed pass/planner. Students should arrive at the destination written on the pass without additional stops and should be prompt about returning to class. All passes should be time stamped, or signed/timed by the office or staff member upon return to class.

ID BADGES

Students are given an ID badge at the beginning of the school year. It is the students' responsibility to carry them at all times. Faculty and staff members may ask for students to identify themselves at any time while

they are on school grounds. Students that do not have their ID badge in possession are subject to disciplinary action. If a student is in need of a replacement, one may be obtained in the 11th and 12th Grade Office, for $5.00. Questions should be directed to Ms. Steen, the 12th 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 student must bring a written note to the attendance office signed by a parent/guardian stating the time and reason for dismissal before the warning bell rings in the morning. Students must sign out in the attendance office before leaving campus and must carry early dismissal slips/off campus passes at all times. Failure to do so will result in disciplinary action. Students that go off campus without permission may be subject to losing their parking spot, given a curfew violation ticket, etc. Please note that students are not allowed to go to the parking lots unless they have an off-campus pass. Students in violation of the closed campus policy may be subject to being searched. Vehicles, belongings, and lockers may also be searched as deemed appropriate by an administrator.

LOCKERS

Lockers are the property of the school and you are given permission to use them. Locker assignments are not to be changed or shared without permission from Mr. Suess, the 9th Grade Principal. The school is not responsible for items lost from these lockers. You are urged to not keep valuable items in your lockers. All valuable items should be checked in with an instructor or at the main office for safekeeping.

LOST AND FOUND

The lost and found department is located in room 119.

LUNCH

Lunch times are based on the location of a student's 5th/6th period class. Students that have Band, Choir, Debate, Foreign Language, Math, Orchestra, Science or Theatre during 5th or 6th period will report to A Lunch. Students that have Apparel, Art, Athletics, CATE, Dance, English, Foods, Guthrie Center, Health, Journalism, Social Studies or Study Hall will report to B Lunch. Students may sit in the snack bar, cafeteria, or in the courtyards during their assigned lunch. Students may not go to other areas of the building, inside or outside, off campus or to the parking lots at any time. Students must stay at lunch the entire period unless the student has a signed pass/planner. Students wanting to go to the library during lunch must have a signed pass from the teacher whose work is being completed. **It is important that every student contributes to the cleanliness of the school by being responsible for his/her trash.**

Make-up Work

Attending class is critical. Inevitably, students will be absent from class in cases of illness, family emergency and other unavoidable conflicts. When make-up work accumulates, students may become overwhelmed, the quality of their work may deteriorate and the learning experience may be compromised. **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 to more accurately measure what the

student has learned.

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 once or five days, make-up assignments and test must be completed. Work due on the day of the absence should be turned in upon return to class. Worked received on the day the student is absent should be completed and turned in the following class meeting. For example, if a student is absent on Wednesday, all work due on Wednesday should be turned in on Friday (first day returning to class). All work distributed on Wednesday should be given to the student on Friday and returned on Tuesday.
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. Periodically check the teacher's website. Many SHS teacher keep updated assignments, notes, and lesson plans on their website which may benefit students that are absent. Make-up exams should be taken on the first makeup day according to department/teacher schedules.

Parking

Students parking on campus are required to buy a parking permit for $50. Parking permits are available at Spartan Rush, or in the 11th grade office once the school year begins. All student vehicles must display school-issued permits and are subject to being towed at the owner's expense if the permit is not properly affixed. Violations of parking rules shall result in suspension or removal of parking privileges. Parking permits are color-coded and assigned based on students' schedules. Students are expected to park in the correct lot. Students may not park in spaces marked for visitors, or the faculty/staff lot at any time. **Do not forget that students parking in the south parking lot must move their vehicles. Cars that are not moved will be towed at the owner's expense.** Students need to update their change of vehicle information to the 11th grade office. Students driving a different car temporarily will need to obtain a temporary permit from the 11th grade office. Questions should be directed to Ms. Ragsdale, the 11th Grade principal.

PEP RALLIEs

SHS encourages participation in school spirit activities. Students are allowed to dress up on pep rally days as long as it is consistent with the theme, the dress code policy, and does not distract from the learning environment. Students that attend pep rallies must report to the gym and stay until it is completed. Students that do not attend pep rallies need to exit the building immediately upon dismissal from class. Coming back into the building after the pep rally requires a signed pass/planner.

RE-TEST POLICY

SBISD is developing a policy to allow students to re-take an exam if a student receives a grade of a 69 or below. Students are entirely responsible for meeting with their teachers if they choose this option per each

exam. "Implementation of the re-test policy is pending approval by the SBISD Board of Trustees. The final policy will be made available to students who are then responsible for understanding and meeting the guidelines it sets forth."

SEEING A COUNSELOR OR PRINCIPAL

Students may visit the office briefly if given permission or during passing periods to see if a counselor or principal is available. If they are not, students should sign up to speak to them and they will send a pass for the student at a later time. It is important that students do not come in without a pass and wait to see someone while missing instructional time.

SPARTAN TIME

Homeroom classes are small groups of students that meet every Thursday for 40 minutes. These are smaller communities of learners, meeting for the purpose of fostering a strong teacher/student relationship. Students remain in the same homeroom for all four years and benefit from monitored academic progress, advice on career options, and encouragement regarding participation in a variety of school activities. Students are expected to participate in all Spartan Time activities.

Student Discipline

In order to maintain an educational climate that is conducive to the education of all students, our school has standards for student behavior. 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. A student who commits an offense on another SBISD or within 300 feet of SBISD property may be subject to disciplinary consequences.

STUDENT PLANNERS

Students are given a student planner at the beginning of the school year. It is the students' responsibility to maintain their planner with a schedule throughout the school year. Planners are used as hall passes and require teacher signatures for permission. Replacements can be purchased for $5 in the main office located in the main office.

STUDENT SEARCHES – DRUG DOG

To keep the focus on academic-related issues, SHS will complete random classroom searches by the district police officers and the drug sniffing canine. Students will not be sniffed by the dog but all belongings are subject to search. An alert by the dog gives SBISD probable 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 (like ISS) may 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 SWEEP

Stratford's tardy polices aim to decrease student tardies to class, thereby minimizing distractions and instructional time lost. Furthermore, it promotes a safer school climate.

- Students tardy to the first period of the day will receive a two-hour Saturday detention.
- The student has the option to attend after-school detention on Tuesday or Thursday during the week for one hour instead of two hours on Saturday.
- The one-hour detention must be served before the date listed on the detention slip to count.
- If a student receives a one-hour tardy sweep detention and does not attend detention after school, it is mandatory that they attend a two-hour Saturday detention. (The Saturday detention date will be written on the tardy-sweep form given to the student.)
- If a student does not attend the two-hour detention, the student will be called to the office by their AP and will receive a four-hour detention.
- It is the responsibility of the student to know when they should attend detention.

TARDY – THROUGHOUT THE DAY

- Students tardy throughout the day will be sent to the nearest tardy table located on each floor.
- Students will be required to fill out a short form at the tardy table and then given a pass.
- After four tardies, a student's grade level principal will call them in and consequences will be given. Also, the forms the student completes at the table each time he/she is tardy are mailed home.

*Note – Things to Remember about Tardy Sweep

- Tardy tables will be set up each period of the day.
- Students will not be admitted to class without a pass.

- Students must have an ID when arriving at the tardy table. Students that do not have an ID will be sent to their grade level office to see their Assistant Principal for disciplinary consequences.

TECHNOLOGY

Students are required to comply with the SBSID Acceptable Use policy. SHS does not tolerate incidents of cyberbulling. Incidents may be investigated and school consequences may be assigned when appropriate.

TEXTBOOKS

All textbooks are the property of the State of Texas. Students are required by law to keep a cover on their textbooks. Students are held financially responsible for lost or damaged books. Put your name in each book along with the current school year. Do not give your books to teachers, leave them in a classroom or someone else's locker, loan them to other students, or leave them unattended.

TRANSCRIPTS

The student can request a transcript in the Registrar's Office. All transcripts have a fee of $2 and must be paid in advance. Students must have a signed release card on file in the Registrar's Office prior to any transcript being issued.

TRANSPORTATION TO OFF-CAMPUS SCHOOL SITES

For 1st and 2nd periods, the off-campus school bus will pick students up in the east lot at 7:20 am. For the remainder of the day, the bus will pick students up in the south lot according to the dismissal schedule. Students going to an off-campus school site are dismissed from the prior class five minutes early. Students need to keep their planner and schedule 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.

VERIFICATION OF ENROLLMENT (VOE)

The form provides required documentation of enrollment status/attendance for a student applying for an instruction permit or applying or renewing a license to operate a motor vehicle. This form may be obtained from the registrar's office, within the main office, before or after school but not during class time. Students will sign a list in the Main Office and must provide the Registrar's Office with at least 24 hours before pick-up. Receiving a VOE requires students to have good attendance during the previous semester. Students that lost credit in a course, even if it was restored through buy back, are not eligible for a VOE until successful completion of another semester of good attendance.

VISITORS

All visitors that have school related business must check in at the main office and will be required to sign in through the Raptor System. Photo identification will be required, visitors names will be run through the system in order to grant access to the campus. Approval for visitors with unofficial business, will be granted only in rare and unusual circumstances.

WALK AND TALK

To ensure timely arrival to classes, reduce congestion, and ensure safety, SHS has implemented a policy called "Walk and Talk." All students will be required to continually move from one class to the next, without stopping at any point in the hallway unless they are at their lockers. Disciplinary action may be taken for students who choose not to comply. To ensure safety in the hallways, the center staircase is "up" only. Students going downstairs should use one of the corner staircases.

Print Name _____

Grade _____

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 acknowledge that I have received the Student and Parent Addendum for Stratford High School. I understand that it is my responsibility to read and comply with the guidelines, policies, and procedures contained in this handbook.

_____

Signature

_____

Date