

# “Division of Operations”

Ruben Reyes  
Associate Superintendent for Operations

## Philosophy of the Division of Operations

“We are a supportive organization that will provide fast and efficient service to all of our school clientele. We will do everything within our means to support and facilitate the educational process in our campuses.”

# Departments within Operations Division

Building and Grounds Department – Wanda Paul: Director (713-251-1015)  
Miriam Marmanillo: Chief Custodial Supervisor  
Mike Bullock: Grounds Supervisor - IPM. IAQ

Child Nutrition Department – Chris Kamradt: Director (713-251-1150)  
Gayle Kellar: Operations Coordinator  
Bonnie Muska: Coordinator/Dietician

Energy Management Department - Rebecca Cordeiro de Peredo: Director  
Manuel Villalobos: Energy Manager (713-251-1025)

Maintenance Department – Vinod Bahl: Director (713-251-1025)  
Supervisors: Jose Galvan: General Maintenance Services  
Ernest Palomo: Mechanical Services  
Winston Brast: Electrical Services  
Shari Lemley: Maintenance Warehouse

MSC Dispatchers: Margaret Petersen: Senior Dispatcher (713-251-1025)  
Scott Underwood  
Miriam Reed

Planning and Construction Department - Terry Bell: Director (713-251-1000)  
Richard Skalski: Senior Project Manager  
Kris Drosche: Project Manager  
Lee Sims: Project Manager

Transportation Department – Henry Behne: Director (713-251-1060)  
Sherri Lawson: Transportation Manager

# “RESPONSIBILITIES”

## Building and Grounds Department

- Responsible for maintaining over 500 acres of grounds and athletic fields and cleaning 6 million square feet of education and administrative facilities. Additional responsibilities include
  - Overall cleaning of buildings
  - Floor care services
  - Restroom cleaning and sanitation
  - Preparing and set up for all meetings and other events
  - Small engine and custodial equipment repairs
  - Building Rentals
  - Integrated Pest Management
  - Grounds Maintenance
  - Indoor Air Quality

## Child Nutrition Services

- Responsible for providing students, faculty and staff nutritious and quality meals
- Responsible in operating under the National School Lunch and Breakfast program and assuring that all policies and governing laws are adhered to
- Responsible for meeting all of the USDA school meal initiatives to meet the recommended dietary allowances and calorie goals

## Energy Management

- Responsible in working with individual campuses to assure efficient use of energy resources
- Responsible for working with Utility companies to assure that billing rates are correctly applied to district billing
- Responsible for assuring that we get the most for our utility dollars spent
- Responsible for identifying the value in utility providers

## Maintenance Department

- Maintenance Department is responsible for maintaining **existing** buildings
- Other responsibilities include:
  - Minor additions and renovations (Special Projects request form)
  - Warranty issues
  - Replacement schedules on major pieces of equipment and roofing systems
  - Maintaining painting schedules for buildings

## Planning and Construction

- Responsible for overseeing the construction of all new facilities
- Responsible for coordinating the District's Construction Program between Campuses and Architects and Contractors
- Responsible for all Construction Planning for future buildings

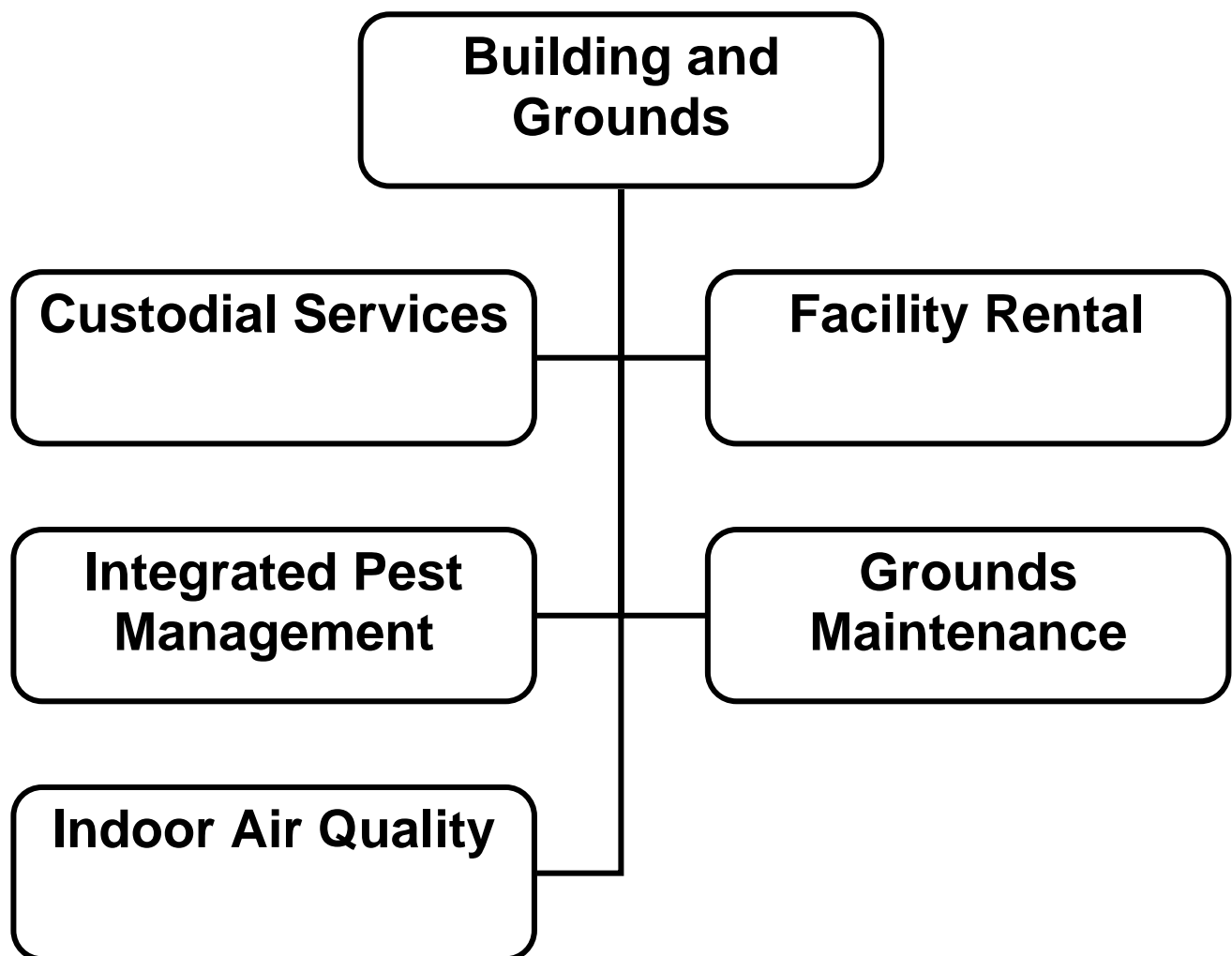
- Responsible for assuring that all buildings are built in accordance within all Building and Life Safety Codes

### Transportation Department

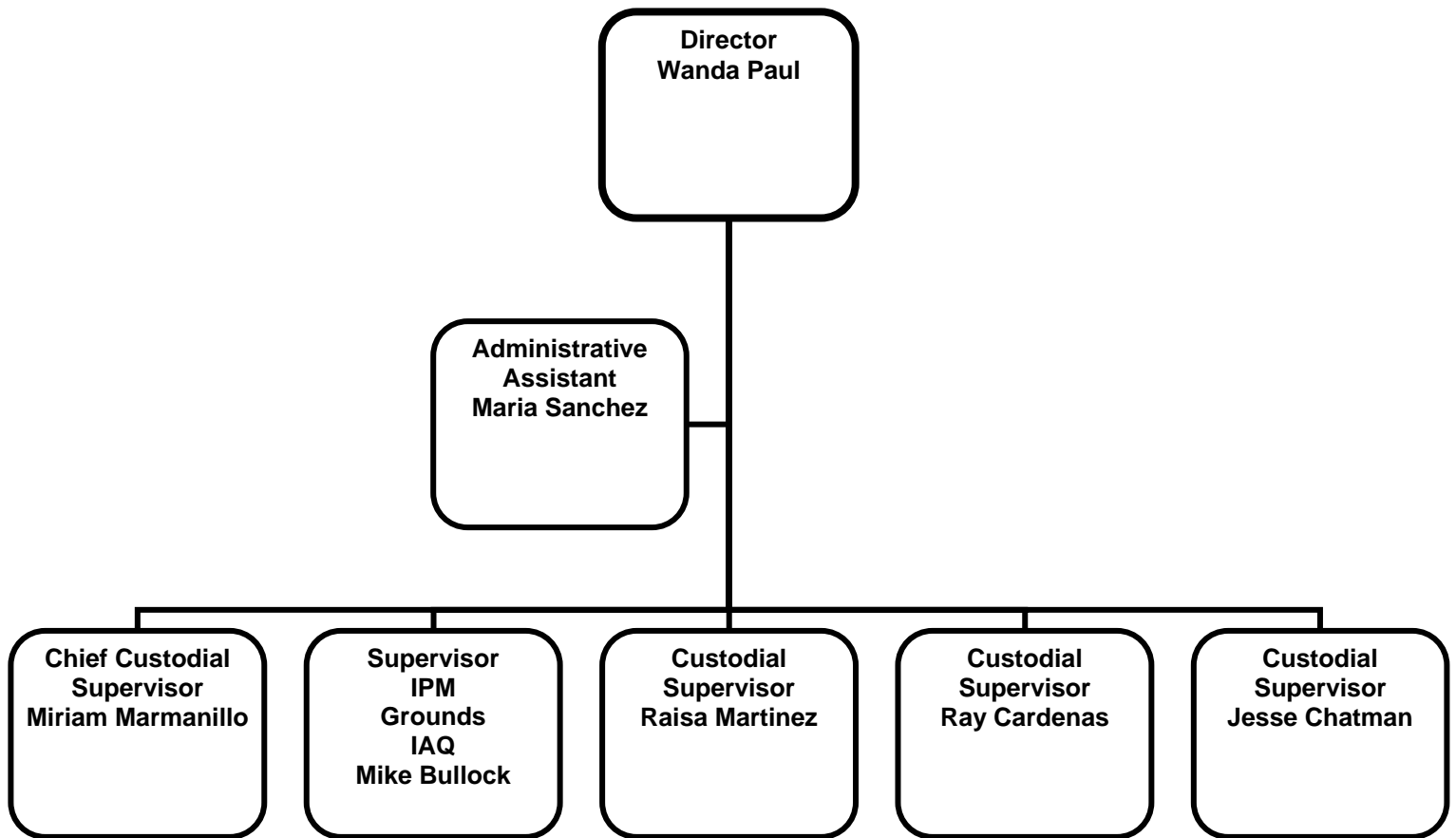
- Responsible for the safe and orderly transportation of all bus eligible students
- Responsible for maintaining all school district vehicles
- Responsible for providing required driver training and assuring that all drivers meet all legal qualifications and certificates
- Responsible for administering the district's drug testing policies

**“Building and Grounds Department”**

# Building and Grounds Organizational Chart



# Building and Grounds Staff



**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

**CLEANING STANDARDS FOR CUSTODIAL  
SERVICES**



**MEMORANDUM**

**July 16, 2009**

**TO: Principals**

**FROM: Wanda Paul, Director  
Building and Grounds**

**SUBJECT: CLEANING STANDARDS FOR CUSTODIAL SERVICES**

It is important that all Spring Branch schools adhere to basic cleaning standards. Each school is being provided a copy of the Cleaning Standards for Custodial Services. This document will provide guidelines for maintaining a clean school environment.

If you have questions or concerns regarding the handbook, please contact Wanda Paul at 713-251-1015.

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

The purpose of Cleaning Standards for school custodial services is to provide guidelines for proper cleaning of each campus. These cleaning standards will be on file at each school campus and will be shared with new custodial employees. Understanding the guidelines and applying the prescribed cleaning techniques will make the cleaning process easier for each school's custodial team.

Technical training will be provided through the Building and Grounds Support Department. Please contact your area Custodial Supervisors to request additional training. Vendors and suppliers can also provide valuable information in the use of specific products and equipment. Custodial Foremen are to provide an updated inventory list bi-annually to the Custodial Supervisors and also report any broken equipment or shortage of supplies. Keeping all equipment in good working condition is the key to a successful cleaning program. All work schedules for custodial staff shall be kept current and posted in the Custodial Office at each campus.

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

### **DAILY CLEANING**

#### **RESTROOMS CLASSROOMS CAFETERIA**

##### **Floor Coverings**

1. The floor will be free of all debris including baseboards, corners, and threshold plates.
2. Carpeted floors will be vacuumed daily, shampoo as needed, spot clean when necessary.
3. Vinyl and Terrazzo floors will be dust mopped daily.
4. Spots, gum, stains on all floor coverings will be removed upon discovery.
5. Floor Moldings will be maintained in a dust-free condition.
6. Walk-off mats will be cleaned daily and free from sand and debris. Mat should be washed as needed. Mats shall be inspected and removed from service when tattered or torn causing tripping or other types of hazards.
7. Vinyl and Terrazzo floors will be wet mopped weekly, or as necessary.
8. Vinyl and Terrazzo floors will be stripped, mopped, and 7 coats of floor finish will be applied during the Summer, Thanksgiving and/or Winter Holidays and Spring Break.
9. All floors will have a burnishing program in place.
10. Cafeteria floors will be spot mopped during lunch and the floor scrubber will used following lunch.
11. Restroom floors will be mopped with germicidal disinfectant daily. Floor drains will be in place and flushed as required.

##### **Walls/Wall Coverings**

1. Walls will be free of dust, graffiti and smudges.
2. Chalkboards will be maintained to meet the expectations of the instructional staff on a daily basis. Clean at least once a week.
3. Chalk trays must be cleaned daily.
4. Any tape on walls will be removed daily; check and remove cobwebs.
5. Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be reported to the Foreman, who in turn will call in a work request.

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

### **DAILY CLEANING**

#### **RESTROOMS CLASSROOMS CAFETERIA**

##### **Ceilings**

1. Replace burned out light bulbs immediately.
2. Replace damaged ceiling tile or report to Foreman for source determination and review of school asbestos management plan.
3. Clean and replace damaged light covers/globes. Clean as needed (minimum bi-annually)
4. Remove cobwebs as they occur.
5. Clean all return and discharge vents. Damaged or rusty vents will be reported to Foreman.

##### **Windows/Window Sills**

1. Window/Sills will be free of fingerprints, smudges, ape, dust, and debris.
2. Cobwebs must be removed daily.
3. All windows are to be closed and locked nightly.
4. All broken or non-functioning hardware should be reported to Foreman.

##### **Furniture**

1. All flat surfaces will be dusted daily.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Teacher desk will be dusted without disturbing instructional material.
4. All desks should be free of litter.
5. All secondary exits shall be kept free of obstructions and operational.
6. Cafeteria tables will be spot wiped during lunch and wiped with germicidal disinfectant following lunch.
7. Student's desks and chair gliders must be replaced as needed to help maintain floors from scuff marks, scratches, etc.

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

### **DAILY CLEANING**

#### **RESTROOMS CLASSROOMS CAFETERIA**

##### **Restrooms**

1. Bowls will be free of soap scum/hard water deposits.
2. Drains will be free of hair/hard water/soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire restroom will be wiped down daily with germicidal disinfectant.
5. Plumbing fixtures will be cleaned daily.

##### **Urinals**

1. Bowls will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal disinfectant.

##### **Toilets**

1. Bowls will be free of water deposits.
2. Water holes will be free of deposits to allow proper waste circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire toilet (including base and both sides and seat) will be wiped down daily with germicidal disinfectant.
5. Toilet seats will be maintained in a safe condition (including safe mounting of toilet seat).

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

### **DAILY CLEANING**

#### **RESTROOMS CLASSROOMS CAFETERIA**

##### **Walls**

1. Soap dispensers will be functional, filled and cleaned.
2. Paper towel dispensers will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
3. Toilet paper holders will be full and maintained.
4. Mirrors will be fingerprint/smudge free.
5. Partitions will be washed daily.

##### **Trash Receptacles**

1. Will be emptied daily and the liner replaced as needed.
2. Sanitize receptacle as needed.
3. Damaged or unusable receptacles will be removed from service and replaced by the Foreman.

##### **Sanitary Receptacles**

1. Will be emptied and lines changed daily.
2. Receptacle will be sanitized daily.
3. Sanitary napkin dispensers will be cleaned and refilled as necessary.
4. Sanitary napkin dispensers will be cleaned and refilled as necessary.

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

### **DAILY CLEANING**

**RESTROOMS  
CLASSROOMS  
CAFETERIA**

### **GYMNASIUMS**

#### **Bleachers**

1. Bleachers will be maintained free of debris, dust, gum, and graffiti.
2. Area underneath/behind the bleachers will be cleaned and inspected daily. (Including hardware and rollers weekly).
3. Bench seating will be cleaned as necessary.
4. Perform inspection of bleacher seating (monthly).

#### **Floor Coverings**

1. Gym floor surrounding areas; dust mopped daily. Spots and gum will be removed upon discovery.
2. Gym floor will be dust mopped daily with manufacturers dusting inhibitor.
3. During normal usage periods, damp mop weekly with neutral cleaner.

#### **Dressing/Shower Areas**

1. Walls will be free of soap film/hard water deposits.
2. Floors will be free of mold and mildew in tile grout.
3. Showerheads will be operational and mildew free.
4. Fixtures will be cleaned and polished daily.
5. Floor drains will be in place, clear/free of debris.
6. Floors will be mopped daily with germicidal disinfectant.
7. Floors will be scrubbed (monthly).
8. Locker and Locker tops will be free of dust and graffiti.

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

### **DAILY CLEANING**

**RESTROOMS  
CLASSROOMS  
CAFETERIA**

### **CLINIC AREA**

1. Sink and Toilet will be cleaned/disinfected daily.
2. Floor will be swept, mopped/disinfected daily.
3. Beds will be disinfected daily.

### **CORRIDORS**

#### **Trophy Cases/Fixtures**

1. Dust and remove all fingerprints and smudges.
2. For locked trophy cases, the custodian's responsibility is to obtain a key and clean as necessary.

#### **Drinking Fountains**

1. Drinking fountains will be free of hard water deposits, streaks, and dust.
2. Use a germicidal disinfectant cleaner containing no objectionable odor.
3. The mouthpiece, basin, and exterior will be sanitized daily.
4. Fountains will be operational. Needed repairs will be reported to plant operator, who in turn will call in a work request.

### **GROUNDS**

1. Campus grounds (trash, paper) will be picked up before classes start, and at the end of the day or as needed.
2. Leaves are the responsibility of the custodial staff.

# **SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

## **CLEANING STANDARDS**

### **DAILY CLEANING**

**RESTROOMS  
CLASSROOMS  
CAFETERIA**

### **GROUNDS**

3. Sweeping of curbs is the responsibility of the custodial staff. Remember that our responsibility starts from the middle of the street to the building.
4. Dumpster areas will be maintained clean and dumpster lids will be closed at all times.
5. All boxes must be broken down before depositing them in the recycle dumpsters.
6. Outside drains must be checked daily or as needed so nothing restrains the flow of water.

### **CUSTODIAL STORAGE AREA/MOP CLOSET**

1. Will be neatly maintained, clean and orderly.
2. Supplies and equipment will be stored appropriately.
3. Equipment will be safely maintained in an operational condition.
4. Chemical containers will be labeled in accordance with Federal, State and Local Regulations.
5. Mop sinks will be kept clean and utilized on a daily basis.
6. Custodial carts should contain all custodial items that are used for cleaning and kept in an organized manner.

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**  
**Building and Grounds Department**  
1066 Gessner, Houston, Texas 77055  
Phone # 713-251-1015  
Fax # 713-365-5732

FACILITIES USAGE FORM

**For athletic related facility use,  
Contact Athletic Department**

Cafetorium   
Auditorium

**Please note: Applications are due six weeks prior to event. A \$25 application fee is due at the time the application is submitted.**

**Application is hereby made for the rental and use of the following school facilities:**

**I. Name of school or facility**

\_\_\_\_\_

**II. Proposed date of usage** \_\_\_\_\_ **Hours (Time) From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**III. Name of organization desiring usage("Renter")**

\_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone #** \_\_\_\_\_  
                    **Number**                      **Street**                      **Zip Code**

**IV. Purpose of proposed usage (Explain in detail using the reverse side if needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approximate number of people in attendance:**

\_\_\_\_\_

**V. Spring Branch Independent School District ("District") facilities are available for community use, subject to District policy. Organizations seeking to use District facilities must observe the following rules:**

- A. The use of the facility will not interfere with the operation of the facility for school purposes.**
- B. The request for use has been approved by the Principal of the school or manager of the facility**

(if athletic facilities are being rented, approval must be obtained from the Executive Director of Athletics).

- C. No admission is charged or taken and no other attempt, made to raise money.
- D. Permission is not granted to the Renter for its regular and continued use of the facility.
- E. Any agreement to rent may be cancelled by the District in favor of school activities.
- F. A church group requesting rental must own a site for a proposed church building in the community before an interim rental agreement can be approved. Rental shall be renewed every six (6) months and construction of its facilities must begin within one (1) year.
- G. Any organization or group using school facilities shall designate one (1) member of its group as being in charge of and responsible for the program or activity. This person in turn shall be responsible to the school in which the event is scheduled.
- H. Groups renting a building for an occasion to which the general public is invited to attend will be held responsible for the welfare of the property on the part of the general public during that time, and will be held responsible for any damages to school property. The District may, at its sole option, request the Renter to provide the certificate of insurance, affording the general liability coverage with minimum limits of \$100,000/300,000. (Additional limits may be required depending on the event). The District must be added as an additional insured. Coverage must be with at least an A+ rated insurance carrier. Subrogation against the District will be waived. Renter's coverage will be considered primary over any other applicable insurance.
- I. The Renter, or group using the building, agrees to pay for any damages to District facilities during its use and restore it to original condition, in the event of any unwarranted destruction of property. The District's Board of Trustees shall be the sole judge of unwarranted destruction of property.
- J. New buildings are not subject to rental until after they have been dedicated and occupied for school purposes.
- K. No one will be furnished a passkey. A regular member of the District's custodial staff will open and close the building. SBISD Police will provide security for large groups.
- L. There will be no use of liquor or tobacco at any time at the District facilities.
- M. Each rental period shall be defined as approximately two (2) hours, or any part thereof. A group using the facility in the morning and evening shall be charged for each use or two (2) rentals periods. Time of use shall not extend beyond 11:00 p.m., unless extended at the District's sole discretion.

- N. Rehearsal or practice time needed prior to actual date of scheduled event shall be at the established rental rate for the facility.
- O. Building rental fees must be received at the Spring Branch Independent School District, Operations Building A, 955 Campbell Rd., Houston, Texas 77024, five (5) calendar days prior to the building rental date. If the fee is not received five (5) calendar days prior to the event, the building rental shall be cancelled.
- P. Any Renter requesting to cancel an event shall notify the Custodial Services office within 5 calendar days prior to the scheduled event date. Only 50% of the rental fees will be refunded should a Renter fail to meet the cancellation time requirement.
- Q. On behalf of both the group and its members, Renter agrees, to release the District, its Trustee, and employees from any liability relating to the use of District facilities. Further, on behalf of both the both the group and its members, Renter agrees to defend and hold harmless, and indemnify, the District, its trustee, and employees from liability for any third party claims arising from Renter's use of District facilities.
- R. DISCLAIMER – Any after school program that is not affiliated, endorsed or promoted by the District must state as a disclaimer on any advertisements used to promote the after school activity.

**Renter hereby agrees to the above conditions:**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Name of Organization

DATE

\_\_\_\_\_  
Address

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

Custodial  
\_\_\_\_\_  
Alternate Phone Number

- |                          |                        |
|--------------------------|------------------------|
| <input type="checkbox"/> | Application Fee (\$25) |
| <input type="checkbox"/> | Insurance              |
| <input type="checkbox"/> | Rental Fee             |
| <input type="checkbox"/> | Site Approval          |
| <input type="checkbox"/> | Supervisor /           |

**When approved by proper school official, this application shall constitute a binding agreement.**

**Approved by District:** \_\_\_\_\_

\_\_\_\_\_  
Date

## Schedule of Fees: School Buildings

| FACILITY                             | AUDITORIUM<br>CAFETERIA | LIGHTS<br>AIR<br>CONDITIONING | CUSTODIAL | SECURITY | TOTAL RATE<br>PER HOUR |
|--------------------------------------|-------------------------|-------------------------------|-----------|----------|------------------------|
| <b><u>SENIOR HIGH<br/>SCHOOL</u></b> | 80.00                   | 40.00                         | 30.00     | 38.00    | 188.00                 |
| <b><u>MIDDLE SCHOOL</u></b>          | 50.00                   | 25.00                         | 30.00     | 38.00    | 143.00                 |
| <b><u>ELEMENTARY<br/>SCHOOL</u></b>  | 30.00                   | 20.00                         | 30.00     | 38.00    | 118.00                 |

**Private Academic Instruction:**

The rate schedule for private academic instruction is \$25.00 for the first two hours and \$10.00 for each additional hour for SBISD employees.

**Parking Lot Only Fee:** \$25.00 per hour for a minimum of four (4) hour period. Additional \$75.00 clean-up fee will be charged if lot is not cleaned.

Electronic/Sound Equipment and or lighting equipment fee will be quoted.

All electronic or sound equipment must be operated by SBISD personnel only. There will be a separate charge for technology equipment.

**NOTE: The rate schedule is set for a minimum four (4) hour period.**

**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
FACILITY RENTAL REQUEST  
713-251-1015      FAX 713-365-5732**

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**Today's date:**

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**Please research for availability, sign and fax reply to 713-365-5732.**

**Rental Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Requested:** \_\_\_\_\_

**#Attending:** \_\_\_\_\_

**Lessee:** \_\_\_\_\_

Circle One

**Approved**

**Not Approved**

\_\_\_\_\_  
**Principal's Signature**

**Date**

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_  
**Director, Custodial Services and Support Department**

\_\_\_\_\_  
**Date**

“Child Nutrition Services”

## MISSION STATEMENT

The mission of Spring Branch ISD Child Nutrition Services is to provide students, faculty, and staff with nutritious, appetizing, meals at a minimum cost that are prepared and served by a caring professional staff in a financially accountable method.

## OVERVIEW OF CHILD NUTRITION PROGRAMS

The purpose of the Child Nutrition Programs is to safeguard the health and well being of the nation's children by providing nutritionally adequate meals each school day. This ensures that participating children gain a full understanding of the relationship between proper eating and good health. In addition, the Child Nutrition Programs provide these children with learning experiences that will improve their eating habits. The Texas Department of Agriculture (TDA) administers the National School Lunch Program, the School Breakfast Program and the After School Snack Program.

## TYPES OF SERVICE

### School Breakfast Program

The School Breakfast Program (SBP) is a federally assisted meal program administered by TDA and operating in public schools. It provides nutritionally balanced, economically priced or free breakfasts to all children each school day. Texas House Bill 136 mandates that breakfast be made available for all students in schools having at least 10 percent or more students eligible for free and reduced-price meals.

**WHO:** Breakfast is offered to ***all*** students on campuses where more than 10% of students are eligible for free or reduced priced meals.

**WHAT:** A combination of four food components from the milk, fruit/vegetable, grain/bread and meat or meat alternate groups are offered.

**HOW:** Offer vs. serve\* allows students to refuse one of the four food components if not desired.

\* Staff, therefore, should not advise students that they must take milk (or *any* specific component, as students ***must*** have the option of refusing one component.

### National School Lunch Program

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private and residential childcare institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

**WHO:** ***All*** students are offered lunch at every campus.

**WHAT:** A combination of five food components from the milk, fruit or vegetable, grain/bread and meat or meat alternate group are offered.

**HOW:** Offer vs. serve\* allows students to refuse two of the five food components.

\* Staff, therefore, should not advise students that they must take milk (or *any* specific component, as students ***must*** have the option of refusing **two** components.

### After School Snack Program

The Child Nutrition Reauthorization Act of 1998 enhanced nutrition benefits for all children with a special emphasis on older children by authorizing reimbursement for snacks served to children through age 18 who participate in programs organized to provide after school care. The intent of these provisions is to assist schools to operate organized programs of care that include education or enrichment activities known to help reduce or prevent children 's involvement in juvenile crime or other high risk behavior.

- WHO:** Schools qualify for after school snacks if the program is designed with an educational or enrichment purpose and the school has more than 49% of the children enrolled certified for free or reduced-price school meals.
- WHAT:** A combination 2 components from the Grains, Fruit/Vegetable or Meat/Meat Alternate groups will be offered
- HOW:** The Program Coordinator of the after school program will contact the CNS Federal Program Supervisor, Michelle Dickson, at 713/251-1154 or [monica.dickson@springbranchisd.com](mailto:monica.dickson@springbranchisd.com) three (3) weeks prior to program start date.

### Procedure for Non-Qualifying Programs

- WHO:** Schools which are currently less than 50% free and reduced and for non education enrichment programs
- WHAT:** TDA Approved Snack items
- HOW:** The program coordinator will be complete the After School Snack Order Form. (Notes: Snacks are ordered for the duration of the program at one time). The program coordinator will send the completed snack order form along with a check or Transfer of Expense form including budget codes to Mary Zimmer or [mary.zimmer@springbranchisd.com](mailto:mary.zimmer@springbranchisd.com) three (3) weeks prior to program start date.

### MEAL SERVICE FOR OFF-SITE CONSUMPTION – FIELD TRIPS

National School Lunch and School Breakfast Programs authorizing legislation and regulations clearly intend that meals prepared under the programs are to be served and consumed in the cafeteria or other designated eating areas. Therefore, meals may not be prepared for off-site consumption for children. Examples include meals given to children to eat on the bus, take home with them due to early dismissal, etc.

- WHO:** Students on a school-sponsored, supervised field
- WHAT:** Due to food safety requirements the menu for sack lunches is:  
Peanut Butter & Jelly Sandwich  
Fresh Vegetable  
Fresh Fruit  
Cookie  
Milk  
*Note: The school must provide a cooler to transport the milk.*
- HOW:** Contact the manager at least **three (3) weeks** prior to the event. The manager places orders for food three weeks in advance and will not have the food items available without prior notice.

TDA requires that the District be able to verify that every student receives a complete meal and that the meals are served only to the students that were intended to receive them. To comply with these regulations before leaving the campus students must:

- ✓ Go through the cafeteria lunch line
- ✓ Key in their number
- ✓ Pick up a sack lunch

## **MEAL SERVICE FOR ON-SITE CONSUMPTION – SACK LUNCHES**

**WHO:** Students requiring sack lunches to be consumed on campus, but not in the cafeteria

**WHAT:** Sack lunch will consist of:

Meat Sandwich  
Fresh Vegetable  
Fruit  
Cookie  
Milk \*

\*TDA Regulations state that a student must be given a choice of milk

**HOW:** Contact the manager at least **three (3) weeks** prior to the event. The manager places orders for food three weeks in advance and will not have the food items available without prior notice.

TDA requires that the District be able to verify that every student receives a complete meal and that the meals are served only to the students that were intended to receive them. To comply with these regulations before leaving the campus students must:

- ✓ Go through the cafeteria lunch line
- ✓ Key in their number
- ✓ Pick up a sack lunch

### **Denial of Meals as a Disciplinary Action**

TDA policy prohibits the denial of meals as a disciplinary action against any student who is enrolled in a school participating in the Child Nutrition Programs. Disciplinary action that indirectly results in the loss of meals is allowable (e.g., a student is suspended from school). When the withholding of meals is the disciplinary action or if the disciplinary action directly results in the loss of meals, it is inconsistent with the law and is not allowable.

### **Regulations Regarding Disciplinary Action**

When considering a disciplinary action against any student, school officials should ensure that such action is consistent with the above policy and should make a reimbursable meal available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria.

### **Offer versus Serve in Disciplinary Situations**

If the meal is prepackaged, such as a sack lunch, the offer versus serve provision is not required, although students must be allowed to choose from a variety of milk.

### **Meal Access for In-School Suspension Students (ISS)**

All students, including ISS students, must have equal access to foodservice (all lines and meal types) if they are allowed to go to the cafeteria to receive meals during regular meal periods. If ISS students are allowed access to the cafeteria, either before or after regular serving times, they may be limited to only one reimbursable line or meal type. In such a situation, the ISS students would have to be able to receive and consume their meals prior to, or after, the regular meal periods for other students.

#### *Questions and Answers Regarding ISS Meal Service*

Q. Can ISS students be required to bring a lunch from home?

A. If the school participates in the National School Lunch Program, students may not be required to bring a lunch. If the campus housing the ISS does not have foodservice available, the district is not required to provide meals.

Q. Can a district provide ISS students a lunch that is different than the meal served to students in the cafeteria?

A. Yes. If the meal is to be claimed for reimbursement, it must meet meal requirements and have a variety of milk choices.

### **Adult Meal Pricing – TDA Administrators Reference Manual 15.2**

The benefits of the National School Lunch and School Breakfast Programs are for children only. The reimbursement and commodities received by schools are based on the number of lunches and breakfasts served to students. No reimbursement or commodities are provided for meals served to adults. Since the expressed purpose of federal assistance is to safeguard the health and well-being of the nation's children, Districts must ensure that the federal reimbursements, children's payments and other CN revenues do not subsidize program meals served to adults. Breakfasts and lunches served to teachers, administrators, custodians, and other adults must be priced so that the adult payment is sufficient to cover the overall cost of the lunch, including the value of any USDA entitlement and bonus commodities used to prepare the meal.

### **Cafeteria ID Numbers**

The CNS Point of Sale Program (PCS) and the SASIxp program interface overnight to track student ID numbers. Students will use their (SASIxp) student ID number as their cafeteria number. This number will be the same until they graduate or leave the district. New students will receive their student ID numbers from the ADA clerk or Registrar when enrolling.

### **Staff Meals**

CNS regulations do not allow adults to charge meals. However, staff members are encouraged to set up a prepaid account in the cafeteria and charge meals and a la carte items against this amount. Staff members are requested to come at a time other than serving time to initially set up the account and receive the cafeteria ID number.

### **Checks**

The PCS system will not enable check cashing. A check for the exact amount of purchase or as a prepayment on an account can only be accepted.

### **USE OF FACILITIES**

*Use of the kitchen and/or child nutrition equipment requires an **authorized Child Nutrition Health Department Certified Employee** on duty at the time of such use\* - COB Local*

Our goals are centered on the student's nutritional requirements and educational progress. Working together we can better serve our students during and after school hours. Please review the following guidelines before requesting use of the kitchen facilities.

- Contact the cafeteria manager on your campus to make arrangements for use of the cafeteria
- Charges for employees on duty after normal assigned working hours will be assessed by the child nutrition department and will be billed accordingly
- District and health department safety and sanitation procedures must be maintained at all times during food preparation, service, and clean-up
- Specific areas within each kitchen may be locked for security reasons to maintain the integrity and reliability of food and supplies

\* *EXCEPTION* - A child nutrition employee is not required during regularly scheduled PTA meetings when only coffee, punch and cookies are served.

Please contact the child nutrition manager or an area supervisor at 713/251-1150 for further assistance.

### **Food Safety & Security**

*COB Local* -The goals of the District are to provide a safe and nutritious meal. City Health Department and federal food safety regulations shall be followed at all times including limiting access. The CNS standards below shall be strictly enforced:

- No non-CNS personnel are allowed in the kitchen at any time

- Only CNS approved vendors are allowed into the cafeteria and are required to have proper identification
- No outside food (food not purchased by CNS) may be stored in CNS refrigeration or in CNS storeroom

Use of the kitchen and/or CNS equipment requires an authorized CNS employee on duty at the time of such use.

### **Food Purchases**

Bid procedures prevent district purchased food to be used for special functions such as spaghetti suppers. The child nutrition manager will assist the organization by recommending a company that can supply needed items.

## **MISCELLANEOUS INFORMATION**

### **Staffing Information**

- All cafeterias have a child nutrition manager.
- Every effort will be made to offer Principals the opportunity to interview prospective managers before a final assignment is made.
- The associate manager may perform managerial duties in the manager's absence.
- The associate manager and child nutrition manager are the only authorized employees of the child nutrition department to have keys to the cafeteria equipment and storage areas.
- Staff is required to be on duty **at least** 30 minutes before breakfast is served.

A substitute employee may be sent to a location on an "as needed" basis. Disposable trays may be used due to personnel shortage or equipment failure.

### **Inter-Departmental Communication**

The child nutrition manager will contact the school office regarding:

- Worker's Compensation incidents
- Building maintenance repairs of the child nutrition area (Example: plumbing and electrical problems)
- Security problems
- Changes in the printed menu
- Manager's absence

The school office should contact the cafeteria manager regarding:

- Field trips
- Anticipated visitors or groups for meals on campus
- On campus catering for meetings

The child nutrition department supervisory staff will contact the principal when any of the following occur:

- Changes affecting the school lunch procedure
- Changes in manager assignments
- Meetings with students or faculty (i.e. student surveys or taste testing)

## **CATERING**

Contact the CNS manager at your meeting location for help in providing **cookies, cinnamon rolls, coffee or tea set-up** or other items that are on our menu. Please allow a minimum of five days notice to ensure ordering of product. Last minute requests may not be filled. If the school CNS manager can fulfill your request, you must pay at the time of delivery with cash or a check.

Visit our website at <http://www.springbranchisd.com/admin/cn/cater/catering.htm> to see the complete catering menu.

When you are ready to place an order, please contact:

Debbie Vice, Catering Manager  
832/567-5764  
[deborah.vice@springbranchisd.com](mailto:deborah.vice@springbranchisd.com)

Orders must be placed 14 days prior to the event – more lead time is helpful for a big function. You may pay for your order with a Transfer of Expense or activity fund check.

*Note: A surcharge is added for in-service days or after-school events.*

## PROCEDURES GOVERNING THE NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAMS

### Responsibilities of School District

The district must assure that Child Nutrition Programs benefits are made available and provided to all eligible individuals without discrimination on the basis of their race, color, national origin, sex, age, or disability. Students cannot be required to participate in the Child Nutrition Programs.

A school district's compliance with the civil rights regulations, as well as all other program regulations, will be verified during on-site administrative reviews, audits, and other federal or state monitoring visits.

### Distribution of Applications

A letter or notice to households and a free or reduced-price meal application must be provided to parents or guardians of all children in attendance at the school. Letters and applications should be sent to households at the beginning of the school year to allow for the return and review of applications. The distribution should include all children enrolled in the district.

### Benefits Prior to Processing Applications

Free and reduced-price meals may be claimed for children and their siblings with approved applications on file from the previous school year until a new application is submitted and approved for the new school year. This can only occur within **30** operating days after the beginning of the current school year. This includes:

- All new children in the school district from households with children who were approved for benefits the previous year and
- Previously approved students who transfer from one school to another under the jurisdiction of the same school district.

After 30 operating days from the beginning of school, students without new applications must have their benefits terminated. Prior year eligibility will end on **Monday, October 5th**. Meal benefits will not be received on **Tuesday, October 6th** without an approved 2009-2010 application on file.

### Application Processing

CNS must review each incoming application to ensure that the household submitted a complete application. Applications are processed within 10 working days upon receipt in the CNS Office. Once a current application is approved, a child's eligibility status is effective immediately. CNS sends a notification letter to the parent in English or in Spanish.

### Emergency Approval

In cases of **extreme** need for students believed eligible for free or reduced price meals, the **principal or the ADA Clerk** may, upon obtaining a completed application from the family, turn the application into the cafeteria manager for temporary approval until the application is processed. Due to TDA regulations, faxed applications can not be accepted.



# CHILD NUTRITION CONTACTS

| QUESTION?  | CONTACT  | FORM TO COMPLETE                                      |
|--|--|---|
| HOW CAN I ORDER SNACKS FROM CHILD NUTRITION SERVICES FOR TAKS TESTING?   | SCHOOL'S CAFETERIA MANAGER                         | SNACKS FOR TAKS TESTING ORDER FORM                    |
| MY CLASS IS GOING ON A FIELD TRIP. WHO DO I CONTACT TO ORDER SACK LUNCHES?   | SCHOOL'S CAFETERIA MANAGER                         | FIELD TRIP ORDER FORM                                 |
| WHO DO I CONTACT TO HOST A PIZZA PARTY FOR MY CLASS, AND REMAIN WITHIN THE TDA NUTRITIONAL GUIDELINES?                     | SCHOOL'S CAFETERIA MANAGER                         | SBISD PIZZA PARTY ORDER FORM                          |
| HOW CAN I ORDER SNACKS FOR MY AFTER SCHOOL SNACK PROGRAM THAT DOES NOT CLAIM REIMBURSEMENT?                                | MARY ZIMMER, FDC MANAGER<br>@ 713/251-1164         | SBISD CHILD NUTRITION AFTER SCHOOL PROGRAM ORDER FORM |
| I WANT MY STUDENTS TO HAVE SACK LUNCHES IN PLACE OF TRAY MEALS FOR LUNCH. WHO DO I CONTACT?                                | SCHOOL'S CAFETERIA MANAGER                         | SACK LUNCH ORDER FORM                                 |
| WHO DO I CONTACT TO ARRANGE FOR A CNS CERTIFIED EMPLOYEE TO WORK AT AN AFTER HOURS EVENT REQUIRING THE USE OF THE KITCHEN? | DEBRA GUGGENHEIM, FINANCIAL MANAGER @ 713/251-1161 |   |

\*Child Nutrition Services will work to accommodate all requests for foods and supplies. Please note that a 2-3 week notice is required to assure product delivery.

# **Texas Public School Nutrition Policy (TPSNP)**

## **Frequently asked Questions**

### **Are birthday parties allowed in the cafeteria during mealtimes?**

Not if the party includes competitive foods or Foods of Minimal Nutritional Value (FMNV).

### **What foods are authorized to be served to elementary students during classroom birthday parties?**

TPSNP clarifications issued August 26, 2004, explicitly state, "foods otherwise restricted by the policy are permitted in classroom student birthday parties." TDA recommends that parties be held after the class' lunch period so the party does not spoil the students' appetite for a nutritious meal.

### **When the TPSNP "recommends" that birthday parties be conducted after lunch, does that mean that every class must have finished their lunch period first, or just the class celebrating the birthday?**

Just the class celebrating the birthday.

### **May middle or junior high schools allow access to FMNV anytime before the end of the last lunch period?**

No. As of the revised TPSNP effective August 1, 2007, middle schools may not allow access to FMNV at anytime or anywhere on school premises until after the end of the last scheduled class.

### **May middle or junior high schools allow access to competitive foods between breakfast and lunch meal periods?**

Yes. However, the revised TPSNP effective August 1, 2007, restricts middle schools from serving competitive foods to students anywhere on school premises from 30 minutes before to 330 minutes after meal periods.

### **What are the rules for the instructional use of food?**

Students may consume foods prepared in class for instructional purposes as long as they are not FMNV. Teachers may also use foods not prepared in class for instructional purposes as long as they are not FMNV. The TPSNP states these situations should be occasional, not routine.

### **Do the TPSNP provisions concerning fat content, sugar content and portion size under Nutrition Standards apply to foods provided to children in situations that fit under the policy's "FMNV and Policy Exemptions" provisions?**

Yes. During TAKS test days, the additional snack per day for students taking the TAKS test must comply with the portion and nutrient guidelines that of the TPSNP, and may not contain any FMNV or consist of candy, ships or dessert type items. All other events that qualify as authorized exemptions are exempt for all other policy provisions.

### **What does the Nutrition Standards provision of the TPSNP apply to?**

The portion and nutrient guidelines apply to all campus levels, and to all food and beverage items sold or made available to students on school campuses.

### **Must a la carte items sold through snack bars, school stores and vending machines meet policy requirements?**

Yes, they must comply with the grade-appropriate nutrition standards as listed in the policy.



# SACK LUNCH ORDER FORM

**PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR CAFETERIA MANAGER AS SOON AS A DECISION TO SERVE SACK LUNCHES HAS BEEN MADE.**

CHILD NUTRITION SERVICES WILL TRY TO ACCOMMODATE ALL REQUESTS FOR SACK LUNCHES. PLEASE NOTE THAT A **THREE WEEK** NOTICE IS REQUIRED FOR ORDERING PURPOSES.

MEALS MUST BE ACCOUNTED FOR AND SERVED TO THE STUDENT THAT THE MEAL WAS INTENDED FOR. MEALS WILL BE DISTRIBUTED IN THIS MANNER:

1. STUDENT WILL COME TO THE CAFETERIA AND GO THROUGH THE LUNCH LINE
2. STUDENT WILL PICK UP A SACK LUNCH AND A CHOICE OF MILK
3. STUDENT WILL KEY IN STUDENT ID NUMBER TO ACCOUNT FOR MEAL SERVED

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## SACK LUNCH ORDER FORM

**TODAY'S DATE:** \_\_\_\_\_

**SACK LUNCHES REQUIRED ON:** \_\_\_\_\_

**PERSON REQUESTING MEALS:** \_\_\_\_\_

**NUMBER OF MEALS REQUESTED:** \_\_\_\_\_

**TIME MEALS WILL BE PICKED UP:** \_\_\_\_\_



# S.B.I.S.D. CHILD NUTRITION AFTER SCHOOL PROGRAM

All orders must be placed three weeks prior to date needed. Voucher for Transfer of Expense or check will need to be provided prior to delivery. Program Director is responsible for storage and rotation of stock. (Note: This form is to be used only at locations that are *not* eligible for benefits from the After School Snack Program)

**Please fax this form to Mary Zimmer, FDC Manager 713/251-1164**

| PRODUCT                         | SERVINGS/CASE | COST/CASE | # CASES | SUBTOTAL            |
|---------------------------------|---------------|-----------|---------|---------------------|
| Crackers, Chez-Its, Hot & Spicy | 60/1.5 oz     | \$16.00   |         |                     |
| Doritos, Baked Nacho Cheese     | 88/.75 oz     | \$22.00   |         |                     |
| Cheetos, Baked                  | 104/.875 oz   | \$26.00   |         |                     |
| Cheddar Goldfish                | 300/.75 oz    | \$40.00   |         |                     |
| Dolphin Shaped Cheese Crackers  | 100/.9 oz     | \$15.00   |         |                     |
| Animal Crackers                 | 100/1 oz      | \$15.00   |         |                     |
| Nutrigrain Bar, Apple Cinnamon  | 48/1.3 oz     | \$18.00   |         |                     |
| Nutrigrain Bar, Blueberry       | 48/1.3 oz     | \$18.00   |         |                     |
| Water, Bottled                  | 24/16.9 oz    | \$6.00    |         |                     |
| Crackers, Teddy Grams           | 150/.75 oz    | \$18.00   |         |                     |
|                                 |               |           |         | <b>TOTAL<br/>\$</b> |

SCHOOL \_\_\_\_\_ DELIVERY DATE \_\_\_\_\_ PROGRAM DIRECTOR \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO SBISD.  
SEND CHECK TO THE CHILD NUTRITION DEPARTMENT VIA INTER OFFICE MAIL.**



# S.B.I.S.D. PIZZA PARTY Order Form

For special pizza party functions, contact your cafeteria manager. All orders must be placed three weeks prior to date needed. Advance cancellation notice required 24 hours prior to event. Pizza's can be picked up from the school cafeteria. Napkins will be included.

Payment must be made prior to event. Please make all checks payable to SBISD.

*(Note: A 2 week lead time is needed to receive product from Distributor. Charges will be incurred on events cancelled less than 24 hours in advance.)*

---

## PIZZA PARTY ORDER FORM

School: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

| <u>Pizza Type</u> |                          | <u>Amount</u> | <u>Cost/Pizza</u> | <u>Extended Cost</u> |
|-------------------|--------------------------|---------------|-------------------|----------------------|
| Pizza, Cheese     | <input type="checkbox"/> | _____         | <u>\$8.00</u>     | _____                |
| Pizza, Pepperoni  | <input type="checkbox"/> | _____         | <u>\$8.00</u>     | _____                |

**Total Cost:**



# FIELD TRIP ORDER FORM

**PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR CAFETERIA MANAGER AS SOON AS AN EVENT IS PLANNED.**

CHILD NUTRITION SERVICES WILL TRY TO ACCOMMODATE ALL REQUESTS FOR SACK LUNCHES. PLEASE NOTE THAT A **THREE WEEK** NOTICE IS REQUIRED FOR ORDERING PURPOSES.

MEALS MUST BE ACCOUNTED FOR AND SERVED TO THE STUDENT THAT THE MEAL WAS INTENDED FOR. MEALS WILL BE DISTRIBUTED IN THIS MANNER:

1. TEACHER/AIDE WILL BRING A CLASS ROSTER OF STUDENTS ORDERING A LUNCH TO THE CAFETERIA
2. THE LIST MUST INCLUDE THE STUDENT ID NUMBER AND A CHOICE OF MILK (WHITE OR CHOCOLATE)
3. MANAGER WILL REVIEW THE LIST AND PROVIDE A MEAL AND MILK FOR EACH STUDENT LISTED
4. THE TEACHER/AIDE PLACES A CHECK MARK NEXT TO THE STUDENT'S NAME AS EACH STUDENT IS SERVED A MEAL AND MILK.
5. AT THE END OF THE FIELD TRIP, THE CLASS ROSTER AND UNUSED MEALS ARE RETURNED TO THE CAFETERIA

DUE TO FOOD SAFETY CONSIDERATIONS, **ONLY** PEANUT BUTTER SANDWICHES WILL BE PROVIDED FOR FIELD TRIPS.

*NOTE: GROUP REQUESTING MEALS MUST PROVIDE REFRIGERATION FOR MILK.*

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## FIELD TRIP ORDER FORM

|                               |                    |  |
|-------------------------------|--------------------|--|
|                               | TODAY'S DATE:      |  |
| EVENT DATE:                   |                    |  |
| EVENT TITLE:                  |                    |  |
| PERSON REQUESTING MEALS:      |                    |  |
| NUMBER OF MEALS REQUESTED:    |                    |  |
| NUMBER OF MILKS REQUESTED:    | 1% WHITE:          |  |
|                               | NON-FAT CHOCOLATE: |  |
| TIME MEALS WILL BE PICKED UP: |                    |  |
| PERSON PICKING UP THE MEALS:  |                    |  |
| BILL TO:                      |                    |  |



# SNACKS FOR TAKS TESTING ORDER FORM

**PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR CAFETERIA MANAGER  
OR MARY ZIMMER, FDC MANAGER 713/251-1164**

CHILD NUTRITION SERVICES WILL TRY TO ACCOMMODATE ALL REQUESTS FOR SNACKS FOR TAKS TESTING. PLEASE NOTE THAT A **THREE WEEK** NOTICE IS REQUIRED FOR ORDERING PURPOSES.

PAYMENT MAY BE MADE BY TRANSFER OF EXPENSE OR BY ACTIVITY FUND CHECK TO YOUR CAFETERIA MANAGER.

TODAY'S DATE: \_\_\_\_\_

PERSON REQUESTING  
SNACKS: \_\_\_\_\_

SNACKS REQUIRED ON:

TIME SNACKS WILL BE PICKED UP:

| <i>PRODUCT</i>                             | <i>SERVINGS/CASE</i> | <i>COST/CASE</i> | <i># CASES</i> | <i>SUBTOTAL</i> |
|--|----------------------|------------------|----------------|-----------------|
| <b>Crackers, Chez-Its, Hot &amp; Spicy</b> | <b>60/1.5 oz</b>     | <b>\$16.00</b>   |                |                 |
| <b>Doritos, Baked Nacho Cheese</b>         | <b>88/.75 oz</b>     | <b>\$22.00</b>   |                |                 |
| <b>Cheetos, Baked</b>                      | <b>104/.875 oz</b>   | <b>\$26.00</b>   |                |                 |
| <b>Cheddar Goldfish</b>                    | <b>300/.75 oz</b>    | <b>\$40.00</b>   |                |                 |
| <b>Dolphin Shaped Cheese Crackers</b>      | <b>100/.9 oz</b>     | <b>\$15.00</b>   |                |                 |
| <b>Animal Crackers</b>                     | <b>100/1 oz</b>      | <b>\$15.00</b>   |                |                 |
| <b>Nutrigrain Bar, Apple Cinnamon</b>      | <b>48/1.3 oz</b>     | <b>\$18.00</b>   |                |                 |
| <b>Nutrigrain Bar, Blueberry</b>           | <b>48/1.3 oz</b>     | <b>\$18.00</b>   |                |                 |
| <b>Water, Bottled</b>                      | <b>24/16.9 oz</b>    | <b>\$6.00</b>    |                |                 |
| <b>Crackers, Teddy Grams</b>               | <b>150/.75 oz</b>    | <b>\$18.00</b>   |                |                 |

## CNS CONTACTS

|   |  |  |                  |                     |                     |
|---|--|--|------------------|---------------------|---------------------|
| <b>CHILD NUTRITION DIRECTOR</b><br>Supervise all Child Nutrition Services Functions   |  | Chris Kamradt  | 713/251-1150     | Cell (832) 423-7161 |                     |
| <b>Operations Coordinator</b><br>Supervise Daily Operations of Cafeterias and CNS Employees<br>Supervise all Personnel Issues |  | Gayle Kellar   | 713/251-1150     | Cell (832) 724-7236 |                     |
| <b>Dietician</b><br>Supervise Operations of Food Distribution Center<br>Menu Planning & Nutrition Education                   |  | Bonnie Muska   | 713/251-1150     | Cell (832) 724-7194 |                     |
| <b>Area Supervisor</b><br>Buffalo Creek<br>Cedar Brook<br>Edgewood<br>Hollibrook  |  | <b>Elementary I</b><br>Housman<br>Panda Path<br>Ridgecrest<br>Valley Oaks  | Katrina Pettaway | 713/251-1157        | Cell (832) 724-7476 |
| <b>Area Supervisor</b><br>Bendwood<br>Meadow Wood<br>Nottingham<br>Pine Shadows<br>Rummel Creek<br>Shadow Oaks                |  | <b>Elementary II</b><br>Sherwood<br>Thornwood<br>Wilchester<br>Wildcat Way<br>Woodview                               | Frankie Miller   | 713/251-1158        | Cell (832) 577-8524 |
| <b>Area Supervisor</b><br>Bunker Hill<br>Frostwood<br>Hunters Creek<br>Memorial Drive<br>Spring Branch                        |  | <b>Elementary III</b><br>Terrace<br>Tiger Trail<br>Treasure Forest<br>Westwood                                       | Kathy Graham     | 713/251-1159        | Cell (832) 724-7671 |
| <b>Area Supervisor</b><br>Cornerstone/SOC<br>Landrum Middle<br>Memorial Middle<br>Northbrook Middle<br>Spring Branch Middle   |  | <b>Middle Schools</b><br>Spring Forest Middle<br>Spring Oaks Middle<br>Spring Woods Middle<br>Lion Lane<br>Bear Blvd | Rose West        | 713/251-1156        | Cell (832) 724-7891 |
| <b>Area Supervisor</b><br>Memorial High<br>Northbrook High<br>Spring Woods High   |  | <b>High Schools</b><br>Stratford High<br>Westchester Academy   | Rocio Camarillo  | 713/251-1155        | Cell (832) 423-2511 |
| <b>Federal Program Supervisor</b><br>Free & Reduced Lunch Program<br>Snack Program<br>Student Accounts                        |  |  | Michelle Dickson | 713/251-1154        |                     |
| <b>Financial Office Manager</b><br>Transfer of Expense<br>Payroll   |  |  | Debra Guggenheim | 713/251-1161        |                     |
| <b>Food Distribution Center Manager</b><br>Warehouse Operations<br>Vending Program  |  |  | Mary Zimmer      | 713-251-1164        |                     |

**Please: Please contact the immediate supervisor for assistance with a problem involving cafeteria staff or cafeteria service.**

“Energy Management”

Please help us create an Energy Conscious Environment by:

- Policies on campus – staff will be influenced by the principal’s level of commitment
- Turn in Air Requests on time (one week in advance)
- Be energy conscious in planning after school activities (single rooms can bring on the entire main system. Choose smaller/newer sections first)
- Do not schedule AC “in case” teachers show up. Have a sign in sheet to determine if a significant number will be there before making the decision to schedule AC. (Average Daily Costs: Elem: \$250; Middle: \$350; High: \$950).
- Tell us where summer storage will occur early on, so added monitoring can be planned and carried out.
- Keep doors and windows closed when the AC is on

## Did you know...?

- In 2005 – 2006, SBISD spent over **\$7.5 million** on Utilities alone! Electricity makes up about 80% of that cost.
- A typical high school costs over **\$40,000 per month** to operate!
- A rate increase of **one penny** on electric bills will amount to an extra **\$750,000** for one year! Every penny counts!!
- If just **5%** of the total number of computers in the district were left on every night for one year, it would waste the equivalent of a **teacher's salary!**
- The cost for air conditioning all SBISD facilities for just **2 days** costs the same as a **teacher's salary!**
- The lights on stage in your auditoriums cost up to **\$50 each**, and only last **500 hours!** So if you were to leave those lights on for 10 hours a day, you would have to replace them almost **4 times a year!** Only use these during performances or dress rehearsals, and don't forget to turn them off as soon as you are done!
- A dripping tap can waste a **full bathtub** of water in just one week!
- The Energy Department initiated the removal of lamps in soda vending machines, which saved **\$45 per machine** annually. That's approximately **\$6000 annually** simply by "turning off the lights" in vending machines!
- De-lamped vending machines cost **\$250 each** for electricity annually.
- **90%** of the energy used to light an incandescent light bulb is wasted as **heat**. Fluorescent light bulbs are **4 times** more efficient than incandescents. (A 22 watt compact fluorescent gives off the same amount of light as a 100 watt incandescent!) Try replacing your light bulbs with compact fluorescents to see a savings on your energy bill at home!



BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

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|  |  |
|--|--|
| ENERGY<br>MANAGEMENT AND<br>CONSERVATION | <p>The Board is committed to the conservation of energy and other resources and to the effective management of their use as a stewardship responsibility to the students, patrons, and taxpayers of the District.</p> <p>The District shall provide for the efficient use of energy throughout the system. All school personnel shall assume responsibility for using energy only when necessary to maintain reasonable comfort and safety of District facilities and for taking corrective action to make sure energy is not being consumed unnecessarily. The implementation and enforcement of the rules, regulations, guidelines, and renovation plans generated by this policy shall be the responsibility of the Superintendent or designee.</p> |
| JOINT<br>RESPONSIBILITY                  | <p>The fulfillment of this policy is the joint responsibility of the Trustees, administrators, teachers, students, and support personnel. Cooperation at all levels shall be expected to ensure its success.</p>   |
| PLANS AND<br>GUIDELINES                  | <p>The District administrative staff shall develop short and long-range plans for conservation and efficient use of resources at each school facility. The plan shall include the use of gas, water, and electricity. Goals and targets for savings shall be established on a monthly and annual basis.</p> <p>Guidelines shall be established for operational hours, thermostat settings, lighting and water use. Regular inspections shall be conducted to determine compliance with guidelines.</p>   |
| INSERVICE<br>EDUCATION                   | <p>Appropriate in-service education shall be provided to all staff consistent with their responsibilities for energy conservation and management.</p>  |
| ACCOUNTABILITY                           | <p>The administrators, directors of each department, and all principals shall be responsible for implementing, supervising, and encouraging an organized program of conservation of natural resources. District employees shall demonstrate efforts to conserve resources such as gas, water, and electricity.</p>   |
| RECORDS AND<br>REPORTS                   | <p>The District shall maintain accurate records of energy consumption and cost of energy on a monthly basis. An energy audit shall be conducted annually at each campus and recommendations shall be made for updating the energy management and conservation program. Information shall be provided to the Board at least quarterly relative to energy consumption and costs, and a report of savings accomplished and recommendations for improvements shall be made to the Board annually during the budget development process.</p>  |

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## **What do I do now?**

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### **I have an event in my building after school, and I am concerned about the temperature!**

Send in the “Extra Air Request Form” by fax to (713) 365 5727. Be sure to fill in the name of your school, the location of your event (please do not write “Whole School”), the times you need AC on and the number of people you are expecting. The reason we ask for the number of attendees is so that we can make the decision to lower the temperatures for larger groups. Please send this form in **one week** in advance.

### **I forgot to send in an Extra Air Request on time! It’s Friday afternoon and my program is on Saturday morning!**

Don’t panic! Please fax in your request as above. In addition, you need to call (713) 251-1025 to make sure that your request will get entered in time. We get hundreds of requests a week, so calling before you fax in late requests will help us find your urgent request and enter it sooner. This office is open Monday-Friday 7am – 5pm.

### **It’s the weekend and my AC is not on even though I’ve scheduled it!**

Call the Spring Branch Police Department. They will get in touch with the on-call technician. In most cases, it is possible to turn on your AC remotely. In rare cases, it may require the technician to drive in to the District. Please allow some time for this. If you forgot to schedule your AC beforehand and call in on a weekend, you owe them doughnuts!

### **It’s a regular school day, and my room is too hot/cold**

If there are just one or two rooms that are truly not comfortable, put in a work order through the online Work Order System. This situation is most likely a settings/controls issue and may be solved by a minor adjustment by the Energy Controls Office. Please be sure that these rooms are outside the temperature guidelines before doing this. (Summer: 71 - 74; Winter: 68 - 72).

### **It’s a regular school day and a whole building wing is too hot/cold**

Call in to the Maintenance Service Center at (713) 251-1025. This situation could mean that a large piece of equipment is malfunctioning, and requires a qualified technician to be onsite.

### **It’s the weekend and I came in to work. I did not schedule AC but it is running.**

Call the Spring Branch Police Department to get it turned off. Please send an email to your Energy Manager to inform them of the situation. Your AC unit is probably running 24/7, and this could shorten its useful life, adding expenses to the District. The sooner we get this under control, the better for everyone!

*All forms can be accessed from the district’s Energy Management Department website*

# Extra Air Request Form

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1. To prevent delays in processing your request, this form must reach the Energy Office **ONE WEEK** before the start of your event  
 Separate request forms should be filled out for each Monday - Sunday period (even if it is the same event).
  2. All requests must be submitted using this form, and may be **FAXED** to **(713) 365 5727** or emailed as an attachment to **Juan Pablo Noyola, Robbie Siems and Rebecca Cordeiro de Peredo**.
  3. Please review **Energy Conservation Guidelines** while planning your activities and make use of T-buildings for meetings and extra curricular activities.
- 

Name of School: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

| Dates Requested  | Location(s) | Start Time | Stop Time | Description of activity<br><small>(please include expected number of attendees)</small> | Contact Person and Phone |
|------------------|-------------|------------|-----------|---|--------------------------|
| <b>Monday</b>    |             |            |           |   |                          |
|                  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
| <b>Tuesday</b>   |             |            |           |   |                          |
|                  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
| <b>Wednesday</b> |             |            |           |   |                          |
|                  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
| <b>Thursday</b>  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
| <b>Friday</b>    |             |            |           |   |                          |
|                  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
| <b>Saturday</b>  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
|                  |             |            |           |   |                          |
| <b>Sunday</b>    |             |            |           |   |                          |
|                  |             |            |           |   |                          |
|                  |             |            |           |   |                          |

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## Summary Guidelines

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*These guidelines were developed to assist you in leading your campus in managing energy, while fulfilling your primary objectives. In the current situations facing school finances, every penny saved is a penny toward instruction. Your compliance with these guidelines will help the district spend our tax payers' dollars wisely. Thank you for your cooperation.*

### *Air Conditioning and ventilation*

- ASHRAE, the leading source of ventilation standards worldwide, conducted a comfort study to determine the optimum standards for human comfort.

|        | ASHREA  | SBISD   |
|--------|---------|---------|
| Summer | 73 – 79 | 71 - 74 |
| Winter | 68 - 75 | 68 - 72 |

- For temperatures outside these guidelines for special events, the principal or director of the campus or department must approve the temperature change in writing or electronically.
- All regular AC operations at the campuses will end within one hour of dismissal. **Extra Air Request** forms must be filled out for after school programs at least **one week in advance**. Late requests may cause delays in air conditioning at your campus. Please be conservative in your Extra Air Requests, and try to limit these requests to events involving students, parents or large faculty meetings.
- All T-buildings must be set up to 85 degrees in the summer and down to 55 degrees in the winter every evening, especially for holidays.
- Please use the AC Zone maps when planning and scheduling events and programs at your campus. Often, scheduling one room in the main building can cause the entire campus' central AC system to turn on, which is very inefficient and expensive.
- Exhaust fans, if left on without the AC, will bring in unfiltered, untreated air. In summer, this means hot, humid air replacing the cool air leftover from when the AC was on. This is expensive in terms of wasted energy, and damaging to the building. Please turn these exhaust fans off at the end of each day.

### *Lighting*

- Custodial Foremen are responsible for the control of lighting in common areas (cafeteria, hallways, restrooms, etc.) and for exterior lighting. Lights should be off when no one is using the area. Considerations may be made for special lighting systems as found in gymnasiums which take 15 minutes to warm up, but these should be turned off after the last PE class.
- Auditorium stage lights should only be used for performances and dress rehearsals because they are specialty lights that are very expensive to purchase, and have very short lives. Use house lights for regular classes and practices.
- Each occupant is responsible for their areas (teachers=classrooms, coach=gym, librarian=library, etc.).
- Encourage custodians and staff to use day-lighting wherever is appropriate: In hallways with windows, etc. Also, sectional lighting should be used consistently where possible: multiple switches control light levels or sections of the building such as in libraries, cafeterias and hallways.
- Custodians should lower light levels while cleaning where appropriate, and should be encouraged to turn on lights as they need them, and turn them off again when they are finished.

### *Office/Classroom Equipment*

- Copiers should be turned off for weekends and long breaks
- Printers and computers should be turned off at the end of the day by the user
- Computer Labs are the responsibility of the computer instructor, and the last instructor in the lab must make sure that all computers are off at the end of class
- Coffee pots must be turned off after use
- Radios and televisions must be turned off at the end of the day

### *Personal Appliances*

- Only Energy Star appliances will be allowed in classrooms and only if registered and approved by the principal. Principals must limit refrigerators in classrooms for electrical load and energy consumption reasons. Classrooms were not designed to handle the electrical load of numerous refrigerators, and you may experience electrical interruptions due to tripped breakers.
- Personal refrigerators **MUST** be unplugged during all long holidays, unless principal approval is obtained. Potential reasons for keeping them plugged in are student activities during the break and storage of medical supplies.
- The contents of multiple refrigerators in the Home Ec rooms should be consolidated into one refrigerator for long breaks, and should be emptied and unplugged for summer, unless student activities will occur.

### *Miscellaneous*

- Scented plug-ins have been known to cause fires, and severe allergic reactions. Please limit their use according to your campus' Indoor Air Quality Policies, and unplug them before long holidays. An open tin of baking powder will keep your room smelling fresh, without the side effects.
- PA systems are allowed to stay on at all times
- Electric heaters are a fire hazard and are not allowed on campus  
Fans may be used when needed. Please turn them off when you are done for the day.



“Maintenance Department”

## Maintenance Services & Repairs Services:

- Plumbing
- Electrical/HVAC systems
- Carpentry/glass/masonry
- General maintenance
- Roofing
- Painting
- Appliance repairs
- Refrigeration repairs
- School bells & clocks
- Fire alarms and fire suppression systems

## Loaner Tables & Chairs:

The district has 3000 folding chairs and 400 folding tables delivered as indicated (35 chairs per rack & 10 tables per flat)

### Maintenance Responsibilities

- Deliver tables and chairs on time per the work order request
- Pick up tables and chairs for delivery to next location by designated date/time
- Maintain district schedule for tables/chairs
- Repair damaged tables/chairs unless beyond repair
- Charge campus for missing items

### Campus Responsibilities

- Schedule tables and/or chairs through the maintenance work order system
- Remove tables/chairs from the rack and set them up
- Return tables/chairs to racks for pick up by maintenance
- Pay for any lost/un-repairable items

## Surplus & Moves:

Maintenance department is responsible for all SBISD property:

- Picking up
- Storing
- Disposing

## “HOURS OF OPERATION”

- Maintenance Service Center
- 6:30am – 4:00pm : 713-251-1025
- SBISD Police Department
- After hours & weekends : 713-984-9805

## Work orders process: normally

| <u>“type”</u> | <u>“response time”</u> |
|---------------|------------------------|
| Emergency     | 2 working days         |
| Urgent        | 7 working days         |
| Routine       | 30 working days        |
| Projects      | 90 working days        |

## Project work order reimbursement procedures:

“Any work which results in the modification of or the addition/changes to a campus”

- Approval from principal or designee for feasibility & cost evaluation
- Maintenance supervisors provide all pertaining information upon evaluations (within 2 weeks)
- Supervisor will send all information to campus for their review on cost reimbursements
- Project executed upon transfer of funds to Maintenance (specific budget line item)

## Inspections & Permits – schedules

- Fire Inspections – performed yearly
- City of Houston – during October
- Village Fire Dept – prior to new school year
- Gas inspections – yearly
- Boiler inspections – yearly
- Other inspections are conducted and documented by state, county or local municipalities (or, by licensed Maintenance personnel) throughout the year.
- Permits – Issued yearly by governing agencies

“Planning and Construction”

## PLANNING AND CONSTRUCTION

### Staff

|                          |                 |
|--------------------------|-----------------|
| Director                 | Terry Bell      |
| Sr. Project Manager      | Richard Skalski |
| Project Manager          | Kris Drosche    |
| Project Manager          | Lee Sims        |
| Budget Assistant         | Rachael Guillot |
| Administrative Assistant | Glenda Serrato  |

Phone: 713-251-1000

Fax: 713-973-8351

#### A. Services Provided

- Facilitate the planning for new construction, renovations or installations
- Manage construction, renovations and installations
- Act as a resource for approved contractors and vendors
- Assist the stakeholders with all legal requirements to bidding process and polices, municipal, state, and federal code compliance with regard to buildings
- Maintain district facility building plans and documentation
- Maintain property documentation including easements, deeds, plot plans, surveys, right of ways, etc...

#### B. Communication

- Planning and Construction strives to establish and maintain open, direct and frank communication between all of our stakeholders and the department

## C. Service Oriented

- Endeavor to find the means and methods to make each request reality
- Always fully explain reasons why a project can or can not be accomplished
- Understanding that we are all here for the students

### Planning & Construction Procedures

#### General notes:

1.) All work done by the district or district contractors must adhere to the local, state and federal codes and laws.

2.) The following procedures must be followed regardless of who does the work or improvement.

*Example: placement of a door stop on a fire rated door could result in heavy fines from the fire marshal.*

3.) Donated items must be approved by the board and should include the installation of the item or include a budget code with enough dollars for installation.

4.) Any physical changes to your campus must be approved in writing by the Associate Superintendent for Operations.

#### Playground & Equipment

1.) State law requires fall material around and under playground equipment therefore equipment shall not be purchased without the installation of equipment and fall material as part of the purchase price. Equipment must be TAS/ADA accessible.

*New equipment installed not meeting TAS/ADA accessibility could result in additional cost from fines and additional improvement cost to the district.*

2.) Any equipment to be installed on a school site must be pre-approved through the Associate Superintendent for Operations. The submission should include cut sheets from the manufacture and the

layout on the site. The purpose is to confirm that the equipment does not fall into restricted easements or over utility lines, and to confirm through safety that the equipment follow strict safety guidelines.

3.) Whether purchased by the PTO/ PTA or donated, the process must be approved in writing by the Purchasing Department (all state laws must apply).

### Campus Additions

1.) Inclusive of storage buildings, fences, landscaping, irrigation, sidewalks, play areas, casework, walls, scoreboards, Etc..... .

2.) Approval in writing of any changes to your campus must go through the Associate Superintendent for Curriculum and Instruction and the Associate Superintendent for Operations. Any changes to any campus must be reviewed by the following Directors: Planning & Construction (P&C) and Maintenance.

*Reason for this is the coordination of proposed work with federal and state laws and regulations existing on site utilities. Example: adding a storage shed could result in damage to irrigation gas lines and an introduction of asbestos to your campus.*

### Graphics

1.) For reasons of safety all new interior and exterior graphics must be approved in writing by the Associate Superintendent for Administration and Personnel, the Associate Superintendent for Curriculum and Instruction and the Associate Superintendent for Operations.

“Transportation Department”

# TRANSPORTATION QUICK GUIDELINE



# TRANSPORTATION MANUAL

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- 2.5 UNSCHEDULED EARLY DISMISSALS
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## **1.0 ABOUT TRANSPORTATION**

### **1.1 STAFF AND WHO TO CONTACT**

**TRANSPORTATION PHONE #:** 713-251-1060  
**FAX #:** 713-365-5730

**SHOP PHONE #:** 713-251-1071

**AFTER 5:00 PM OR EMERGENCIES ONLY:**  
**EMERGENCY PHONE** 832-372-6084  
**SBISD POLICE** 713-984-9805

**Regular Route Requests and Concerns:**  
**LAURIE KADELL, Bus Driver Coordinator, EXT. 1063**  
[laurie.kadell@springbranchisd.com](mailto:laurie.kadell@springbranchisd.com)

**MARIA CAMPOS, Business Specialist/Charter Bus Scheduling, EXT. 1077**  
[maria.campos@springbranchisd.com](mailto:maria.campos@springbranchisd.com)

**Special Needs Route Requests and Concerns:**  
**DEANNA WIGGINS, Special Needs Coordinator, EXT.1062**  
[deanna.wiggins@springbranchisd.com](mailto:deanna.wiggins@springbranchisd.com)

**LIZA ROBLEZ, Regular Bus Dispatcher, EXT. 1061**  
[liza.roblez@springbranchisd.com](mailto:liza.roblez@springbranchisd.com)

**SANDY ALVAREZ, Special Needs Dispatcher, EXT. 1060**  
[sandra.alvarez@springbranchisd.com](mailto:sandra.alvarez@springbranchisd.com)

**Payroll Specialist/Field Trip Scheduling:**  
**Harold Sprawls, EXT. 1074**  
[harold.sprawls@springbranchisd.com](mailto:harold.sprawls@springbranchisd.com)

**STEVE MAY, Shop Foreman, 713-251-1068**  
[steve.may@springbranchisd.com](mailto:steve.may@springbranchisd.com)

**ESTHER CERVERA, Administrative Assistant, EXT. 1064**  
[esther.cervera@springbranchisd.com](mailto:esther.cervera@springbranchisd.com)

**JOHN SIMS, Trainer, EXT. 1076**  
[john.sims@springbranchisd.com](mailto:john.sims@springbranchisd.com)

**PAT SCHULZ, Special Programs Assistant, EXT. 1073**  
[patricia.schulz@springbranchisd.com](mailto:patricia.schulz@springbranchisd.com)

**SHERRI LAWSON, TRANSPORTATION MANAGER, EXT. 1066**  
[sherri.lawson@springbranchisd.com](mailto:sherri.lawson@springbranchisd.com)

**HENRY BEHNE, TRANSPORTATION ADMINISTRATOR, EXT. 1065**  
[henry.behne@springbranchisd.com](mailto:henry.behne@springbranchisd.com)

## 1.2 TRANSPORTATION WEB PAGE

(<http://transport.springbranchisd.com/transport/finalbus.htm>)

The Transportation web page serves as an important resource for District personnel, students and their parents/guardians. The web page provides up-to-date information on Transportation processes and includes the following resources:

- Who to contact
- Emergency information
- Location & hours of operation
- Link to Transfinder (route locator)
- Special needs student transportation information
- Link to schedule field trips
- Information on the Transportation Dept. Shop
- Vehicle Maintenance and Repair
- Information about Buster (student education on bus safety)
- Electronic Customer Service Surveys
- Transportation Manual
- Forms

## 1.3 FACILITY LOCATION:

1066 North Gessner, Bldg. B  
Houston, Texas 77055

## 1.4 HOURS OF OPERATION

Transportation will be open from 6:00 AM until 6:00 PM on regular school days. Transportation may have different hours for early dismissal, holidays, and during the summer.

## 2.0 REGULAR BUS ROUTES

### 2.1 LOCATING A BUS STOP/ROUTE

#### **With web access:**

- Go to the Transportation web page <http://transport.springbranchisd.com/transport/finalbus.htm>
- Click on "Bus Routes"
- Enter student address, grade and school; click "submit"
- If you are unable to locate the stop or need additional information, contact Transportation by utilizing the "click here to contact us" feature.

Without web access:

**Parents need to contact the campus for assistance in locating a bus stop. The campus should contact Transportation if there is a problem or a new stop is needed.**

### 2.2 ADDING A NEW STUDENT TO THE BUS ROUTE

- Verify that the student's residence is within the campus boundary. **Transportation will only be provided to and from the student residence.** Transportation will not be provided to/from day care facilities, baby sitters, etc.

**NOTE:** Transfer students are not eligible to receive transportation. Parents/guardians must arrange transportation to and from school.

- Complete the Student Rider Permit form, give a copy to the student and instruct him/her to provide it to the bus driver. **Pre-K campuses are required to fax the form to Transportation at 713-365-5730 and follow-up with a phone call.**
- **Campuses will provide the parents of Pre-K & Kinder students an information Blue Card, listing name of person picking up the student.**

- **The designated person must present the Blue Card to the bus driver in order to receive the Pre-Ks or Kinder students. Otherwise; the student is taken back to the school for parent pick up.**
- If you cannot locate a stop for the student, contact the Transportation Route Coordinator or Bus Driver Coordinator at 713-251-1063.
- **Allow a minimum of three (3) full school days for Transportation to establish & implement a new stop.**

## 2.3 ROUTE LIMITATIONS

Bus routes are established based on campus boundaries and the number of enrolled students. Routes are carefully planned to ensure the highest degree of safety for students, and to ensure that District funds are utilized appropriately. Two weeks after school begins, the routes will be reviewed and appropriate adjustments made. **In order to ensure the safety and efficiency of the Transportation program, the following limitations apply:**

### REGULAR BUS RIDER LIMITATIONS:

- Buses will only transport students assigned to the route.
- Buses will not wait on students who aren't at the stop on time; students need to be at the stop at least five (5) minutes prior to pick-up time.
- Door to door transportation will not be provided.
- Musical instruments must be able to fit in the seat with the student.

### REGULAR BUS LIMITATIONS:

- Buses will not go down dead-end streets or cul-de-sacs.
- Buses will not enter apartment complexes.
- Buses will not go down privately maintained roads or property.

### REGULAR BUS ROUTE LIMITATIONS:

- Transportation will determine which drivers will serve a campus.
- Most stops will be established on intersecting street corners or at apartment complexes.
- Routes will not be altered if a student lives within four tenths of a mile of an established stop.
- No temporary changes to routes will be made unless required by construction. The driver will notify Transportation management if he/she is unable to follow a route. Every effort will be made to determine the safest stop for the student under these circumstances.

## 2.4 CAMPUS LOADING

- Campuses must load buses within seven minutes of dismissal. Transportation cannot cover routes on schedule if this is not done at every campus.
- **The campus must ensure that students are loaded onto the correct bus.**

## 2.5 *UNSCHEDULED EARLY DISMISSALS*

- Early dismissals that are not scheduled on the official School Year Calendar must be requested at least ten (10) school days in advance. Contact the Bus Driver Coordinator to request an unscheduled early dismissal.
- The Transportation Administrator will review the request and determine whether transportation can be provided.
- The campus will be charged \$13.00 per bus.

## **2.6 STUDENT SUPERVISION**

*Parents/guardians are responsible for supervising students at the bus stop. Bus drivers are responsible for supervising students while they are on the bus. The campus is responsible for supervising students while the bus is loading and unloading on campus.*

## **3.0 SPECIAL NEEDS TRANSPORTATION**

### **3.1 ELECTRONIC ARDS**

- Electronic ARD's must be submitted for all students. It takes Transportation two days to get a route changed or established after receiving the ARD. Paperwork will not be accepted.
- Go to <http://transport.springbranchisd.com/bus3/bus3.htm>
- Click on "New Special Ed Request"
- Fill in the form and submit it (Appendix 9.1)
- Enter your user name (the same one you enter to get in the District computer system)
- The password is "Bus3"
- Transportation will contact the parent/guardian in order to introduce the driver and assistant, notify the parent/guardian of how they can reach the Transportation office or the driver, and establish the times and locations for the child's transportation.

### **3.2 COMMUNICATION**

- *Transportation must be contacted at 713-251-1060 at least 30 minutes before pick up time if a child will not ride (AM or PM). If the child does not ride in the AM but needs a PM ride, Transportation must be notified (otherwise, the bus will not go to the school to pick up the child because they did not ride in the AM).*
- *Any medical information changes such as medication or change in health status, which may affect transportation, must be communicated in writing to the Transportation Special Needs Coordinator.*

## **4.0 STUDENT CONDUCT/DISCIPLINE**

School bus transportation is a privilege, not a right. Students must comply with all rules and regulations for School Bus Behavior, Section 37.126 in the SBISD Student Handbook. The Transportation Administrator, Manager, or a school principal may suspend students from riding on any school bus for violations of the Student Handbook rules and regulations.

To ensure safe transportation for all riders, a bus driver may stop during the route and request assistance from the Police Department or Transportation Management, or return to campus before finishing a route for student disciplinary action.

### **4.1 SCHOOL BUS RIDER CONTRACT**

Students will be given a "School Bus Rider Contract" by the bus driver. Students and parents/guardians must complete and return the signed student contract to the driver. Failure to do so will result in a write-up on the Student Conduct Form and possible loss of riding privileges.

### **4.2 INCIDENT REPORTING**

- Failure to comply with Student Handbook regulations and/or failure to obey the directives of the bus driver will result in a write up on the Student Conduct Form.
- Once a write up is done, it will be reviewed by a supervisor. The supervisor will forward an electronic "Violation Notice" to the appropriate campus designee (Appendix 9.2).  
**Note:** To register to receive electronic Violation Notices, please contact the Transportation Driver Coordinator or the Transportation Manager.

- The campus designee will investigate and complete the Violation Notice, returning it to the Transportation supervisor with any disciplinary information required (loss of riding privilege, assigned seating, etc.)

### 4.3 VIDEO CAMERA SURVEILLANCE ON BUSES

Transportation occasionally places video cameras on buses for security purposes. Drivers and passengers **do not know** when a camera is on the bus. Only SBISD staff required to investigate may view a confidential tape from a bus camera.

The cameras are used under the following circumstances:

- At the request of a principal.
- To investigate allegations of inappropriate or dangerous activities on the bus.
- To investigate allegations against a driver.
- Random placement for monitoring and safety purposes.

## 5.0 FIELD TRIPS

### 5.1 HOW TO ORDER

**NOTE:** Only trained staff with access to the **field trip request program** may order trips. Contact the Transportation Trip Specialist at 713-251-1074 to schedule training if needed. Bus requests must be submitted at least **ten (10) days** in advance to departure date. If a trip is entered less than 10 days in advance, call and e-mail the Trip Specialist after the trip is entered.

**No trip will take place without an acceptable electronic request being entered prior to the trip, as instructed below:**

- Go to the Transportation Web page.
- Click on “Study Trips”
- Click on “Trip Request Electronic Form”
- Click on “New Bus Request” (Appendix 9.3)
- Fill in **all** of the blanks and utilize the drop down menus where applicable.
- **IMPORTANT** - you must enter the **full four-digit year**. If not, the date will be incorrect (1903 instead of 2003, etc.).
- You must submit the form with the appropriate approval code for your campus. The code has been given to the principal. If you’re uncertain of the code, contact the Transportation Trip Specialist.
- Determine the # of buses required – 48 passengers per bus (60 for elementary and Pre-K **in district only**).
- **Wheelchair bus requests** must have a note in Special Instructions with details of the requirements, including number of wheelchair students, whether or not an A/C bus is required, etc. If the trip needs both a regular bus and wheelchair bus, a separate request may be required. **Contact the Transportation Trip specialist under these circumstances.**
- **If your campus is providing driver(s)** note it in Special Instructions. Driver names must be included. (If the campus does not document that a driver is being provided and therefore a Transportation driver is assigned, the Transportation driver will take precedence.)
- A valid budget code must be entered. **Trips without an acceptable budget code will not be approved.**
- **IMPORTANT** – Prior to submitting the request, print it out and review it thoroughly. Make any changes/corrections necessary, and then click “Submit Request Form.” **Print your verification page** and keep it for future reference.

## 5.2 VERIFICATION AND REVIEW

It is the responsibility of the campus to perform a review of all trips to determine whether or not they have been approved.

- Mark your calendar for one week prior to the scheduled trip. Enter the Transportation web page and click on Study Trips, Trip Request Electronic Form, and Search Requests. Search for the trip and look at the detail page of the trip to ensure that it is marked “approved.”
- **If you see that the trip is not approved or if you have a question or need to change something, contact the Transportation Trip Specialist immediately.**

## 5.3 DEPARTURE/RETURN TIMES

- Drivers are not available from 6:00 – 9:00 AM and 2:00 – 4:30 PM because of weekday campus routes. **If a request is submitted with a departure or return during these times, it will not be approved.** If you must schedule a trip during these times, please consult the Transportation Trip Specialist before submitting the request.
- Buses must return to the campus in time to unload and travel to their next campus for regular routes. **Ensure that staff and sponsors going on the trip understand that it is mandatory for all buses to arrive back at the campus NO LATER THAN 2:00 PM.**

## 5.4 CHARGES

- Trips are charged \$1.00 per mile and \$13.00 per hour for driver time.
- Damage to the bus will be charged to the campus (unless a Transportation driver is at fault). Prior to departure, all pre-existing damage to the bus should be documented in the pre-trip inspection section of the trip record.
- A \$25 cleaning fee will be assessed for buses that are returned to Transportation with excessive trash, dirt, drinks or food spilled, etc.
- The campus will reimburse EZ tag fees (\$1.00 per toll booth).
- Contact the Transportation Business Specialist if you need to determine approximate charges before scheduling a trip.
- Trip charges will be entered in the trip request database within one week of the trip. Financial Services will transfer funds from the campus budget to the Transportation budget on a regular basis and forward a detail report to the campus. Contact the Transportation Business Specialist if you need to know the charges before you receive the report.

## 5.5 CANCELLATION PROCEDURE

- Transportation must be notified of all cancelled trips, **even if the campus is providing the driver(s).**
- To cancel a trip, immediately e-mail and phone the Transportation Trip Specialist. **IMPORTANT: Copy the e-mail to the Transportation Regular Bus Dispatcher.**
- For last minute cancellations occurring evenings or weekends, make every effort to phone someone in the Transportation department by calling the Transportation emergency contact numbers that have been provided to each campus principal.

## 5.6 FIELD TRIP LIMITATIONS

- For safety purposes, it is preferred that buses stay together on multiple bus trips. If a bus breaks down or is involved in an accident, the other buses will stop to assist.
- Campuses may not request a specific Transportation driver or specific equipment for a trip unless it is required for a special needs student.

- If an accident occurs or property is damaged during a trip, the driver must stop and call the SBISD Police Department to report it. The driver must then follow SBISD police instructions.
- Passengers are not allowed to eat or drink while riding on the bus.

## 5.7 CHARTER BUS INFORMATION

**Campuses must follow the District Guidelines for Study Trips and Extracurricular travel when ordering charter buses. Beginning with the 2006/2007 school year, all charter buses must be ordered through the Transportation department. Refer to SBISD Transportation Web-site for further instructions.**

*Note: Because they are frequently booked up weeks and sometimes months ahead of time, it is extremely important that all charters be ordered as far in advance as possible. Trips occurring during the Livestock Show and Rodeo, and most UIL competition events in the spring are especially difficult to book and should be ordered at the beginning of the school year (August/September).*

## 6.0 VEHICLE MAINTENANCE REQUEST

### 6.1 Requesting work on your vehicle

When you need to request work on your vehicle you can either fill out a Work Request Form and drop it by transportation or you can stop by and Steve or Darryl will assist you.

## 7.0 EMERGENCIES

### 7.1 LOST CHILD PROCEDURE

When a parent/guardian or school notifies Transportation of a lost child, the following steps will be taken:

- Transportation will obtain the child's pertinent information, including the route and bus # the child is supposed to be on, name, age, sex, address, phone #, and school of lost child.
- Transportation will immediately notify the SBISD police department.
- Parent/guardian will be contacted and asked to stay by a phone and to notify Transportation or the campus immediately if the child is located.
- Transportation will radio the driver to see if the child is still on the bus – if not, Transportation will attempt to determine whether the child rode that day.
- All other buses from the same campus will be contacted to see if the child may be on a different bus by mistake.
- As each bus from that campus returns to the yard, it will be checked again to ensure the child is not on the bus.
- If the child has not been found after these checks, an SBISD police officer accompanied by the Transportation dispatcher will follow all routes of the campus together and check with neighbors to see if the child is visiting a friend or neighbor.
- If at this time the child has still not been located, the Houston Police Department will be notified to institute a full-scale search.
- Transportation will periodically update the school of the status of the search for the child.
- All efforts will be coordinated through the Police Department at all times.
- Transportation staff will remain accessible to assist the Police Department in all aspects of the search until the child is located or they are otherwise instructed.
- Transportation will document the entire incident, including times, names, locations, etc.

### 7.2 INCLEMENT WEATHER

- Transportation will ensure that all students are transported as safely as possible during inclement weather. Transportation will communicate with Administration, the police department

and the campuses regarding any inclement weather conditions that may delay or prevent pupil Transportation.

### **7.3 EMERGENCY EVACUATION PROCEDURE**

- In accordance with the SBISD Crisis Management Plan, the Transportation Department will be notified by the Police Department and placed on “standby status” during any critical incident that may require evacuation.
- Transportation will initiate a “Code Red” broadcast to all drivers. This will eliminate all non-essential radio traffic and put drivers on a standby alert for further instructions.
- If the incident occurs during route time, all buses without students on board will proceed to a staging area for instructions. The Police Department will determine the location of the staging area.
- The campus will provide the latest enrollment numbers to the police department.
- If necessary, the Transportation emergency telephone “pyramid” will be activated to ensure enough drivers are available in case of evacuation.
- Enough buses to transport students and staff will be dispatched to the staging area per Police Department instructions.
- Special education and wheel chair students will be transported in accordance with the campus evacuation plan.
- If evacuation occurs, each bus will be loaded with 48 students and two (2) teachers or administrators. The teachers/administrators are to help in maintaining appropriate student conduct at the safe locations.
- A complete set of route maps for the campus will be taken to the staging area in case students have to be transported home prior to normal dismissal time.
- Transportation will remain on an alert status until notified by the police department that all is clear and to resume normal operations.

## **8.0 FREQUENTLY ASKED QUESTIONS**

### **8.1 How do you decide where to establish a stop?**

Routes and stops are based upon student enrollment and campus boundaries. All routes are designed to provide safe transportation while maintaining cost effectiveness. Stops will be established within 4/10's of a mile of the student's residence. Most stops will be located at intersecting street corners and apartment complexes.

### **8.2 Can my child be picked up or dropped off at their daycare center?**

Transportation will only be provided to and from the student's residence within campus boundaries.

### **8.3 We're going out of town and our child will be staying with her grandparents for a few days. Can she ride the bus to their house?**

If there is another bus from the child's campus that *has an established stop* for the address that the child needs to go to, the campus office may complete a “Bus Rider Permit” and give it to the child so that they can ride the other bus temporarily. However, no route will be changed to accommodate this.

### **8.4 What students are eligible for Transportation?**

All SBISD students *attending their home campus or an SBISD charter school* are eligible for Transportation, regardless of the distance of their residence from the campus.

### **8.5 I'm new to the District. When can my child begin riding the bus?**

Contact the campus. If there is an existing stop, your child may begin riding as soon as the campus completes the “Bus Rider Permit.” Otherwise, it takes up to three (3) school days to establish and implement a new stop.

**8.6 Can I ride with my child on the school bus?**

Only students and designated SBISD staff may ride or enter school buses unless they are registered District volunteers who are sponsoring or chaperoning a trip.

**8.7 Can the driver refuse to transport my child?**

Yes, but only if the child is not assigned to the bus. The Transportation Administrator, Transportation Manager or a school Principal may deny transportation for disciplinary purposes.

**8.8 Do the buses have seat belts?**

Only special needs buses have seat belts.

**9.0 APPENDICES**

9.1 Special Education Transportation Application

9.2 Electronic Violation Notice

9.3 Electronic Bus Travel Request



**Spring Branch Independent School District  
Transportation Department**

**Special Education Transportation Application**

|  |                      |   |                      |
|--|----------------------|---|----------------------|
| <b>Requestor's Name</b>                              |                      | <b>Receiver's Name</b>                              |                      |
| Last   | First                | Last  | First                |
| <input type="text"/>                                 | <input type="text"/> | <input type="text"/>                                | <input type="text"/> |
| <b>Requestor's Phone Number</b><br>i.e. 713-123-1234 |                      | <b>Receiver's Phone Number</b><br>i.e. 713-123-1234 |                      |
| <input type="text"/>                                 |                      | <input type="text"/>                                |                      |
| <b>Approval Code</b>                                 |                      |   |                      |
| <input type="text"/>                                 |                      |   |                      |

|                              |  |  |
|------------------------------|--|--|
| <b>Student's Last Name</b>   | <b>Student's First Name</b>                      | <b>Student ID#</b>                     |
| <input type="text"/>         | <input type="text"/>                             | <input type="text"/>                   |
| <b>Attending Campus</b>      | <b>Birth Date (mm-dd-yyyy)</b>                   | <b>Home Phone</b><br>i.e. 713-123-1234 |
| - Click to select a campus - | <input type="text"/>                             | <input type="text"/>                   |
| <b>Home Address</b>          | <b>Home Apartment #</b><br>(leave blank if none) | <b>Home Zip Code</b>                   |
| <input type="text"/>         | <input type="text"/>                             | <input type="text"/>                   |

|  |                      |  |                      |  |                      |
|--|----------------------|--|----------------------|--|----------------------|
| <b>Mother's Name</b>                               |                      | <b>Father's Name</b>                           |                      | <b>Guardian's Name</b>                       |                      |
| Last   | First                | Last   | First                | Last   | First                |
| <input type="text"/>                               | <input type="text"/> | <input type="text"/>                           | <input type="text"/> | <input type="text"/>                         | <input type="text"/> |
| <b>Mother's Phone Numbers</b><br>i.e. 713-123-1234 |                      | <b>Father's Day Phone</b><br>i.e. 713-123-1234 |                      | <b>Guardian's Phone</b><br>i.e. 713-123-1234 |                      |
| Day  | <input type="text"/> | Day  | <input type="text"/> | Day  | <input type="text"/> |
| Cell   | <input type="text"/> | Cell   | <input type="text"/> | Cell   | <input type="text"/> |
| Pager  | <input type="text"/> | Pager  | <input type="text"/> | Pager  | <input type="text"/> |

|                               |                      |  |
|-------------------------------|----------------------|--|
| <b>Emergency Contact Name</b> |                      |  |
| Last                          | First                |  |
| <input type="text"/>          | <input type="text"/> |  |
| Phone                         | <input type="text"/> |  |

|                                 |   |
|---------------------------------|---|
| AM Pickup Address               | AM Zip Code   |
| <input type="text"/>            | <input type="text"/>                                    |
| PM Delivery Address             | PM Zip Code   |
| <input type="text"/>            | <input type="text"/>                                    |
| Emergency Delivery Address      | Emergency Delivery Zip Code                             |
| <input type="text"/>            | <input type="text"/>                                    |
| Student's Sending Campus Name   | Mid-day Transfers<br>Please list campus order and times |
| <input type="text"/>            | <input type="text"/>                                    |
| Student's Attending Campus Name | Attending Campus Zip Code                               |
| <input type="text"/>            | <input type="text"/>                                    |
| Attending Campus Address        | This application is for:                                |
| <input type="text"/>            | <input type="text" value="- Click to Select -"/>        |

|   |  |
|---|--|
| Applicable Disabilities<br>(check all that apply) | Applicable Adaptation Considerations<br>(check all that apply) |
|---|--|

- |   |   |
|---|---|
| <input type="checkbox"/> Learning Disability<br><input type="checkbox"/> Orthopedic Impairment<br><input type="checkbox"/> Visual Impairment<br><input type="checkbox"/> Speech Impairment<br><input type="checkbox"/> Non-Verbal<br><input type="checkbox"/> Traumatic Brain Injury<br><input type="checkbox"/> Auditory Impairment<br><input type="checkbox"/> Emotional Disturbance<br><input type="checkbox"/> Deaf<br><input type="checkbox"/> Blind<br><input type="checkbox"/> Mental Retardation<br><input type="checkbox"/> Autism<br><input type="checkbox"/> Seizures<br><input type="checkbox"/> Noncategorical Early Childhood<br><input type="checkbox"/> Other Health Impairment<br><input type="checkbox"/> 504 Disability (Describe)<br><input type="checkbox"/> Other (use comment section at bottom) | <input type="checkbox"/> Wheelchair lift required<br><input type="checkbox"/> Wheelchair - Electric<br><input type="checkbox"/> Wheelchair - Standard<br><input type="checkbox"/> Harness<br><input type="checkbox"/> Standard Seat Belt<br><input type="checkbox"/> Vest Belt<br><input type="checkbox"/> Wears Leg Braces<br><input type="checkbox"/> Uses Walker<br><input type="checkbox"/> Bus Aide Required<br><input type="checkbox"/> Car Seat<br><input type="checkbox"/> Requires A/C Bus<br><input type="checkbox"/> Other (use comment section at bottom) |
|---|---|

|                         |                               |
|-------------------------|-------------------------------|
| Is this a PPCD Student? | If a PPCD Student, What Time? |
|-------------------------|-------------------------------|



### Violation Notice

|              |            |                 |           |
|--------------|------------|-----------------|-----------|
| Student ID   | 855079     | Incident Number | Add       |
| Last Name    | Abiassi    | Infraction Date | 7/16/2007 |
| First Name   | Anthony    | Grade           | 08        |
| School       | 042        | Supervisor      |           |
| Route-Number | Route-Time | Driver          |           |

Incident Status: **NEW**

The conduct of the above student is hereby reported as being below the standards required by the Spring Branch Independent School District for the safety and welfare of students riding the school bus. The major infractions for this incident have been checked below.

- THEFT
- THROWING THINGS
- BUS SEAT DESTRUCTION
- LITTERING AND EATING ON BUS
- DISOBEDIENT TO THE DRIVER
- PROFANITY
- DESTRUCTION OF SCHOOL PROPERTY
- USING EMERGENCY DOOR
- WILL NOT STAY IN SEAT
- OBSCENE GESTURES
- NOISY OR LOUD
- FIGHTING
- LIGHTING MATCHES
- USE OF TOBACCO
- DISTURBING OTHERS

#### INVESTIGATION AND DISPOSITION BY PRINCIPAL

| SUPERVISOR | DRIVER'S NAME | ROUTE NUMBER | ROUTE TIME | Discipline | E-MAIL CAMPUS PERSONNEL |
|------------|---------------|--------------|------------|------------|-------------------------|
|            |               |              |            | None Taken | Price Bob               |

Explanation

Parent Information

Action Taken

History

Add Incident

Update Incident

Delete

Print

Exit

# Bus Travel Request

## Enter a New Request

Use this page to request SBISD buses for your trip.

|  |  |
|--|--|
| Approval Code:   | <input type="text"/>   |
| Buses Required:  | <input type="text" value="- Click for to select # of buses-"/>   |
| Campus or Department:  | <input type="text" value="- Click to select a campus -"/>  |
| Number of Passengers:  | <input type="text"/>   |
| Group:   | <input type="text" value="- Click to select a group -"/>   |
| Grade Level:   | <input type="text" value="- Click to select a grade -"/>   |
| Department:  | <input type="text"/>   |
| Destination:   | <input type="text"/>   |
| Destination Address:   | <input type="text"/>   |
| Departure Time from Campus Time:<br>No buses may leave prior to 9:00 AM        | <p><b>Note: Drivers are not available 6:00 - 9:00 AM because of weekday campus routes.</b></p> <input type="text"/><br>Example: 9:00 AM (no periods) |
| Departure Date:  | <input type="text"/><br>Be sure to use 4 digits in the year.<br>Example: 12-14- <b>2007</b> .  |
| Return Time to Campus Time:<br>All buses must be back at the campus by 2:00 PM | <p><b>Note: Drivers are not available 2:00 - 5:00 PM because of weekday campus routes.</b></p> <input type="text"/><br>Example: 2:00 PM (no periods) |
| Return Date:   | <input type="text"/><br>Be sure to use 4 digits in the year.<br>Example: 12-14- <b>2007</b> .  |
| Requesting Official:   | First Name <input type="text"/><br>Last Name <input type="text"/>  |
| Approving Official:  | <input type="text"/>   |