Everything you need to know to get your child's school year off to a great start in Springtown!
Welcome back to school in Springtown!

The Springtown ISD Board of Trustees includes (front, l-r) President Amy Walker, Secretary Larry Don Carter, Tootie Hall (back, l-r) Jay Grubis, Vice President Rick Beall, Jody R. Lowery, Damon Liles and Superintendent Mike Kelley.

Dear Parents and Students,

Our annual Back-to-School Guide represents the District’s effort to provide all stakeholders with important and relevant information for the coming school year. Information in the Guide can’t possibly be all-inclusive, but should provide an appropriate foundation through which answers to many questions about the District’s campuses and programs can be found.

We appreciate that our community has always provided significant support for our schools. Our teachers and staff recognize that they are entrusted with the area’s most precious resource: our children. As a District, we accept the tremendous responsibility we have been given, and embrace the opportunity to influence, shape, and mold tomorrow’s leaders.

By working together and striving to maintain an active partnership between school, your homes, and the community at large, we can ensure that all our Porcupines are “Safe, Secure, and Successful.” Historically, approximately half our graduates choose to continue their formal education beyond high school. Many others choose to enter the workforce and begin careers immediately, and some accept a call to serve our country through military enlistment. Our District’s focus, from start to finish, is to prepare our students for any option they choose. We hope to ensure that they are “college and career ready” so that SISD’s graduates can reach their full potential and ultimately contribute to the greater good of society.

Mike Kelley, Superintendent
Springtown Independent School District

School Board meetings are open to the public

The Springtown Independent School District Board of Trustees normally meets the fourth Monday of each month at 7 p.m. Meeting agendas are posted at the Administration Building, 301 East Fifth St. and on the school website. The public is encouraged to attend.

The Board of Trustees welcomes the advice and counsel of citizens in planning and operating the schools, although final responsibility and decisions remain with the elected School Board members. School Board members are guardians of the public trust, and through the policies they make, are ultimately responsible for the success or failure of local public education. This responsibility often entails difficult choices, self-sacrifice, and exposure to public criticism. However, it also brings a great deal of personal satisfaction in sharing with parents, staff, and students their academic successes.

This crucial responsibility and the closeness of trustees to the voters make the local school board the purest example of democracy our society presents. School Board Policy can be found at: http://pol.tasb.org/Home/Index/983

Students in Springtown Schools will be Safe, Secure, and Successful!
Online Registration

- All children who are five years of age and under 21 years of age on or before the first day of September and who are residents of Springtown ISD may attend Springtown schools.
- Each student is required to register annually for enrollment into Springtown ISD.
- Returning Students 1-12 may register Online or Paper Registration Packets.
- Only one of these methods may be chosen to register your student(s).
- Online Registration can be done from any computer and at your convenience.

In order to participate in Online Registration:
- Returning Students: will need to have access to Skyward Family and Student Access. If you are not a participant, please enroll in the Skyward Family and Student Access program by completing an enrollment form. You will be given a login and password. When the Online Registration window is open, you will be able to login and register your student(s). You may find an enrollment form for Skyward Family and Student Access on the district’s website, www.springtownisd.net. District Relations and Skyward Family Access or at the campus offices.
- New students PK and Kinder will register using Paper Registration Packets. Registration will be done during “Welcome Week.” A parent/guardian must register the student(s) in person with the required documentation listed below:
  - Pre-Kindergarten: child must be:
    - 3 or 4 years old on or before Sept 1, AND
    - Unable to speak or comprehend the English language, OR
    - Educationally disadvantaged, OR
    - Homeless, OR
    - Child of active duty military, OR
    - Child of a member of military who was injured or killed, OR
    - Has been in conservatorship of Department of Family & Protective Services.
- Kindergarten: child must be five years old on or before Sept 1 to enroll in Kindergarten or six years of age on the first day of school to enter first grade.
- To enroll a child in Pre-Kindergarten, Kindergarten, or any NEW student to the district, the following is required:
  - Birth Certificate
  - Social Security Card
  - Immunization records
  - Most recent report card or grade transcript
  - Proof of residency, including a contract or lease agreement and a recent utility bill.

- All students must be registered by 8/9/2019 to be guaranteed transportation on the first day of school. Any student registering after 8/9/2019 may not be placed on a bus assignment for up to 3 days after registering.
Solving problems at your child’s school

Take your concern to the person closest to the problem. No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. It is best if you communicate with school personnel regularly, before problems are encountered. Know who your child’s teachers, bus drivers, and coaches are and how they may be contacted. Let them know when things are going well, and communicate any concerns quickly and openly. If you call for an appointment to see your child’s teachers, let the teachers know in advance the general nature of your concern. This gives them an opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit is not possible, call to state the problem; and, during that conversation, offer to call back at a time when you can both discuss the situation in more detail. The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give that staff member a chance to tackle the problem first.

**Present your concern to the next level.** The principal is responsible for staff supervision within buildings. The transportation director supervises all school bus drivers. Each is an example of the next level of school personnel you should contact if the staff member closest to the problem has not been able to satisfactorily resolve the difficulty. His/her ability to help will be improved if you share the steps you have already taken with the staff member closest to the problem, and if you openly share the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation. Supervisory personnel rarely have ready access to the information needed to be of immediate assistance, and working through the problem often requires additional time.

**Talk with the superintendent of schools.** Sometimes all the best intentions cannot solve a problem. When you believe you have worked hard with those closest to the problem, and you have taken the problem to the next level, but still have not achieved a satisfactory outcome, the superintendent of schools is the next place to go. Keep in mind that the superintendent’s day starts early and often ends late in the evening. Part of the superintendent’s job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning.

**Procedure for contacting your school board.** School board members are elected to represent the interest of all parents and district residents. School board members do not, however, have direct authority in day-to-day operations. All authority is the result of official actions by a majority of the Board at meetings open to the public. Citizens may address the Board during the Open Forum session of the Board’s meetings. At each regular school board meeting, the Board of Trustees schedules thirty (30) minutes to hear individual citizens’ comments. Each presentation is limited to five minutes. A sign-in sheet is provided at each board meeting.

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### SCHOOL SUPPLY LIST
Reno, Goshen Creek, and Springtown Elementary

#### PRE-K 3 & 4
- 2 - Boxes of facial tissues
- 1 - Pkg. of paper towels
- 1 - Box Crayola Brand washable markers
- 2 - boxes of 16-count Crayola crayons (NOT “Jumbo/Large”)
- 4 - Cans Playdoh
- 1 - Set of Crayola Watercolors
- 1 - Container of baby wipes
- 1 - 3-count Elmer’s glue sticks
- 1 - Box of Zip Lock bags (quart size)
- 2 - Composition books (wide-ruled)
- 1 - Full-size backpack (no wheels)
- 1 - Package of pencils (12-pack)

#### KINDERGARTEN
- 2 - Boxes of facial tissue
- 10 - #2 pencils
- 1 - Plastic supply box (6x8)
- 12 - “Elmer’s” Glue sticks
- 1 - Bottle of glue
- 1 - “Fiskar” metal scissors
- 4 - Boxes of 24 ct Crayola crayons
- 1 - Pkg. colored construction paper (9 x 12)
- 2 - Plastic folders with pockets & brads
- 1 - Box Crayola Classic color markers
- 4 - Black Expo low-odor dry erase markers
- 1 - Pink eraser
- 1 - 1” white, clear view binder
- 1 - Box colored pencils
- 1 - Box Crayola watercolors
- 4 - Package of Playdoh (boys only)
- 1 - Roll of paper towels (boys only)
- 1 - Box quart size re-sealable bags (boys only)
- 1 - Package of baby wipes (girls only)
- 1 - Bottle of hand sanitizer (girls only)
- 1 - Package of paper lunch sacks (girls only)

#### FIRST GRADE
- 4 - Boxes of facial tissues
- 4 - Pink Erasers (large)
- 4 - Bottles of glue (4 oz., no gel)
- 24 - #2 Pencils (plain yellow)

#### SECOND GRADE
- 48 - #2 Pencils
- 12 - Glue sticks
- 1 - Plastic school box
- 3 - Boxes of facial tissue
- 1 - Pair pointed Fiskar’s scissors
- 4 - Pocket folders w/brads (red, yellow, green, blue)
- 2 - Boxes of Crayons (24 ct.)
- 1 - Bottle of glue
- 4 - Pink beveled erasers
- 2 - 4-count dry erase markers
- 4 - Composition wide-ruled notebooks
- 1 - 12-count colored pencils
- 1 - Package of wipes (girls only)
- 1 - Package of 12x18 colored construction paper (girls only)
- 1 - Package of 12x18 manila construction paper (boys only)
- 1 - 8 oz. Pump hand sanitizer (Boys only)
- 2 - 1” 3-ring binder (solid colors)
- 1 - 8-count Crayola watercolor
- 2 - 8-count Crayola markers
- 2 - 4-count Avery brand plastic pocket dividers

#### THIRD GRADE
- 72 - Ticonderoga Brand pencils
- 10 - Elmer’s Glue sticks
- 1 - Box - 24 ct. crayons
- 4 - Boxes facial tissue
- 1 - Pair pointed scissors
- 5 - Plastic pocket folders (red, blue, green, yellow, other)
- 1 - Package of Lysol wipes
- 1 - Package of 8.5x11 manila paper
- 1 - Package of assorted color construction paper (8.5x11)
- 5 - Spiral notebooks (wide ruled, more than 70 pgs.)
- 4 - Pink erasers
- 8 - Dry erase markers (black)
- 1 - 12 ct. pkg. colored pencils
- 24-count Crayola Crayons
- 1 - Box of 8 Crayola Markers
- 1 - 2”, 3-ring binder
- 2 - Package of wide-rulled note-book paper (200 count+)
- 1 - Box re-sealable quart size bags (boys only)
- 1 - Box re-sealable gallon size bags (girls only)

#### FOURTH GRADE
- 4 - Multi-colored highlighters
- 2 - Package of colored pencils
- 2 - Glue sticks
- 2 - Boxes of 24-count Crayons
- 3 - Folders with brads
- 4 - Black Expo markers
- 2 - Pink erasers
- 2 - Composition journals 72-#2 Pencils
- 2 - Packages of wide-rulled note-book paper
- 2 - pair of pointed scissors
- 1 - 1.5” 3-ring binder

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**PLEASE NOTE:** ADDITIONAL CAMPUS-SPECIFIC SUPPLIES MAY BE REQUESTED AFTER ENROLLING

Campus- or teacher-specific needs may be unique in some instances.
Minimum State Vaccine Requirements for Texas Children

Vaccine Requirements For PK Students (25 - 48 Months)
• 3 doses each of polio vaccine and hepatitis B
• 4 doses of DTaP
• 2 doses of hepatitis A
• 1 dose each of MMR and varicella vaccine received on or after first birthday
Hib-3 doses with 1 dose after 12 months of age or 1 dose after 15 months of age.
PCV Series Options:
• At least three doses with one dose on or after 12 months of age
• Two doses with both doses on or after 12 months of age
• One dose on or after 24 months of age

Vaccine Requirements For Students Entering Kindergarten - 12th Grade
• 3 to 5 doses of diphtheria, tetanus, and pertussis (DTaP/DTP/DT/Td)
• 3 to 4 doses of polio
• 2 doses of measles, mumps, and rubella (MMR)
• 3 doses of hepatitis B
• 2 doses of varicella

Additional Vaccine Requirements For Students Entering Kindergarten-5th Grade, 7th-12th Grade
• 2 doses of hepatitis A for students entering K - 8th grade
• 1 booster dose of tetanus, diphtheria, and pertussis (Tdap) for students entering 7th grade, if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine
• 1 booster dose of tetanus, diphtheria, and pertussis (Tdap) 10 years after the last dose of tetanus-diphtheria-containing vaccine for students entering 8-12th.
• 1 dose of meningococcal for students entering 7th-12th grade

More information about school vaccine requirements is available on the Immunization Branch website at www.immunizetexas.com (click on the 'School and Childcare' Link).

SID S Health Services

MEDIATION AT SCHOOL
Students may not keep medicines on their person at school. All medication administered to children should be done outside of school hours if at all possible. In cases where it is necessary for a student to receive medication at school, a medication permit form is to be completed by the parent, legal guardian, or other person(s) having legal control of a student. The completed form must be returned to the school nurse before medication is dispensed. All medications must be in the original labeled container and delivered to the school nurse or other person authorized by the principal. Only the school nurse or person authorized by the principal in writing will administer medication. Prescription medicines taken on a regular basis also require a written physician’s order.

COMMUNICABLE DISEASES
Parents of students with a communicable or contagious disease are asked to telephone the school nurse so other students who have been exposed to the disease can be alerted. Convalescing students are not allowed to return to school until the disease is no longer contagious.

BACTERIAL MENINGITIS
■ What is meningitis?
Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

■ What are the symptoms?
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

Bacterial meningitis is based on a combination of symptoms and laboratory results.

■ How serious is bacterial meningitis?
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

■ How is bacterial meningitis spread?
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers for days, weeks or even months. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

■ How can bacterial meningitis be prevented?
Do not share food, drinks, utensils, tooth-brushes, or cigarettes. Limit the number of persons you kiss.
While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts up to 5 years.

■ What should you do if you think you or a friend may have bacterial meningitis?
Seek prompt medical attention.

FOR MORE INFORMATION
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health www.tdhs.state.tx.us.

HEAD LICE
Occasionally children at school become infected with head lice. If your child becomes infected, you will be called by the nurse to pick up your child and instructed on treatment. Students with head lice are not allowed to ride school buses or return to school until cleared by a school nurse. The school nurses can answer any questions you may have.

Texas Dept. of Health Clinics
■ Lake Worth 817-238-4441
■ Mineral Wells 940-325-7844

(Call for hours and dates.)
■ Parker Co Hospital District Outreach Program
817-458-3254

LOW-COST INSURANCE IS AVAILABLE
Suppose your child fell on the playground and broke an arm. Would you assume that the school district would be liable for medical costs? The fact is, no – the district is not. Why? By state law, school districts are immune from costs associated with an accident on school property. Very low cost insurance is available for students enrolled in Springtown ISD. This insurance plan is separate from any other health insurance your family might have and helps to cover medical expenses connected with an accident. There is no deductible.

Two types of coverage are available: Coverage while at school or attending school functions only, or 24-hour-a-day coverage (home and school both). Information brochures will be available at all school campuses when school begins. If your child does not bring a copy home, call the school to have one sent to you.
### 1. Who Can Get Free Meals?
- **Income**—Children can get free or reduced-price meals if a household’s gross income is within the limits described in the Federal Income Eligibility Guidelines.
- **Special Assistance Program Participants**—Children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program for Households on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF), are eligible for free meals.
- **Foster**—Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- **Head Start or Early Head Start**—Children participating in these programs are eligible for free meals.
- **Homeless, Runaway, and Migrant**—Children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven’t been told about a child’s status as homeless, runaway, or migrant or you feel a child may qualify for one of these programs, please call or email Dr. Lisa Kirkpatrick, 301 East 5th Street, Springtown, Texas 76082, Phone 817-220-1700.
- **WIC Recipient**—Children in households participating in WIC may be eligible for free or reduced-price meals.

### 2. What If I Disagree With the School’s Decision About My Application?
Talk to school officials. You also may ask for a hearing by calling or writing to Shane Strickland, 301 East 5th St, Springtown, Texas 76082, Phone 817-220-1700, ssstrickland@springtownisd.net.

### 3. My Child’s Application Was Approved Last Year. Do I Need To Fill Out A New One?
**Yes.** An application is only good for the school year and for the first few days of this school year. Send in a new application unless told you that your child is eligible for the new school year.

### 4. If I Don’t Qualify Now, May I Apply Later?
Yes. Apply at any time during the school year. A child with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.

### 5. What If My Income Is Not Always the Same?
List the amount normally received. If a household member lost a job or had hours/wages reduced, use current income.

### 6. We Are in The Military. Do We Report Our Income Differently?
 Basic pay and cash bonuses must be reported as income. Any cash value allowances for off-base housing, food, or clothing, or Family Subsistence Supplemental Allowance payments count as income. If housing is part of the Military Housing Privatization Initiative, do not include the housing allowance as income. Any additional combat pay resulting from deployment is excluded from income.

### 6. We Are in The Military. Do We Report Our Income Differently?
- Off-base housing allowance for the family
- Food allowances
- Family Subsistence Supplemental Allowance payments
- Temporary Assistance for Needy Families (TANF)
- Military Housing Privatization Initiative

### 7. May I Apply If Someone in My Household Is Not a U.S. Citizen?
Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

### 8. Will Application Information Be Checked?
Yes. We may also ask you to send written proof of the reported household income.

### 9. My Family Needs More Help? Are There Other Programs We Might Apply For?
To find out how to apply for other assistance benefits, contact your local assistance office or 2-1-1.

### 10. Can I Apply Online?
Yes! The online application has the same requirements and will ask you for the same information as the paper application. Visit www.springtownisd.net to begin or to learn more about the online application process. Contact Kimberly Nash, Director of Child Nutrition, knash@springtownisd.net or Allison Hernandez, Secretary to Child Nutrition Director, allhernandez@springtownisd.net, 301 East 5th St., Springtown, TX 76082, Phone 817-220-2460 if you have questions about the online application.

### Reduced-Price Meal Income Eligibility Guidelines

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Annually</th>
<th>Monthly</th>
<th>Twice per Month</th>
<th>Every Two Weeks</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,107</td>
<td>$1,926</td>
<td>$693</td>
<td>$889</td>
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<td>2</td>
<td>$31,284</td>
<td>$2,607</td>
<td>$1,304</td>
<td>$1,204</td>
<td>$602</td>
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<tr>
<td>3</td>
<td>$39,461</td>
<td>$3,289</td>
<td>$1,645</td>
<td>$1,518</td>
<td>$759</td>
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<tr>
<td>4</td>
<td>$47,638</td>
<td>$3,970</td>
<td>$1,985</td>
<td>$1,833</td>
<td>$917</td>
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<tr>
<td>5</td>
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<td>$4,652</td>
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<td>$6,015</td>
<td>$3,008</td>
<td>$2,776</td>
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<td>8</td>
<td>$80,346</td>
<td>$6,696</td>
<td>$3,348</td>
<td>$3,091</td>
<td>$1,546</td>
</tr>
</tbody>
</table>

For each additional family member add:
- $8,177
- $682
- $341
- $315
- $158

### Application Instructions

Not everyone has to complete every part of the application. The following table lists the parts of the application you must complete based on household circumstances.

<table>
<thead>
<tr>
<th>Your household receives any of the following benefits:</th>
<th>Complete Parts 1, 2, &amp; 4. (not required to provide last 4 digits of Social Security number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Supplemental Nutrition Assistance Program (SNAP)</td>
<td></td>
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<tr>
<td>- Temporary Assistance for Needy Families (TANF)</td>
<td></td>
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<tr>
<td>- the Food Distribution Program on Indian Reservations (FDPIR)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any child in your household has been identified as</th>
<th>Complete Parts 1, 3 (for any child not marked as foster, homeless, migrant or runaway), and 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>- homeless,</td>
<td></td>
</tr>
<tr>
<td>- migrant,</td>
<td></td>
</tr>
<tr>
<td>- runaway,</td>
<td></td>
</tr>
</tbody>
</table>

| All children in the home are foster children placed by a foster care agency or court. | Complete Parts 1 & 4. (Not necessary to provide last 4 digits of Social Security number) |

| The household receives WIC | Complete Parts 1, 2 and 3 and 4 |

| Multi-Use Form—Only if asked to complete a multi-use form | Complete Part 5, Optional |

Children need healthy meals to learn. Springtown ISD Child Nutrition offers healthy meals every school day. Breakfast costs PK-12th $1.75; lunch costs PK-4th $3.00 and 5th – 12th $3.25. Your children may qualify for free meals or for reduced-price meals. Reduced-price is $0.30 for breakfast and $0.40 for lunch. If you received a notification letter that a child is directly certified for free or reduced-price meals, do not complete an application. Let the school know if any children in the household attending school are not listed in the letter.

The questions and answers that follow and attached directions provide additional information on how to complete the application. Complete only one application for all the students in the household and return the completed application to Kimberly Nash, Director of Child Nutrition, mailing address 301 East 5th Street, or physical address 212 Avenue D, Springtown, TX 76082, Phone 817-220-2460. If you have questions about applying for free or reduced-price meals, contact Allison Hernandez, Secretary to Child Nutrition Director, through email via allhernandez@springtownisd.net.

If you have other questions or need help, call Kimberly Nash, Child Nutrition Director, site ayuda, por favor llame al teléfono: Kimberly Nash, Child Phone 817-220-2460.)

For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture,Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.
SPRINGTOWN INDEPENDENT SCHOOL DISTRICT
PARENTAL INVOLVEMENT PLAN 2019-2020

Springtown ISD is dedicated to the success of our students. The faculty and staff of SISD believe that all parents are partners with teachers and other staff in the education of their children. SISD believes that parent involvement is essential to the success of all children. Representatives of the faculty, parents, and community members of SISD agreed upon the following parental involvement plan that is supported by our District Improvement Plan.

At Springtown ISD, we expect faculty and staff will:
- Respect parents as partners in the education of their children
- Set high expectations for excellent customer (student/parent) service
- Expect high student achievement for all students
- Promote parent involvement in site-based leadership and decision-making
- Foster a welcoming and responsive environment for all parents
- Establish and promote communication as a source of trust and understanding between the Springtown ISD staff and parents

At Springtown ISD, parents/guardians will:
- Be involved in their children’s learning and education
- Take the initiative to seek the best educational opportunities for their children
- Respect the teachers and support the Springtown ISD staff as partners in the education of their children
- Utilize two-way lines of communication between parents and the Springtown ISD staff on the instruction, achievement and conduct of their children
- Participate in site-based leadership and decision making
- Actively volunteer at Springtown ISD

DISTRITO ESCOLAR INDEPENDIENTE DE SPRINGTOWN
PLAN DE PARTICIPACIÓN DE LOS PADRES 2019-2020

Springtown ISD está dedicado al éxito de nuestros estudiantes. El profesorado y el personal de SISD creen que todos los padres son socios con los maestros y otros miembros del personal en la educación de sus hijos. SISD cree que la participación de los padres es esencial para el éxito de todos los niños. Los representantes de la facultad, los padres y miembros de la comunidad de SISD acordaron el siguiente plan de participación de los padres que apoyado por nuestro Plan de Mejoramiento del Distrito.

En Springtown ISD, esperamos que los profesores y el personal de la voluntad:
- Respetar a los padres como socios en la educación de sus hijos
- Establecer altas expectativas para un excelente cliente (estudiante / padre) Servicio
- Esperar altos logros estudiantes para todos los estudiantes
- Promover la participación de padres en el liderazgo basado en el sitio y toma de decisiones
- Fomentar un ambiente acogedor y sensible para todos los padres
- Establecer y promover la comunicación como fuente de confianza y entendimiento entre la Personal y padres ISD Springtown

En Springtown ISD, los padres / tutores:
- Estar involucrado en el aprendizaje y la educación de sus hijos
- Tome la iniciativa de buscar las mejores oportunidades educativas para sus hijos
- Respetar a los maestros y apoyar al personal Springtown ISD como socios en la educación de sus niños
- Utilizar líneas de dos vías de comunicación entre los padres y el personal Springtown ISD en la instrucción, el aprovechamiento y la conducta de sus hijos
- Participar en liderazgo basado en el sitio y toma de decisiones
- voluntario activamente en Springtown ISD

Bilingual / English As a Second Language Program

Springtown Independent School District is committed to addressing the needs of the students whose primary language is not English by providing the Bilingual and English as a Second Language Programs (ESL) that emphasize the mastery of basic English language skills that will enable students to participate effectively in the regular program and to master the essential knowledge and skills of the state curriculum. For more information contact Dr. Lisa Kirkpatrick, Special Programs Director.

Programa Bilingue/Ingles Como Segundo Idioma

El Distrito Escolar Independiente de Springtown está comprometido a disponer lo necesario para que cada estudiante cuyo idioma primario no sea el inglés por medio de proveer el Programa Bilingue o el Programa de Ingles Como Segundo Idioma (ESL) que pone énfasis en dominar destrezas básicas en el idioma de inglés para que estos estudiantes puedan participar efectivamente en el programa regular y se puedan dominar el conocimiento y las destrezas del currículo estatal. Para obtener más información póngase en contacto con Dr. Lisa Kirkpatrick, Director de Programas Especiales.

SKYWARD FAMILY ACCESS

The Springtown Independent School District offers Family Access by Skyward. It will allow you to easily keep track of your student(s) while at school. This service will allow you to view your student’s attendance, grades, schedule, progress, assignments, and emergency information.

To help you and your family become more acquainted with Family Access, please read the Features and Benefits, found on the Springtown ISD website under District Relations, Skyward Family Access.

In order for you to begin using Family Access, you will need a login and password. By signing and returning the Family Access Enrollment Form found on the website, you are authorizing Springtown ISD to provide you with your unique login and password for all your students.

We are very excited about how Family Access will help all of us stay more informed about each of our students, and we look forward to continuing to help your student(s) learn.

CHILD FIND

Programs for Children with Disabilities

Every child with a disability in Texas, from age three through twenty-one as of September 1 of the current school year, has the right to a free appropriate public education. Students with visual or auditory impairments have the right to a free appropriate public education from birth. Springtown ISD provides free appropriate programs for students with disabilities. If you know a child who needs help, contact your local school or the Special Education Department of Springtown ISD at 314 E. 5th Terrace, Springtown, TX 76082, (817) 523-0643.

SPECIAL EDUCATION SERVICES FOR PRIVATE/HOME SCHOOL STUDENTS

Springtown Independent School District Department of Special Education is committed to offering an appropriate education to every child within its jurisdiction. All children, including those who attend a private/home school located within Springtown ISD boundaries, may be referred to Springtown ISD Department of Special Education, 314 E. 5th Terrace, Springtown, TX 76082, (817) 523-0643.
Counselor’s Office
Nurse
Athletic Dept
Band Hall

8:00 - 3:45
7:45 - 4:00
(817) 220-3041
(817) 523-5298
(817) 220-3040
(817) 220-2263

ABSENCES
When returning to school after an absence, the student must bring a note within three school days to the nurse’s office. A signed note from a parent documenting the absence due to the student’s illness (or serious illness/death in the immediate family) will allow consideration for an excused absence. Absences for any other reason will require prior approval by a campus administrator at least one day in advance of the absence in order for consideration to be excused. The note must include the student’s legal name, date of absence, reason for absence, parent/guardian signature, and telephone number where parent/guardian can be reached during school hours. Severe penalties can be levied for forged absence notes. Faxes and e-mails are not always received despite a parent’s efforts. Materials that are part of the regular educational program should be planned in advance and require prior approval in order to be considered as an excused absence. At least 24 hours notice should be given to the office so that: a) each of the student’s teachers can be notified of the planned absence; and, b) eligibility for a VOE form can be researched and generated. VOE forms will not be faxed. Requests for prior approval of such planned absences are available in the office. The DPS will not issue a student a driver’s license or permit without a VOE form. If a student has been denied credit due to excessive absences the prior semester, the student will forfeit the form and must wait until attendance requirements are met the following semester to apply again.

AUTOMOBILES
Students who use cars for transportation to and from school are expected to comply with the regulations listed below. Violations of the rules may result in loss of parking privileges, fines, and/or other disciplinary measures.

1. Students must purchase a parking permit and attach it to the front windshield on the passenger side. Proof of insurance and a valid driver’s license and license plate number are required. A third parking violation may result in a vehicle being towed at the student’s expense.
2. Speed limit is 10 miles per hour.
3. Parking is limited to designated areas.
4. Students are not to be in parking areas during the day without specific permission from an administrator.
5. Upon arrival at school, students are to exit vehicles promptly and enter the building.
6. Students are not to come and go during the day without specific permission from an administrator.

CLUBS AND ORGANIZATIONS
Student clubs and performing groups may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. Students interested in the various clubs and organizations should see individual sponsors for membership details.

DESIGNATED AREAS
For safety, students are to stay in areas designated by the administration. Students are not allowed to go to the parking lots or behind buildings during the school day without specific permission. During lunch periods, students are restricted to the cafeteria and the commons areas adjacent to the cafeteria. Students are not allowed to go into hallways, teachers’ rooms, onto parking lots, or areas away from the cafeteria. Students are not allowed to visit other campuses during the day without prior authorization. Disciplinary action will be taken for students out of designated areas.

FEES & SUPPLIES
Materials that are part of the regular educational program are provided for students. Students will provide basic school supplies, such as paper, pencils, or pens. For special programs, fees or deposits may be required. Examples of such fees or required deposits include, but are not limited to: club fees; security deposits; class projects; PE apparel; pictures; publications; accident insurance; instrument rental; uniform maintenance; library fees; ID card replacement; and, special classes, such as agriculture, art, computer. Fees and/or deposits may be waived by completing an application for a waiver. Applications may be obtained from the principal’s office.

CELL PHONES/ PAGING DEVICES
Students are prohibited from unauthorized use of cell phones, cell phone cameras or paging devices during class. Such devices must be turned off during class. Phones and paging devices found to be turned on during class will be confiscated and turned in to the office unless prior permission for usage has been granted. After the first such incident, students may retrieve their devices from the office after paying a $15 administrative fee or waiting 30 school days. Thereafter, only parents will be permitted to retrieve the device after conferencing with a campus administrator and paying a $15 fee or waiting 30 school days. The District is not responsible for the loss or theft of these devices.

MEALS ON CAMPUS
All students must remain on campus from the time they come on campus until completion of their last scheduled class. Leaving campus at any time without permission is prohibited. Students are not allowed to leave campus during lunch. Parents may bring outside food to their child during his/her lunch period, provided they check in at the front office. Please be aware that under federal nutrition laws, most outside foods are prohibited from being shared with other students.

EXCESSIVE ABSENCES
If a student is absent (excused and/or unexcused) ten (10) times in a class, makeup time will be required. One avenue for students to make up missed class time will be Saturday School for a fee of $10. By 7:50 a.m., students attending Saturday School are to come to the high school front door. They are to bring textbooks, library books, and other supplies needed for the classes they have missed. School rules, including dress code, will be followed. Violations of rules may result in loss of credit and the fee. Dates for Saturday School will be announced.
### SIGN-IN, SIGN-OUT PROCEDURES
Parents/guardians may come to the office and sign out students any time during the day. Students arriving at school after 8:08 a.m. are required to sign in at the front office. Students needing to leave campus during the day without a parent/guardian picking them up must bring a note to the office before school. The note will be verified and the student allowed to leave at the time designated by the parent/guardian. If the note cannot be verified, the student will not be allowed to leave campus. Students who become ill will be sent to the nurse by a teacher. The nurse will determine whether the student is to remain at school. Students must have specific permission to leave school during the student allowed to leave at the time designated by the parent/guardian. If the note cannot be verified, the student will not be allowed to leave campus. Students who become ill will be sent to the nurse by a teacher. The nurse will determine whether the student is to remain at school. Students must have specific permission to leave school during the day. Leaving school without permission will result in disciplinary action.

### ATHLETIC CAMPS
For information regarding athletic camps and summer workout, contact the Athletic Department at (817) 220-3040.

### CONFERENCES WITH TEACHERS
Parents are encouraged to meet with their child’s teacher whenever possible. Each teacher has one conference period each day designated for planning work and meeting with parents. Arrangements for parent conferences are made through the office with at least 24 hours notice.

### CONFERENCES WITH COUNSELORS
School counselors are available to assist students with a wide range of academic and personal concerns. Students wishing to meet with counselors should arrange for a conference by contacting the counselor secretary. Counselors can assist students with items such as credit by examination and college credit for high school courses.

### TARDY POLICY
All students will adhere to the tardy policy with NO EXCEPTIONS (band, athletics, bus students, early dismissals, work programs, etc.). Tardies will be at the discretion of the teacher and will be considered: 1) as any time after the tardy bell, 2) leaving class for textbooks and/or materials, and, 3) leaving class for an admittance slip from any absence.

Tardies are cumulative for all classes for the duration of each six weeks grading period, and the following consequences will apply:

<table>
<thead>
<tr>
<th>Tardy Level</th>
<th>Consequences</th>
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</thead>
<tbody>
<tr>
<td>1st Tardy</td>
<td>No discipline assigned</td>
</tr>
<tr>
<td>2nd Tardy</td>
<td>1 hour after school detention</td>
</tr>
<tr>
<td>3rd Tardy</td>
<td>1 hour after school detention</td>
</tr>
<tr>
<td>4th Tardy</td>
<td>2 hour after school detention</td>
</tr>
<tr>
<td>5th Tardy</td>
<td>ISS</td>
</tr>
<tr>
<td>6th-9th Tardy</td>
<td>Saturday School/ISS</td>
</tr>
<tr>
<td>10+ Tardies</td>
<td>10 school days of Saturday School/ISS</td>
</tr>
</tbody>
</table>

### THE HISTORY OF THE PORCUPINE

The Porcupine was selected as the Springtown school mascot in the mid-1920s.

At that time, the basketball team conducted its practices on an outdoor court after school. Early in the season of 1924, 1925, or 1926, Coach Paul Montgomery suggested the team skip workout the next afternoon and go indoors in order to choose a mascot for the team. The following afternoon, 10 or 15 basketball players and Coach Montgomery met in a classroom. Several suggestions were made for a team mascot. C.M. (Snake) Hutcheson suggested the Porcupine. When asked, “Why a porcupine?” Snake replied, “No one wants to get near a porcupine, because they don’t want quills in them, nor do they want to become a target for quills.”

Votes were cast for the suggested mascot. The majority chose the Porcupine as the mascot and the Porcupines have been scaring opposing teams with quills ever since!

The colors of orange and black were chosen as the Springtown colors in the mid-1920s as well. At that time, the school building was located at the former site of the north parking lot of Watson Elementary. First grade through high school met in that building. Homeroom was a time to conduct school business and make announcements.

Mr. Terry, the superintendent, suggested that was a good time of day to choose the school colors. The student body suggested several different colors, including orange and black. A vote was taken and orange and black won its first victory!

### HISTORY OF POJO

1983 marked new head coach Lucky Gamble’s first year at the helm of the Springtown Porcupines. Gamble and his assistants (among them, currently SISD Board member Jody Lowery) were looking for a way to motivate their competitive ball club over the hump and into the playoffs for the first time in school history. Assistant Coach Mike Leidecker seized an opportunity to do just that when, early in the season, he heard some of his players use the term POJO (taking the Odessa chant MOJO and adding the “P” from porcupine) to get a laugh. “If you’re going to do it, then do it right!” Leidecker said. Soon the team was “breaking down” to the chant around the coach before every game. Fans and students soon joined in what is now a traditional spirit chant for the Springtown Porcupines. The 1983 Porcupines went two rounds deep in the play-offs and brought home Springtown’s first Bi-District Championship.
SPRINGTOWN MIDDLE SCHOOL

- PHONE: (817) 220-7455
- FAX: (817) 220-2395
- 500 Pojo Drive
  Springtown, Texas 76082

Principal - Mark Wilson
Assistant Principals - Sean Kenny & Sarah Raj
Counselor - Rachel Moreno
Registrar - Hailey Wyatt
PEIMS - Vanessa Terry
Front Office - Letty Camacho

Campus Hours: 8:00 - 3:40
Office Hours: 7:30 - 4:00

Springtown Middle School is attended by seventh and eighth grade students. It is often, during these grades, a student’s academic and even career path is determined. At such a critical time in a young person’s life, it is important that communication between home and school occurs. In an effort to encourage and facilitate parental involvement, SMS teachers post their lesson plans on the district’s website on a weekly basis. If you would like to take advantage of this opportunity, visit the district's website at www.springtownisd.net and click on the “Middle School” link and look for “Lesson Plans” in teacher’s web page.

In addition to fostering academic achievement in the classroom, SMS teachers spend a great deal of time both before and after school sponsoring/coaching extracurricular activities. We hope students will take the opportunity to “plug in” to one of our many teams, clubs, and/or organizations to experience the excitement of competition and social growth. As a staff, we are committed to ensuring that each student has a safe, secure, and successful experience at Springtown Middle School.

CLUBS AND ORGANIZATIONS
Student clubs and performing groups may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a club violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply, in addition to any consequences specified by the organization.

ADVANCED COURSES
Advanced courses are offered for 7th and 8th grade ELA, Social Studies, Science and Reading. These courses prepare the student for the Pre-AP and Advanced Placement (AP) courses at the high school level. Typically, successful advanced students are task-oriented, proficient readers who prioritize their time, self-disciplined, and motivated. Parental support is also key to the student’s success.

ATHLETICS
The SISD athletic department follows the guidelines established by the University Interscholastic League (UIL). The policies and regulations of the SISD athletic department are available from the athletic director. Boys’ athletic sports include football, basketball, track, and cross country. Girls’ athletic sports include volleyball, basketball, track, and cross country.

BAND
Students are required to attend all scheduled rehearsals and performances involving the SMS bands. Additional information regarding attendance, rehearsal time, rehearsal manners, bus travel, individual responsibilities, equipment care, and grading may be received from the band director.

CHEERLEADING/DANCE TEAM
Information on how to become involved in cheerleading and dance may be obtained from the school office or the cheerleading/dance team coach. Cheerleading/dance team requires good grades, good citizenship, and a commitment of out-of-school time. Tryouts are in the spring.

CHOIR
The SMS choir program is comprised of three separate choirs. Choir grades are based upon class and concert participation, including after-school and required night activities. Students may purchase or rent any required performance attire.

GUIDANCE AND COUNSELING
The counselor's office is responsible for registering returning students, scheduling classes, enrolling new students, and withdrawing students. Individual and group counseling is also available along with a comprehensive school counseling program which focuses on student outcomes, teaches student competencies, and is delivered by a professional school counselor. See the SMS page on the SISD website for more information.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)
National Junior Honor Society (NJHS) is a club for high school students. Membership in NJHS is an honor and a commitment on the part of students. Selection for membership is by a faculty council and is based upon outstanding scholarship, grades, character, leadership, service, and citizenship. Once selected, NJHS members must continue to demonstrate these qualities. Members are subject to dismissal when they fall below the standards established by the NJHS Constitution and the SMS Chapter By-Laws.

PAL (PEER ASSISTANCE & LEADERSHIP)
Peer Assistance & Leadership is a service organization for 8th grade students.

FCCLA
Family Career and Community Leaders of America is the only student lead organization with Family as its central focus. Membership for 8th grade students. Membership in NJHS is an honor and a commitment on the part of students. Selection for membership is by a faculty council and is based upon outstanding scholarship, grades, character, leadership, service, and citizenship. Once selected, NJHS members must continue to demonstrate these qualities. Members are subject to dismissal when they fall below the standards established by the NJHS Constitution and the SMS Chapter By-Laws.

STUDENT COUNCIL
Seventh and eighth grade representatives of Student Council help the students and staff. Student Council is a learning opportunity for involving students in their school to develop commitments to citizenship, scholarship, leadership, human relationships, and cultural values. Student Council participates in projects that promote harmony among all groups with which the Student Council works. Officers are elected in April prior to the year of their term. Three weeks after school begins, class representatives are elected to serve for that year. All Student Council members must maintain passing grades in each subject area with satisfactory in citizenship every six weeks.

UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL)
ACADEMIC EVENTS
- (SEE STUDENT HANDBOOK)

Parents are encouraged to meet with their child’s teacher whenever possible. Each teacher has one conference period each day designated for planning and meeting with parents. Arrangements for parent conferences are made through the office with at least 24 hours notice.

CELL PHONE/ELECTRONIC DEVICES
Students’ cell phones/electronic devices should remain turned off during instructional times and in all instructional areas - including but not limited to - classrooms, gymnasium, dressing rooms, restrooms, and outdoor facilities during class instructional times.

IDENTIFICATION BADGES
All students are required to wear IDs at all times while on SMS campus.

MIDDLE SCHOOL SUPPLY LIST

<table>
<thead>
<tr>
<th>7th &amp; 8th GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - Pkgs. Wide Ruled Notebook Paper</td>
</tr>
<tr>
<td>2 - (7th) or 1 - (8th) - 100 sheet Mead Composition Book</td>
</tr>
<tr>
<td>5 - Sets of Dividers (assorted colors)</td>
</tr>
<tr>
<td>4 – One inch, three-ring binders – (No Zip Binders)</td>
</tr>
<tr>
<td>1 – 1.5” Binder</td>
</tr>
<tr>
<td>1 - Pkg. #2 pencils</td>
</tr>
<tr>
<td>1 - Pkg. blue or black pens</td>
</tr>
<tr>
<td>1 - Pkg. red grading pens</td>
</tr>
<tr>
<td>2 – Highlighters</td>
</tr>
<tr>
<td>1 - Pkg. 3x5 lined index cards</td>
</tr>
<tr>
<td>4 - Zippered pencil bag (1 per binder)</td>
</tr>
<tr>
<td>2 - Boxes of Kleenex</td>
</tr>
<tr>
<td>1 - Pair of ear buds</td>
</tr>
<tr>
<td>1 - Roll Paper towels to Science</td>
</tr>
<tr>
<td>2 - Black Dry Erase Expo Markers</td>
</tr>
</tbody>
</table>

Some supplies may need replenishing as the year progresses.

***Additional supplies may be required for specific projects: Pre-AP, Art and elective classes have separate lists.

No Backpacks / Bags are allowed in Class. Lockers will be assigned.
SPRINGTOWN INTERMEDIATE SCHOOL

- PHONE: (817) 220-1219
- FAX: (817) 220-0889
- 300 Pojo Drive
  Springtown, TX 76082

Principal - Joe Brown
Assistant Principals - Kelley Walden & Lisa Goben
Counselor - Laura Neely

Springtown Intermediate School (SIS) is a fifth and sixth grade campus. Students divide their time between core subject area teachers. All students attend physical education class. Fifth graders attend music, technology applications, art, and health. Sixth graders choose one elective from the choices of choir, art, or band. Students have the opportunity to participate in academic UIL competition, math and science team, green team, honor choir, and archery club.

STUDENT COUNCIL
Student Council is a learning opportunity for involving 6th grade students in their school to develop commitments to citizenship, leadership, relationships, and values. All Student Council members must maintain passing grades in each subject area with Satisfactory citizenship every six weeks.

BEGINNING BAND
Students may take beginning band in the sixth grade. Students are required to secure an instrument. This may be done through a rent-to-own plan from a music store, using a school-owned instrument, or purchasing an instrument. Information is available from the band directors. A $25.00 fee is required which will cover the cost for a band book, t-shirt, tuner/metronome, band binder and a 5-minute theory book. This fee may be paid out over the school year. Additionally, a fund-raiser is held to help cover the cost of the fee.

ART AND MUSIC/CHOIR
Art class offers the opportunity to learn the fundamentals of art. Students will learn the different elements and principles of art, including shading and drawing techniques, basic painting, printing, and sculpture. Students will be required to maintain an art folder and portfolio as well as turning in all assignments on time and preparing for any tests that are given. Students will also be required to purchase basic art supplies that will cost approximately $15.00. In music/choir classes, students will study and sing various styles of music. A $10.00 fee covers the cost of a shirt and additional supplies. Art, Music, and Choir students must participate in public performances.

STAAR TEST
Fifth graders are required to take three STAAR tests: Reading, Math, and Science. Sixth graders take two tests: Reading and Math. Fifth graders must pass the Reading and Math tests to promote to 6th grade.

FEES & SUPPLIES
Materials that are part of the regular educational program are provided for students. Students will provide basic school supplies, such as paper, pencils, or pens. Teachers may require students to furnish additional school supplies. SIS does not assign lockers to students. Students are allowed to use medium-sized backpacks for transporting supplies from class to class. Rolling backpacks are prohibited.

GUIDANCE AND COUNSELING
Counseling is provided for academic or school-related concerns. Classroom guidance centers around study habits, good citizenship, and social skills. Vocational planning is also addressed.

ABSENCES
A note is required to excuse any absence. Parents are encouraged to limit the number of times they sign out their child before the school day has been completed. Students signed out from school miss valuable instructional time, which affects their academic progress. Attendance is taken every period at Springtown Intermediate.

ALL-DAY ABSENCES
If a student is absent all day, please send a note from the parent/guardian or from a doctor to excuse the absence. Per district policy, a note can only be accepted up to 3 days after the absence occurred, or it will be unexcused. Notes written by a parent or guardian must include the student’s first and last name, date(s) of absence and reason for absence (example: illness, death of an immediate family member, religious observances, or family emergency).

PARTIAL-DAY ABSENCES
If a student misses only part of a day and has a note from a medical professional, the absence is considered medically excused, and will NOT count against the student. Counseling sessions, dental appointments/orthodontics, etc. will not impact “perfect attendance” if notes are provided within three days.

PROHIBITED ITEMS
Chewing gum, permanent and non-permanent markers, rolling back packs and sharpie pens are not to be in the possession of students.

Students’ cell phones shall remain turned off during instructional time and in instructional areas unless specific permission is granted by a teacher or staff member.
Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the Springtown ISD (“school”) receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child’s or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notice for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parent or eligible student, if the disclosure is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.33(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

To comply with the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.36. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.37. (§ 99.31(a)(10))

Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

FIFTH & SIXTH GRADE SUPPLY LIST

<table>
<thead>
<tr>
<th>GRADE</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIFTH GRADE</td>
<td>1 three-ring Binder (1”)</td>
</tr>
<tr>
<td></td>
<td>1 package of dividers (5 or 8 count)</td>
</tr>
<tr>
<td></td>
<td>4 composition books</td>
</tr>
<tr>
<td></td>
<td>1 red plastic folder with brads</td>
</tr>
<tr>
<td></td>
<td>2 yellow highlighters</td>
</tr>
<tr>
<td></td>
<td>2 glue sticks</td>
</tr>
<tr>
<td></td>
<td>1 spiral notebook (wide rule, at least 70 pgs.)</td>
</tr>
<tr>
<td></td>
<td>1 package of red pens</td>
</tr>
<tr>
<td></td>
<td>2 boxes of kleenex</td>
</tr>
<tr>
<td></td>
<td>2 pkgs of wide ruled notebook paper (200 ct.)</td>
</tr>
<tr>
<td></td>
<td>1 four-pack of black Dry Erase markers</td>
</tr>
<tr>
<td></td>
<td>1 zippered pencil bag</td>
</tr>
<tr>
<td></td>
<td>3 packages of No. 2 pencils</td>
</tr>
<tr>
<td>SIXTH GRADE</td>
<td>1 pocket folder with brads</td>
</tr>
<tr>
<td></td>
<td>1 pack of colored pencils (12 count)</td>
</tr>
<tr>
<td>Science-</td>
<td>1 cardboard-backed 100-page composition book</td>
</tr>
<tr>
<td></td>
<td>1 folder with pockets and brads</td>
</tr>
<tr>
<td></td>
<td>1 package of blue or black pens</td>
</tr>
<tr>
<td>Math-</td>
<td>1 cardboard-backed 100-page composition book</td>
</tr>
<tr>
<td></td>
<td>1 package of Expo/ dry erase markers</td>
</tr>
<tr>
<td></td>
<td>1 folder with pockets and brads</td>
</tr>
<tr>
<td></td>
<td>2 packages of No. 2 pencils w/erasers (not mechanical)</td>
</tr>
<tr>
<td>Social Studies-</td>
<td>2 bottles of liquid glue</td>
</tr>
<tr>
<td></td>
<td>1 spiral notebook (minimum 100 pages)</td>
</tr>
<tr>
<td></td>
<td>1 box of map colors</td>
</tr>
<tr>
<td>Reading-</td>
<td>1 folder with pockets and brads</td>
</tr>
<tr>
<td>Writing-</td>
<td>1 folder with pockets and brads</td>
</tr>
<tr>
<td></td>
<td>1 composition notebook</td>
</tr>
</tbody>
</table>

“Ear buds” or headphones will be useful in many classes.

Additional supplies may be required per individual classes/assignments. Additions to this list will be discussed on the first day of school. Many of these supplies are consumable. It may be necessary to replace those supplies during the year.
INTRODUCTION
Springtown Elementary is comprised of Pre-K through Fourth grades. The teachers of Springtown Elementary use a variety of instructional strategies and resources aligned to the Texas Essential Knowledge and Skills for each grade level. A variety of services are available to provide additional academic support or enrichment, if needed. Services currently include group counseling, specialized reading and math classes, special education, 504 accommodation plans, dyslexia classes, and Gifted and Talented classes.

Springtown Elementary staff members believe a quality education is the result of a strong partnership between educators and the families of the students we educate. Family involvement is encouraged through many events throughout the school year including our Science Night, Literacy Night, Math Night, Hispanic Parent Nights, and other activities.

During the school year, Springtown Elementary students have the opportunity to be involved in many activities: Orffestra and “Treble Makers” and Choir for 3rd and 4th graders, “Maker’s Zone” for K-4th graders, and Leadership Team for selected 4th graders.

STUDENT ATTENDANCE
The Springtown Elementary Library is a busy place empowering students to be enthusiastic readers, critical thinkers, proficient researchers, and to acquire an appreciation of literature. Students have opportunities to gain the self-confidence necessary to successfully learn in an information-rich world through Maker’s Zone, Book-fair activities, and books.

MISSON STATEMENT
SES will provide all students with a high-quality comprehensive educational program that will develop responsible and successful citizens.

STUDENT ATTENDANCE
Attendance is an important factor for every student’s success. School begins at 7:45 AM, and students are counted absent from first period if they have not arrived by 8:05 AM. The state’s “accounting period” for attendance is taken at 9:30 AM. We expect students to be in attendance for the entirety of each day unless they become ill. When returning to school after an absence, the student must bring a note to their classroom teacher within 3 days. The note must include the date of the absence, the student’s name, the reason for the absence, and a parent/guardian signature. A doctor’s note following a visit to a physician may allow re-coding in the event of a partial day’s absence: “Medical absences” can be counted when a child attends a portion of the school day before or after visiting a doctor, provided the student returns with a note from the physician’s office within three days of his/her absence.

The Texas Education Code requires that students be in attendance for 90% of the days a school is in session in order to receive credit for the year. This formula allows a maximum of 17 absences (locally) for Springtown ISD’s students before retention must be considered.

GUIDANCE AND COUNSELING
The counseling program at Springtown Elementary provides students with classroom guidance and counseling to support the students’ success in school. The campus wide program consists of developmentally appropriate activities and materials that deal with educational, personal, and social development. Programs used to aid students in character development, problem solving, and social skills include “Character Counts,” “Kelso’s Choices,” and “Second Step.”

ELEMENTARY GENERAL MUSIC
The General Music Program is provided to every student in K-4th grade, and meets on alternating days throughout the year. All students should actively participate in holistic music-learning experiences that include singing, playing instruments, moving, listening, reading, and writing. Instructional strategies include Orff Schulwerk, The Kodaly Method, First Steps in Music, and Conversational Solfege.

PHYSICAL EDUCATION
The Springtown Elementary Physical Education program focuses on sequential movement education, including fitness, health, development of social skills, and lifetime wellness skills.
- Tennis shoes are required daily.
- Shorts must be worn under dresses or skirts.

A state mandated fitness assessment is administered to students in the third and fourth grades in the spring. At the end of the year, a Field Day full of fun activities is scheduled for all classes.

PARENTAL INVOLVEMENT
The Parent Liaison Center is open daily to assist with parental and educational issues, as well as distribute information. The Center also runs the SES Volunteer program.

Volunteers are an important support system at Springtown Elementary School. Volunteers assist the school staff in providing an enriched educational program for students by reading with students, helping with extra curricular activities, and providing assistance to teachers with classroom activities. Each volunteer’s contribution is a key part of the total instructional effort.

SCHOOL HOUSE
EXTENDED CARE
AFTER SCHOOL CARE PROGRAM
SES - Cafeteria at Lipstreu Building
RENO - Cafeteria at Reno Campus
Hours: 3:00 p.m. - 6:00 p.m.
Monday-Friday
CLOSED ON SCHOOL HOLIDAYS AND SUMMER BREAK
$35.00 Registration Fee
$45.00 per week for full time students
$12.00 per day for drop in rate
Ages 3 yr (Pre-K - p.m.) - 12 yrs

For more information contact: Tammy Young at 817-925-9502
INTRODUCTION

Goshen Creek Elementary School includes students from Kindergarten through Fourth grade. The staff use a variety of instructional strategies and resources aligned to the Texas Essential Knowledge and Skills (TEKS) for each grade level. Services are available to provide additional academic support or enrichment as needed. Some of the services provided include group counseling, specialized reading and math pull out and push-in support, special education, 504 accommodation plans, dyslexia and gifted and talented. Goshen Creek Elementary believes in planting positive seeds within children to ensure each child grows to their ultimate potential. Goshen uses a Positive Behavioral Intervention and Support System (PBIS) otherwise known as a school-wide positive behavior system that focuses on creating a safe, secure, and successful school culture and climate. Goshen Creek believes that positive actions receive positive consequences and our focus is to help each child do and be their personal best. Goshen Creek has partnered with Springtown High School’s programs, Texas Association of Future Educators (TAFE) and Ready Set Teach! (RST). These programs provide opportunities for high school students to spend time working with the students and teachers at Goshen Creek. Our vision is to promote awareness of one’s self, build rich relationships, and prepare students to be productive citizens in our changing community, workforce, and to be the difference makers of the world!

STUDENT ATTENDANCE

Good attendance and punctuality are prerequisites to strong student achievement. School begins at 7:45. We expect students to be in attendance for the entirety of each day unless they become ill. When returning to school after an absence, the student must bring a note to their classroom teacher within 3 days. The note must include the date of absence, student name, reason for absence, and a parent/guardian signature. If a student misses all or part of the day for a doctor’s appointment, the absence is considered medically excused for the duration of the doctor’s note. This includes counseling sessions, dental/orthodontics, etc. While we appreciate phone calls or emails to let us know your child is out, a signed and dated note is required to excuse the absence. Students will be able to pick up any make-up work from the teacher upon returning to school.

The Texas Education Code requires that students be in attendance for 90% of the days school is in session in order to receive credit for the year. This formula allows a maximum of 17 absences for Springtown ISD’s students before retention must be considered.

GUIDANCE AND COUNSELING

The counseling program at Goshen Creek Elementary provides students with classroom guidance and counseling to support the students’ success in school. Throughout the year our counselor will deliver lessons on the building of character and how to be a good citizen. The campus-wide program consists of developmentally appropriate activities and materials that deal with educational, personal, and social development. Goshen believes character counts.

FINE ARTS

Goshen Creek Elementary’s fine arts department provides students an engaging opportunity to learn and develop fundamentals of music composition, vocal training, instrument identification and application, as well as elements of patterning, rhythm, theatre, while reinforcing other TEKS standards from various domains. Students perform at various times throughout the year. Fourth graders may try out for the honors choir that attends competitions and performs in our community. Our fine arts department allows the students of Goshen to grow and stretch their mind, body, and heart creatively while enriching their educational experience.

LIBRARY

The students of Goshen Creek have the privilege of having a library with one of the most beautiful views in the District. Students visit the library for guided lessons each week, and the opportunity to checkout books to read and enjoy. Our library supports the Renaissance Accelerated Reading Program that fosters a love for reading, differentiation, and a reward system based on a points incentive program. Goshen’s library is honored to host various authors and speakers throughout the year to encourage a love for reading and writing. Upon visiting our library you will see our favorite guest, Sir Splinter! At Goshen Creek Elementary the library is a wonderful place to be that encourages our students’ passion for reading and desire to become a life-long learner.

PHYSICAL EDUCATION

The Goshen Creek Elementary physical education program focuses on sequential movement education, including fitness, health, development of social skills, and lifetime wellness skills. Throughout the year students learn basic knowledge of various sports and games that help them have the opportunity to apply their knowledge and get their bodies in motion. A highlight of the year is Jump Rope for Heart and gives the students an opportunity to rally together to raise money to fight heart disease. Another Goshen favorite is Mileage Club and a great opportunity for students to get moving. A state mandated fitness assessment is administered to the third and fourth graders in the spring. At the end of the year, a Field Day full of fun activities is scheduled for all classes. (*Tennis shoes are required on PE days; shorts should be worn under dresses or skirts.

PTA

Goshen Creek’s PTA is a parent organization that is vital to our school’s success. The PTA offers financial support and activities that benefit our school. Please consider joining and being an active member as opportunities become available throughout the year.

TECHNOLOGY

Students receive weekly technology instruction in the Goshen Creek computer lab. They learn key components of the computer and the mechanics of the internet. Students dive into basic internet safety and etiquette that includes an anti-bullying component. A variety of computer programs are used to enhance student’s knowledge and skill set that will help prepare them for the future. Students at Goshen enjoy being able to use technology to research, be creative, and polish their many skills necessary for success.

UNIVERSITY INTERSCHOLASTIC LEAGUE

Students at Goshen Creek have the opportunity to participate in the UIL, which is a statewide organization that coordinates public elementary and secondary inter-school competition in Texas. Students in 2-4 grade may compete in music, art, writing, story telling, spelling and other challenging events.
RENO ELEMENTARY SCHOOL

PHONE: (817) 221-5001  
FAX: (817) 677-1214  
172 West Reno Road  
Azle, Texas 76020  
Principal - Jenna Showers  
Assistant Principal - Bert Moody  
Counselor- Elizabeth Wilson

School hours: 7:45 - 3:20  
Office Hours: 7:00 - 4:00  
web site: www.springtownisd.net  
(select Reno Elementary Campus)

INTRODUCTION
Reno Elementary includes students from grades Pre-K through Fourth. Our teachers use a variety of instructional strategies and resources aligned to the Texas Essential Knowledge and Skills (TEKS) for each grade level. A variety of services are available for academic support or enrichment. Services currently include group counseling; specialized Math and Reading pull out groups, Special Education classes, 504 accommodation plans, dyslexia classes, and Gifted and Talented classes. In addition, Reno Elementary also works with student groups from Springtown High School such as Peer Assistance and Leadership program (PALS) which provides our students with an opportunity for peer mentors.

During the school year, Reno Elementary students have the opportunity to participate in a variety of public performances, leadership clubs, and academic contests. Our staff members believe that a quality education is the result of a strong partnership between the school and the families of our students. We encourage parental involvement through activities such as Literacy Night, Math Night, Science Night, various “Family Night Out” activities, Hispanic Parent meetings, and general educational programs covering various topics within our community.

STUDENT ATTENDANCE/TARDIES
Good attendance and punctuality are prerequisites to strong student achievement. Our tardy bell rings at 7:45 a.m.; late arrivals/early dismissals count against the attendance record. Per district policy, excuse notes may be accepted up to 3 days after an absence has occurred; the absence is otherwise “unexcused.” Notes written by a parent or guardian, should include the student’s first and last name, date of absence and reason for absence (example: illness, death of a family member, religious observances, family emergency).

If a student misses only all or part of the day for a doctor’s appointment and has a note by a medical professional, the absence is considered medically excused for the duration of the doctor’s note. A medically excused absence does not negatively affect the student’s attendance record. This includes counseling sessions, dental/orthodontics, etc. While we appreciate phone calls to let us know your child is out, a signed and dated note is required to excuse the absence. A student will be able to pick-up any make-up work from the teacher once the student returns to class.

GUIDANCE AND COUNSELING SERVICES
Reno Elementary is excited to offer a comprehensive school counseling program that assists students in making their educational experiences both positive and successful. Proactive services include counseling regarding student success strategies, character development, social emotional learning, career exploration and personal safety. Reactive services include counseling regarding academic concerns, family issues, crisis situations, dealing with grief and behavior management. Our “Taco About...” series is held select evenings for our parents where we enjoy a taco dinner and “taco about” parenting issues such as Internet/social media guidelines, dealing with ADHD, positive parenting, and much more. In addition, we partner with Walnut Creek Baptist Church, the City of Reno and Springtown Fellowships to offer a weekend food program, a personal hygiene club, and Caring Closet (school supplies, winter coats, shoes, and clothing) for students needing such resources. For more information please join our Remind 101 messaging group by texting 81010 (put @scatreno in the message space) from your phone. We look forward to working with your students to help prepare them socially, emotionally, and academically for life!

LIBRARY
The Reeves Library at Reno Elementary is a welcoming place where students and teachers come for information, resources, and fun learning experiences. The library strives to foster a love of reading by offering the latest and greatest book titles, as well as old favorites and classics. Our mission is to spark creativity and discovery by teaching students to be good stewards of information and encouraging curiosity. We provide hands-on learning stations, including Makerspace, STEM activities, and other creative spaces and projects to give the students the chance to learn and grow.

FINISH ARTS
The Fine Arts curriculum at Reno Elementary is aligned with the Texas Education Agency’s requirements (TEKS). Fine Arts instruction includes rhyme, singing, movement, methods study, as well as life and world perspectives. Students have the opportunity to participate in one grade level performance per year. Students may also participate in 4th grade Choir and/or the Entertainers group, which perform throughout the community throughout the year.

PHYSICAL EDUCATION
The Reno Elementary physical education program focuses on sequential movement education including fitness, health, development of social skills, and lifetime wellness skills. A state mandated fitness assessment is administered to third and fourth grades in the Spring. At the end of the school year, a Field Day full of fun activities is scheduled for all classes. Please note: -
**Tennis shoes should be worn daily during P.E.
**Shorts should be worn under dresses or skirts

TECHNOLOGY SERVICES
Students receive weekly technology instruction, project-based research activities, curriculum remediation, and enrichment activities. Reno Elementary communicates with families and the community through our website linked on the District’s homepage at www.springtownisd.net (select Reno Elementary campus under “Schools”).

VOLUNTEERS/PTA
The Parent Teacher Association provides an immense amount of support to Reno Elementary by providing financial support and ideas that benefit our school. Please consider joining and being an active member as opportunities become available throughout the year.

The Reno Elementary Parent Center focuses on families and their children. Our vision is to increase family involvement through volunteer opportunities, promote family/school partnerships that foster children’s academic success, and provide community resource information.

The Parent Center houses several computers for parent use and will offer parent trainings, community assistance, and various resources and suggestions on how to help students succeed throughout the year.

RENO currently has many excellent and dedicated volunteers. We welcome those who are interested in volunteering throughout the year.

EXTENDED AFTER-SCHOOL CARE
Extended after-school care is offered at Reno Elementary. Reno Elementary student between the ages of 3 and 12 years of age eligible to stay until 6 PM each day, with prices as follows:

Registration- $35/child  
$45/week for full-time  
$15/day for “drop-in”

For more information call 817-221-5001 or 817-925-9502.
Email: shecb5g2@gmail.com
SISD ELECTRONIC COMMUNICATIONS POLICY

SPRINGTOWN ISD TECHNOLOGY ACCEPTABLE USE POLICY

PURPOSE OF INTERNET ACCESS

Springtown ISD users are permitted to use the district’s resources for legitimate educational purposes, particularly specific class-related activities, as well as other educational and career or professional development activities, and other activities as approved by teachers. Personal use of district resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or school rules or regulations, use of Springtown ISD resources for the purpose of carrying out such behavior or activity is prohibited.

DEFINITIONS

The electronic communications system is defined as the District’s network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, and any other technology designated for use by students, including all new technologies as they become available. SISD’s network and any computers/network devices (including personal) provided to the student by Springtown Independent School District (SISD). The term “Teacher” includes teachers of SISD as well as school librarians and other SISD officials responsible for computer labs or other computer facilities provided for Users of Internet Access. “User” refers to students or other individuals, including teachers and other school employees, using the services described herein.

CHILDREN’S INTERNET PROTECTION ACT (CIPA)

Springtown Independent School District (ISD) provides a variety of electronic communications systems for educational purposes. This also includes any access to the Springtown ISD technology system while on or near school property, in school vehicles, and at school-sponsored activities; and includes the appropriate use of district technology resources via off-campus remote access. In accordance with the Children’s Internet Protection Act, Springtown Independent School District educates staff and students regarding appropriate online behavior, including interacting with other individuals on social networking websites (including chat rooms). Springtown ISD also educates staff and students on cyberbullying awareness to ensure Internet safety, including use of email and Web 2.0 resources, and has deployed filtering technology and protection measures to restrict access to inappropriate content, such as those that are illegal, harmful, or contain potentially offensive information. While every effort is made to provide the most secure and optimal learning environment by monitoring online activities and blocking inappropriate sites to the best extent possible, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the district will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It is each student’s responsibility to read district policy, regulations and agreement forms, and to ask questions if you need help in understanding and following the guidelines for appropriate and acceptable use.

STUDENT ACCESS

Students in grades K-12 will be granted such Internet Access as deemed appropriate by SISD staff and Teachers. Access to Internet Access is a privilege, not a right. No student may use Internet Access until he or she and/or the student’s parent or guardian (if the student is under the age of 18) have signed this document and returned it to SISD. A student’s use of Internet Access and the system is subject to the supervision and discretion of SISD. Further restrictions can be placed on students’ use by their parents or guardians if such restrictions are communicated in writing to SISD.

RULES FOR APPROPRIATE USE

The smooth operation of the electronic communications system relies on the proper conduct of the users. Therefore, Springtown ISD has set the following standards and expectations for conduct:

- Students must only open, view, modify, and delete their own computer files.
- Internet use at school must be directly related to school assignments and projects.
- Students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission by the district to use. Students are responsible for not sharing the username and password for that account with others and are never to use a different account.
- All account activity should be for educational purposes only.
- Students must immediately minimize the program and report threatening messages or discomforting Internet files/sites/emails to a teacher.
- Students must at all times use the district’s electronic communications system, including email, wireless network access, and Web 2.0 tools/resources to communicate.
- Students are responsible at all times for their use of the district’s electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise. The district may suspend or revoke your access if you violate the rules.
- Students are responsible for backing up their data.
- Remember that people who receive email from you with a school address might think your message represents the school’s point of view.

INAPPROPRIATE USES

- Using the district’s electronic communications system for illegal purposes including, but not limited to, cyber bullying, vandalism, defamation, libel, attempts to make unauthorized entry into another computer systems, gambling, pornography, and computer hacking.
- Disabling or attempting to disable or breach any system monitoring or filtering or security measures.
- Utilizing proxy gateways, or similar technologies, to bypass the Springtown ISD’s monitoring or filtering.
- Utilizing peer-to-peer technologies.
- Sharing user names and passwords with others and/or borrowing someone else’s username, password, or account access, or encouraging or facilitating the use of Internet Access by unauthorized users.
- Utilizing the district’s network and/or equipment to cheat on assignments or tests.
- Purposefully opening, viewing, using, or deleting/destroying/modifying files belonging to another system user without permission.
- Changing hardware or software configurations.
- Uploading, transferring, downloading, or installing software or any executable files without the express written permission and supervision of a Teacher.
- Downloading, installing, or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the district’s system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, illegal, inappropriate, or damaging to another’s reputation.
- Accessing material that advocates discrimination or violence towards other people, except for educational purposes under the direct supervision of a Teacher.
- Using Internet Access to conduct a business, to offer, provide, buy or sell products or services, or to engage in any other commercial activities.
- Wasting school resources through improper use of the computer system(s).
- Utilizing school resources for non-instructional purposes.
- Attempting to gain unauthorized access to restricted information or resources.
- Purposefully misrepresenting yourself or others.
- Utilizing social network tools for personal use.
- Posting personal contact information, including home, cell, or work addresses, telephone numbers, cell numbers, e-mail addresses, etc. about themselves or other people, except with the express approval of a Teacher.
- Arranging to meet any other person contacted through Internet Access, except with the express written approval of a Teacher and the student’s parent or guardian (except if over the age of 18).

CONSEQUENCES FOR INAPPROPRIATE USE

- Revocation of the computer system account or other disciplinary or legal action, in accordance with District policies and applicable laws.
- Termination of System User Account(s): The district may deny, revoke, or suspend specific user’s access to the district’s system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Possible criminal action.

PRIVACY LIMITATIONS

Students have no reasonable expectation of privacy in their use of Internet Access or the System. Teachers or other school officials may, without prior notice, monitor students use of Internet Access and the system.

ELECTRONIC COMMUNICATION DEVICES: BRING YOUR OWN TECHNOLOGY

Springtown ISD is excited about the new learning opportunities available through Bring Your Own Technology. It is our goal that students and teachers will collaborate in rich, engaging learning experiences using technology.

Students may bring their own technology and utilize personal electronic communication devices at school and at school activities. Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes and may only be used if the device is accessing SISD’s secure and filtered network. All devices must remain silent and or be put away unless being used within a lesson during class time. Students may also use devices during non-instructional times, such as passing periods, lunch, and before/after school but are strictly prohibited from using devices in locker rooms and or restroom areas, while at school, or at school-related or school-sponsored events. Devices include, but are not limited to, the following: notebooks; smart phones; iPhones; iPads; iPods; Android devices; MP3 players; and eReaders. All devices should be clearly labeled with student’s full name. Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Springtown ISD is not responsible for the loss...
STUDENT CODE OF CONDUCT AVAILABLE

The student will be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities - including school-sponsored travel - and any school-related misconduct, regardless of time or location. Any student who violates the Student Code of Conduct is subject to disciplinary action, up to and including referral for criminal violations of law.

For a copy of the Student Code of Conduct or the Student Handbook, go to www.springtownisd.net or receive a hard copy from your child’s campus office.
**PPRA NOTICE AND CONSENT**

**OPT-OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Springtown Independent School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or student’s family.
- Sexual behavior or attitudes.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

“OPTING OUT” OF SURVEYS AND ACTIVITIES

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FF AA.] The opt out form is available from the principal’s office.

**SISD EMPLOYMENT OPPORTUNITIES**

As openings for professional and classified employment become available, they are posted on the district’s website and at each campus. Applications for employment are found on the district website, www.springtownisd.net. In order to interview or to be considered for a position with SISD, a person must have a completed employment application on line.

**SUBSTITUTE TEACHER INFORMATION**

Each school year new substitutes must complete a required orientation and training class which lasts approximately one and one half hours. Prior year substitutes must attend a brief session to receive new updates and to update their personnel file. Their name is then added to the substitute list that SISD uses to fill vacancies daily. In order to qualify as a substitute teacher in SISD, a person must meet the following qualifications:

A. Be of good moral character
B. Be in good physical/mental health
C. Be a high school graduate or equivalent
D. Complete the SISD Substitute Orientation and be approved by the administrator conducting the orientation
E. Be approved by the superintendent or designee
F. Complete and pass a criminal history background check and fingerprinting

**CHILD NUTRITION**

Springtown ISD Child Nutrition frequently needs substitutes in the cafeteria. Upon completion of an application of employment on the SISD website, applications are reviewed and the applicant is contacted when a substitute orientation has been scheduled. In order to qualify as a food service substitute at SISD, a person must meet the following qualifications:

- Be of good moral character and have no felony convictions (COMPLETE AND PASS CRIMINAL HISTORY BACKGROUND CHECK AND FINGERPRINTS)
- Be in good physical/mental health
- Be able to understand food preparation, and to communicate with employees and students
- Be able to follow established procedures to meet high standards of cleanliness, health, and safety
- Complete a food handler class and have a current food handler card
- Complete SISD Child Nutrition substitute orientation
- If interested in a position with SISD Child Nutrition as a substitute, contact Janet Moss, Child Nutrition Director, at (817) 220-2460.

**VOLUNTEER PROGRAM**

Because it is our desire and responsibility to ensure the safety of all students, the policy of Springtown Independent School District is to obtain a criminal history check on all volunteers in the district. A criminal history authorization form will be provided if you are interested in volunteering. Upon approval, The Human Resource Dept. updates the SISD approved volunteer list located on the "Q" drive.

**BUS DRIVERS**

Springtown ISD is proud of our school bus drivers and is always interested in adding qualified drivers to our staff. Our department is family-friendly and provides excellent opportunities, especially for retirees and stay-at-home parents of school-aged children. School bus drivers must meet the following requirements:

A. Possession of a Class B Commercial Driver’s License with Passenger and School Bus endorsements. Springtown ISD will provide driver training after the Applicant has successfully passed a background check and drug screening. Any fees incurred for acquiring a CDL and/or adding the P and S endorsements will be reimbursed by Springtown ISD after 30 days of successful employment.

B. Successful completion of a pre-employment DOT physical examination that will assess the driver’s physical and mental capabilities to safely operate a school bus. The physical must be renewed annually and will be done at no cost to the driver.

C. A driving record that is acceptable according to the standards prescribed by the Texas State Board of Education and the Texas Department of Public Safety. A pre-employment check of the applicant’s driving record will be performed by DPS.

D. A valid certificate stating that the driver is enrolled in, or has completed and passed, a driver training course in school bus safety education approved by the Texas State Board of Education and DPS. A training course is offered annually at Springtown ISD and courses are also available in the nearby area.

E. Pre-employment drug and alcohol screening as required by federal law.

F. Criminal History Background Check.

G. Provide proof of current personal auto insurance coverage.

For more information or to apply, please contact Micheal Chavez, Director of Student Support Services, at 817-523-7816 or 817-220-1418

**ALERT SCHOOL SAFETY LINE**

SPRINGTOWN ISD OFFERS A WAY FOR CITIZENS TO REPORT THEIR CONCERNS

School safety is at the top of the educational agenda. Our children need tranquil and safe places in order to learn. A Safe School Plan creates a welcoming environment where teachers can teach and students can learn free of fear. Surveys have listed safety as the number one concern of parents and students. This school district is taking a proactive approach to providing a safe environment for our students and staff.

We are providing an Alert School Safety Line available 24 hours a day, 365 days a year. The Alert School Safety Line encourages school and community involvement. The line is confidential and anonymous. Concerns are phoned into a bilingual voicemail system. Callers will only be asked for the school and city affected and detailed information concerning the incident. Anyone can anonymously share vital and potentially life-saving information 24 hours a day. The program allows individuals to report incidents involving weapons, drugs, alcohol, violence, harassment, vandalism, and theft, without fear of reprisal. The Alert School Safety Line forwards the information to designated school officials who can investigate and act on the information or alert the appropriate authorities.

The Alert School Safety Line encourages school and community involvement because it is confidential and anonymous.

If you have any questions about the Alert School Safety Line, please call the Administration Office at (817) 220-1700.

**FREE... ANONYMOUS... 24 HOURS A DAY...**

The Alert School Safety Program Untraceable Anonymous Free Hotline

**HELP SAVE A LIFE!**

1-877-532-5378
TEXAS EDUCATION AGENCY
DIVISION OF CAREER AND TECHNICAL EDUCATION

SPRINTOWN ISD STATEMENT OF NONDISCRIMINATION

Springtown ISD offers career and technical education programs in 12 of the 16 Achieve Texas Initiative Clusters. Admission to these programs is based on interests, age appropriateness, course prerequisites, and class space availability.

It is the policy of Springtown ISD not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Springtown ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Springtown ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator Shane Strickland, Asst. Superintendent, at 301 E. Fifth St., Springtown, TX 76082, 817-220-1700.

AGENCIA DE EDUCACIÓN DE TEXAS
DIVISIÓN DE CARRERAS Y EDUCACIÓN TÉCNICA

SPRINTOWN ISD DECLARACIÓN DE NO-DISCRIMINACIÓN

Springtown ISD ofrece carreras técnicas y programas de educación en 12 de las 16 agrupaciones Iniciativa Lograr Texas. La admisión a estos programas se basa en intereses, edad conveniencia, curso requisitos previos, la disponibilidad de espacio y clase.

Es la política de Springtown ISD no discriminar por motivos de raza, color, origen nacional, sexo, o discapacidad en sus programas vocacionales, servicios, o actividades de lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, en su versión modificada; Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, modificada.

Es la política de Springtown ISD no discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus prácticas de empleo como lo exige el título VI de la Ley de Derechos Civiles de 1964, en su versión modificada; el título IX de las Enmiendas de Educación de 1972; la Ley de Discriminación por Edad de 1975, modificada, y la Sección 504 de la Ley de Rehabilitación de 1973, modificada.

Springtown ISD tomará medidas para asegurar que la falta de conocimientos de idiomas Inglés no será una barreira para la admisión y participación en todos los programas educativos y de formación profesional.

Para obtener información acerca de sus derechos o los procedimientos de reclamación, póngase en contacto con el Coordinador del Título IX Coordinator, Shane Strickland, Asst. Superintedente, en el 301 E. Fifth St., Springtown, Tx. 76082, 817-220-1700.

STUDENT SUCCESS INITIATIVE (SSI)

STATE LAW REQUIREMENTS

The Student Success Initiative (SSI) was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be academically successful in reading and math.

Under the SSI grade advancement requirements, students are required to pass the State of Texas Assessments of Academic Readiness (STAAR) grade 5 reading and math tests to be promoted to 6th grade.

Additionally, students are required to pass the STAAR grade 8 reading and math tests to be promoted to 9th grade.

WHAT HAPPENS AT GRADERS 5 AND 8?

Fifth and eighth grade students have three opportunities to pass the STAAR reading and math tests. If a student does not pass one or both tests, the school must give the student additional instruction after each testing opportunity, and the student must participate in that instruction. Parents will be notified if their child does not pass a STAAR test that is required for promotion.

If a student has not passed after the second testing opportunity, a grade placement committee (GPC) is formed. The GPC, which consists of the principal, teacher, and parent or guardian, will create an instructional plan based on the individual needs of the student.

PARENTS’ ROLE IN THE PROCESS

A student who is unsuccessful on the STAAR reading and/or math test after the third testing opportunity will be automatically retained. However, the student’s parents may appeal the decision to have their child repeat the grade by submitting a request to the GPC within five working days of receiving the retention notice. The GPC may decide to promote a student to the next grade, but only if everyone on the committee agrees that the student is likely to succeed in the next grade. Even if the GPC decides to promote the student, the student must participate in the required additional instruction in order to be promoted.

Parents may request a waiver of the third testing opportunity if they do not want their child to test. If the waiver is approved, the student is automatically retained, but the parents may still appeal the retention. A student must participate in all additional instruction required by the GPC, even if the third testing opportunity is waived.

NOTE: For information about how the Student Success Initiative applies to students receiving special education services, check with the special education contact on your child’s campus.

INICIATIVA PARA EL ÉXITO ESTUDIANTIL

REQUISITOS DE LA LEY ESTATAL

La Iniciativa para el Éxito Estudiantil (SSI, por sus siglas en inglés) es una ley que fue creada por la legislatura de Texas para garantizar que todos los estudiantes reciban la instrucción y el apoyo necesarios para que tengan éxito académico en lectura y matemáticas.

De acuerdo con esta ley, los estudiantes tienen que pasar las pruebas State of Texas Assessments of Readiness (prueba STAAR) de lectura y matemáticas de 5 grado para pasar a 6 grado y las pruebas STAAR de lectura y matemáticas de 8 grado para pasar a 9 grado.

¿QUÉ PASA EN 5 Y 8 GRADOS?

Los estudiantes de 5 y 8 grados tienen tres oportunidades para pasar la prueba STAAR de lectura y tres oportunidades para pasar la prueba STAAR de matemáticas. Si un estudiante no pasa una o ninguna de las dos pruebas, la escuela tiene que proporcionar instrucción adicional al estudiante después de cada oportunidad de presentar las pruebas y el estudiante tiene que participar en esa instrucción.

Los padres recibirán una notificación en caso de que su hijo no pase alguna de las pruebas STAAR que se requieren para pasar de grado.

Si el estudiante no pasa la prueba en la segunda oportunidad, entonces se forma un comité para la asignación de grado (comité GPC, por sus siglas en inglés). Este comité estará compuesto por el director de la escuela, el maestro y uno de los padres (o tutor) del estudiante. El comité GPC elaborará un plan de instrucción según las necesidades individuales del estudiante.

LA FUNCIÓN DE LOS PADRES DE FAMILIA EN ESTE PROCESO

El estudiante que no haya pasado las pruebas STAAR de lectura o de matemáticas (o ninguna de las dos) en la tercera oportunidad, automáticamente repetirá el año escolar. Sin embargo, los padres del estudiante pueden apelar esta decisión para que su hijo no repita el grado. Ellos deberán enviar una apelación al comité GPC dentro de los cinco días hábiles de haber recibido el aviso de que el estudiante repobró. El comité GPC puede optar por pasar al estudiante al siguiente grado únicamente si todos los miembros del comité están de acuerdo en que el estudiante tiene posibilidades de pasar dicho grado. Si el comité GPC decide aprobar al estudiante, éste tendrá que participar de cualquier manera en las actividades de instrucción adicionales que le sean requeridas para poder pasar al siguiente grado.

Los padres pueden solicitar que su hijo no tome la prueba en la tercera oportunidad si así lo desean. Si el estudiante no toma la prueba, no podrá pasar al siguiente grado, pero los padres pueden apelar esta decisión. El estudiante deberá participar en todas las actividades de instrucción adicionales que exija el comité GPC, aun cuando no tenga que tomar la prueba por tercera vez.

NOTA: Para mayor información acerca de cómo se aplica la Iniciativa para el Éxito Estudiantil a los estudiantes que reciben servicios de educación especial, comuníquese con las personas encargadas de estos servicios en su escuela.
2019-20 School Calendar

Springtown ISD

August 19

Su M Tu W Th F Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

September 19

Su M Tu W Th F Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

Revised 2/25/19

New Teacher Inservice Days
First Day of Class
Last Day of Class
Early Release
"Bad Weather"/ Teacher Make-up Day
Holiday - No Classes
Inservice Day / Student Holiday
Comp Day
State Assessments / Testing Day
Begin Six Weeks Grading Period
End Six Weeks Grading Period
Begin Nine Weeks Grading Period
End Nine Weeks Grading Period

Sept 2 Labor Day
Oct 14 Columbus Day
Jan 20 Martin Luther King Jr. Day
Feb 17 Presidents' Day
Apr 10 Good Friday
May 22 Graduation

82 Total First Semester
28 Fourth Six Weeks
29 Second Six Weeks
32 Sixth Six Weeks
88 Total Second Semester
170 Total Student Days
187 Total Teacher Days

Campus Start and Stop Times and Transportation Drop Off Times
2019-2020

Springtown High School 8:00 - 3:45 Drop off - 7:30
Springtown Middle School 8:05 - 3:40 Drop off - 7:30
Springtown Intermediate School 8:00 - 3:35 Drop off - 7:30
Goshen Creek Elementary 7:45 - 3:20 Drop off - 7:15
Springtown Elementary 7:45 - 3:20 Drop off - 7:15
Reno Elementary 7:45 - 3:20 Drop off - 7:15

SCHOOL ZONE FLASHING LIGHTS
RENO - 7:15-8:30 / 2:30-3:30 Midday - 10:20 - 12:35
GCES - 7:00-8:30 / 2:30-3:30
SHS - 7:30-8:30 / 3:00 - 4:00
SIS - 7:30-8:30 / 2:45-3:45