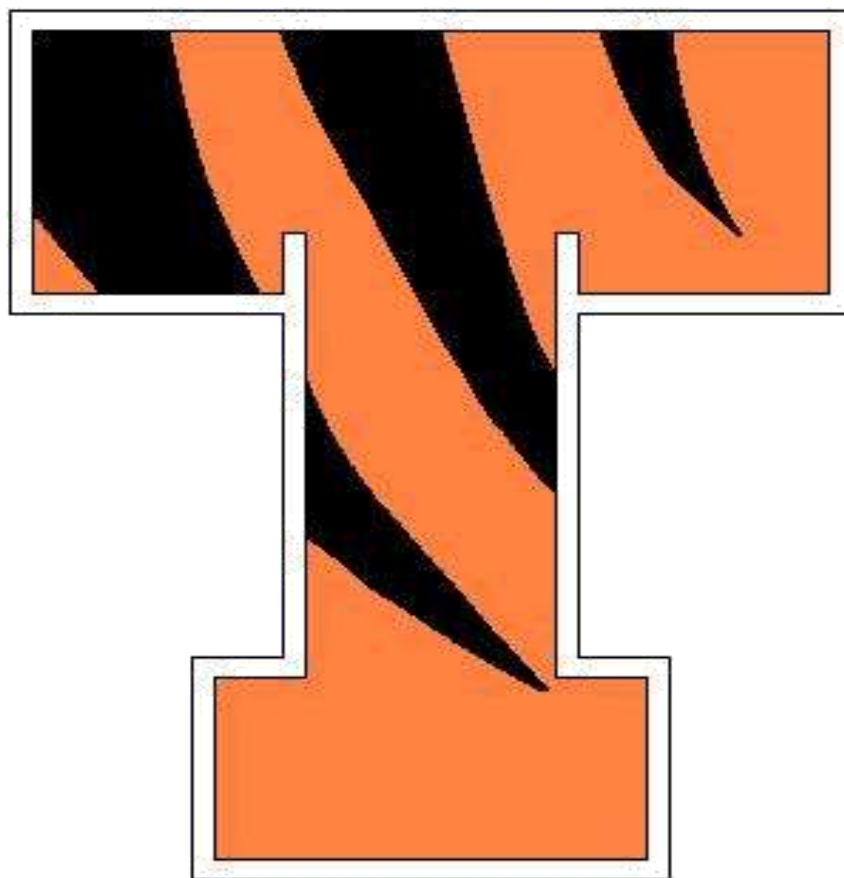


Smithville High School

Student Handbook

Addendum



2018-2019

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Smithville High School

Student Handbook

2018-2019

Parents and Students:

Welcome to school year 2018-2019! We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you, or your child, have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the acknowledgment form and information packet. In parts of the handbook please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Student Code of Conduct, where you will find the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. That document is a separate document that is included in your child’s first day packet and is also available in the Principal’s office.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct that is adopted by the Board of Trustees. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters, website updates, and other communications. The Course Catalog should also be used in conjunction with the Student Handbook as a reference for graduation plans and guidance counseling.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District’s Policy Manual is available on-line at <http://www.tasb.org/policy/pol/private/011904/>

SHS Administrative Staff

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SISD Board of Education

Grant Gutierrez..... President
Alan Hemphill..... Vice President
Tay Campbell..... Secretary
Howard Burns, Jr..... Trustee
Mike Davis, Jr..... Trustee
Candice Parsons..... Trustee
Nancy Towry..... Trustee

General Information

Arrival at school

Students may arrive at school between 7:20 A.M. and 7:40 A.M. Teachers will begin supervising students at 7:20 A.M. All students must enter at the rear entrance before 8:00 A.M. Students go either directly to the cafeteria for breakfast, to the patio area at the rear of the school or into the building for tutorials. Students who arrive after 8:00 A.M. must sign in at the main office.

Attendance

Policy Approved Absences

- An extracurricular activity or public performance, approved by the District's Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the principal, or Superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Excused absences are those due to personal illness, family illness, death in the family, road or weather conditions making travel to and from school dangerous, or any "unusual" extenuating circumstances acceptable by the campus principal. A family emergency or unforeseen or unavoidable instance requiring immediate attention. You must document the family emergency and the principal or designee has authority to excuse the absence
- An approved visit to a college campus. See guidelines for approved visit.

Credit Denial

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered during a semester may be referred to the Campus Attendance Review Committee (CARC) to determine whether the absences can be excused or how the student can regain credit. After two unexcused absences (2) and three unexcused absences (3) absences in a class, a warning letter will be sent to parents. After six (6) absences (unexcused and/or excused), a warning letter will be sent to parents. After ten (10) absences (unexcused and/or excused), a possible loss of credit is sent due to the 90% attendance rule. On the tenth (10th) absence, the school will call the parent, schedule an attendance meeting and mail a follow-up letter concerning the attendance meeting. Parents and students are invited to attend the CARC Review and present documentation at this time. Often a student may make up missed time by serving in Saturday school or through community service on an hour for hour basis with all time completed within ten school days after the end of the semester. If credit is lost, the CARC, consisting of an administrator, the attendance officer and teachers will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

State law also requires after ten (10) unexcused absences within a six (6) month period, a letter stating the student is not in compliance with state compulsory attendance laws. The district may file against the parent(s) and student in the appropriate court.

Procedures

- When a student must be absent from school, the student—upon returning to school—**must bring a note, signed by the parent, that describes the reason for the absence (phone calls will not be accepted).**
- A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher.
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero (0) for the assignment.
- Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- As per TEC Sec. 25.087 b-2 juniors and seniors may be excused for no more than two (2) college days each year. Written documentation from the campus visited must be submitted for the absence to be excused. No college days will be allowed approximately the last four weeks of school. (beginning April 30, 2018)
- A parent wishing to withdraw a student from school must present a signed statement to the principal explaining the reason for the withdrawal and the effective date.
- For further information, see policies at EHBC, EIA, FDC, and FDD.

Makeup Work Because of Absence

Best practice constitutes that students make up any work from absences on a day per day time frame. For example, one day absence equals one day to make up work. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).] A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students. For absences without extenuating circumstances not approved by the teacher, students are responsible for completing long term projects, projects, and/or assessments on the first day they return. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

Verification for Driver’s License – VOE

To obtain a Texas driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the High School Principal’s Office.

Awards and Banquets

Senior students who have received awards and scholarships will have an awards ceremony at the end of the school year in the cafetorium. All other students may be recognized at school by school personnel presenting an award certificate. There are many activities here at SHS that have an

awards or honors banquet or other events. These banquets, awards assemblies and events may include: Athletics, Band, FFA, and Drama Productions

Bell Schedules (Tiger Time is 4th Period)

Regular

Tutorials	7:20 A.M.	7:40 A.M.
First Period	7:50 A.M.	8:40 A.M.
Second Period	8:45 A.M.	9:35 A.M.
Third Period	9:40 A.M.	10:30 A.M.
Fourth Period	10:35 A.M.	11:05 A.M.
Fifth Period	11:10 A.M.	12:00 P.M.
A Lunch	11:10 A.M.	11:40 A.M.
Fifth Period	11:45 A.M.	12:35 P.M.
B Lunch	12:05 P.M.	12:35 P.M.
Sixth Period	12:40 P.M.	1:30 P.M.
Seventh Period	1:35 P.M.	2:25 P.M.
Eighth Period	2:30 P.M.	3:20 P.M.

Early Release

Tutorials	7:20 A.M.	7:40 A.M.
First Period	7:50 A.M.	8:25 A.M.
Second Period	8:30 A.M.	9:05 A.M.
Third Period	9:10 A.M.	9:45 A.M.
Fifth Period	9:50 A.M.	10:25 A.M.
A Lunch	9:50 A.M.	10:20 A.M.
Fifth Period	10:25 A.M.	11:00 A.M.
B Lunch	10:30 A.M.	11:00 A.M.
Sixth Period	11:05 A.M.	11:40 A.M.
Seventh Period	11:45 P.M.	12:20 P.M.
Eighth Period	12:25 P.M.	1:00 P.M.

Special Programs

Tutorials	7:20 A.M.	7:40 A.M.
First Period	7:50 A.M.	8:35 A.M.
Second Period & Special Programs	8:40 A.M.	10:35 A.M.
Third Period	10:40 A.M.	11:25 A.M.
Fifth Period	11:30 A.M.	12:15 P.M.
A Lunch	11:30 A.M.	12:00 P.M.
Fifth Period	12:05 P.M.	12:50 P.M.
B Lunch	12:20 P.M.	12:50 P.M.
Sixth Period	12:55 P.M.	1:40 P.M.
Seventh Period	1:45 P.M.	2:30 P.M.
Eighth Period	2:35 P.M.	3:20 P.M.

2 Hour Late Start

Tutorials	None
First Period	9:55 A.M. 10:35 A.M.
Second Period	10:40 A.M. 11:15 A.M.
Third Period	11:20 A.M. 12:10 P.M.
Fifth Period	12:15 P.M. 12:50 P.M.
A Lunch	12:10 P.M. 12:40 P.M.
Fifth Period	12:45 P.M. 1:20 P.M.
B Lunch	12:50 P.M. 1:20 P.M.
Sixth Period	1:25 P.M. 2:00 P.M.
Seventh Period	2:05 P.M. 2:40 P.M.
Eighth Period	2:45 P.M. 3:20 P.M.

Pep Rally

Tutorials	7:20 A.M.	7:40 A.M.
First Period	7:50 A.M.	8:40 A.M.
Second Period	8:45 A.M.	9:35 A.M.
Third Period	9:40 A.M.	10:30 A.M.
Fifth Period	10:35 A.M.	11:25 A.M.
A Lunch	10:35 A.M.	11:05 A.M.
Fifth Period	11:10 A.M.	12:00 P.M.
B Lunch	11:30 A.M.	12:00 P.M.
Sixth Period	12:05 P.M.	12:55 P.M.
Seventh Period	1:00 P.M.	1:50 P.M.
Eighth Period & Pep Rally	1:55 P.M.	3:20 P.M.

Bicycles, Skates, Skateboards, Scooters

Students riding bicycles, skates, skateboards or scooters to school should follow rules of safe riding at all times. Bicycles should be parked and locked in the rack that is provided; skates, skateboards and scooters should be carried to the student's locker and secured for the day. Bicycles, skates, skateboards and scooters are not to be ridden during the day and should never be used in the building.

Breakfast

Breakfast is served in the school cafeteria from 7:20 A.M. until 7:45 A.M. Students should not arrive to eat earlier than 7:20 A.M. The serving line closes at 7:45 A.M. All students should finish eating by 7:50 A.M. in order to assure prompt arrival to class. Students attending tutorials may purchase their breakfasts and eat them in the classrooms.

Cafeteria

Child Nutrition Services-Free / Reduced Lunch Program

The Smithville ISD offers a nutritious lunch and breakfast each day. If you now get SNAPs or TANF for your children, your children can get free meals. Additionally, some families may qualify for reduced price meals if they do not qualify for free meals. Your child should bring home an application. If you do not receive one but feel your children qualify for a free or reduced lunch and breakfast program, contact your building principal immediately.

Prices

For grades 9-12

- Lunch \$2.75
- Breakfast Free

For all grades (must qualify and be approved for free and reduced)

- Reduced Lunch \$.40

Procedures and Guidelines

The school lunchroom is operated for the convenience and health of the student. No student should ever miss a meal, so if a student does not have money in his/her account, they may request and will be given a sandwich/fruit/milk.

Expectations:

- No charging, pay as you go.
- Keep tables, chairs and floor clean.
- Use an inside voice.
- Keep the cafeteria lines orderly with no more than three (3) at a time in line.
- Never push or run.
- Pick up and clean up any food you drop or spill.
- Throw away trash.
- Respect the cafeteria duty workers.

Classroom Visits

While we encourage you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, it has been our experience that frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal can limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

Closed Campus

All SISD campuses are closed campuses. Upon arriving to the campus, students may not leave the campus during the school day (including before classes begin and lunch) without permission of the campus principal. The District offers food services to meet the needs of all students at reasonable prices. Questions regarding the closed campus rules should be directed to your campus principal.

Dress Code

Our dress code is designed to encourage and promote self-respect and pride in appearance on our campuses. The student's general appearance must meet the common standards of decency, modesty, and good taste. The primary consideration for students in deciding on what to wear and how to groom should be cleanliness, neatness, and appropriateness to the school. The dress code is applicable at all school functions.

All Students

- Appropriateness for the school setting will be the criterion for determining proper attire. Non-standard dress including but not limited to sundresses, pajama style pants, mini-skirts, and other fad clothes should be governed by this standard.
- Students will select clothing that will not include crop-tops, tank tops, muscle shirts, net shirts, extremely short dresses or skirts, biker shorts, or clothing with pictures, innuendos, or references to or ads for alcohol, tobacco, drugs, or offensive or obscene messages.
- Age and physical development should be considered in determining the appropriateness of foundation garments.
- All shirts will be buttoned appropriately.
- No bare midriff visible when arms are raised.
- Undergarments cannot be visible.
- Pants must be worn at or above the waist.
- For all students, clothing with tears or holes that expose visible skin or undergarments above the knee will not be allowed. Leggings or sewn patches must be worn under the tears, shreds, or holes. No tears, shreds, or holes can be located in the pelvic or buttocks area.
- Over-sized clothing in length or size is not permitted.
- Sagging or baggy pants are not allowed.
- Clothing or shoes that have the appearance of sleepwear will not be permitted.
- All students will wear shoes. Toe shoes are permitted.
- Heeleys (or roller skate shoes) are not allowed.
- Students may wear earrings but are prohibited from wearing other visible body piercing jewelry. Ear gauging is not allowed under this code. Other facial or tongue piercing shall not be visible, or worn in a covered condition. A clear, non-visible retainer will be allowed to keep nose piercings from closing.
- Visible tattoos, both permanent and temporary, are not allowed.
- Sweat bands, caps, hats, skull caps, do-rags, visors, bandanas, chains, and hip cloths are not permitted at any time during school hours unless it is a part of a school uniform or is required due to a medical condition. Hoodies are not to be worn on the head.
- Hat and caps may be worn at athletic events.
- For all students, hair, including facial hair (males), will be clean and well-groomed and not extreme in style, appearance, and/or color.

- Students are prohibited from wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation in a gang.

Girls

- Shorts, dresses and skirts must extend to at least one inch above the knee. Leggings may be worn underneath shorts, skirts, or shirts of appropriate fingertip length. Students who choose to wear any type of tight fitting leg covering must, without exception, wear an appropriate length skirt, shirt, or shorts of fingertip length.
- Shoulder straps for females on dresses, blouses, shirts, etc. shall be no less than 3 inches in width.
- No visible cleavage.

Boys

- Sleeveless shirts for males are not permitted.
- Muscle shirts and tank tops, mesh shirts, or extra thin clothing are not acceptable.

The Administrative Staff has the final authority to determine the appropriateness of student appearance. Appropriateness for the school setting will be the ultimate criterion for determining proper attire. If the administrator determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Drills-Safety

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Fees

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for PE - Uniforms will be provided. If a student loses provided uniform, the student will be responsible for replacement cost.
- Fees for optional courses offered for credit that requires the use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. For further information, see policy FP.
- Any student who has not taken care of fees is subject to disciplinary action and/or loss of exemptions until fees are paid.

Library

Our library has over 7,000 items for use by our students and staff. Students are allowed to check out two or three books for a two-week time period based on need. The book can be rechecked for as long as needed. It is the student's responsibility to take proper care of the books. If a book is lost, a full replacement fee is charged. Fines are not charged for late books, but may be charged for damaged books. The library is open for student use during normal school hours.

Limited Access to Campus

For safety reasons we will have a limited number of doors unlocked and open to the public. We require all visitors to enter the building through the front entrance doors located at the west end of the campus. This entrance is accessible through the student parking lot on the south entrance off of Highway 95. All visitors are required to register in the main office and receive a visitor badge. All visitors must show a government issued photo ID in order to receive a visitor badge.

Lost and Found

All articles including books found on the school grounds or in the halls of the buildings should be taken to the office. Lost articles are to be claimed during the lunch period or before or after school. All articles not claimed at the end of the semester will be donated to charity.

Personal Property

Students are **NOT** to bring balls, games, toys, to school. The school is not responsible for lost or stolen items including electronic devices. Lost and found items will be donated to charity twice a year.

Registration

During the spring the counselor will meet with each student to plan a schedule for the next year. The counselor will check the student's records to make sure that graduation requirements are being met.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must bring a note from his or her parent that morning. This note will be verified through parental phone contact. *A note also needs to accompany a student when the student returns, if the absence is to be excused.*

Telephone Messages to students

We would like to discourage leaving messages for students. In case of an extreme emergency, as to be determined by office personnel, students will be called from class and allowed to call immediately. In all other situations messages will be delivered in a timely manner.

Telephone use

Public phones are located on the campus, in the main office, for student use during passing period and before and after school. Students are asked to limit calls to three minutes.

Visitors-Special Program Presentations

Presenters of college information and military recruiters are allowed to visit with students during the lunch period. Presenters must seek approval from campus principal before presenting. All interruptions to classrooms will be kept to a minimum.

Parents and the School

Parental Involvement

Any parent who wants to volunteer in his/her students' classroom must schedule an appointment with the campus principal, complete volunteer application, and participate in a criminal background check.

Visits to the School

Parents are allowed to visit their child's classes; however, we ask that you comply with our policy requiring all visitors to report to the principal's office to sign in and receive a visitor badge. All visitors must show a government issued photo ID in order to receive a visitor badge. Additionally, the parent must schedule the visit a minimum of one week prior to being present in the class with the individual teacher. We have this policy for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as a trespasser. We also expect parents to be polite and civil in their dealings with all school staff. We do not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language at school.

Eating Lunch with your student

We encourage you to come to school occasionally and eat lunch with your child. A parent or guardian may bring outside food for their student for lunch but only for their child. It may not be shared with any other student as per Texas Nutrition Policy. Students can be removed from the campus during lunch period only by following the established process of signing the child out from the office. Unless we have possession of a court document that limits a possessory conservator's access to their child while at school, we will permit either parent to eat lunch with their children at school. No other person wishing to eat lunch with a student will be allowed to do so unless prior written permission has been requested and approved by the Principal or Assistant Principal (Campus Behavior Coordinator)

Academic Information

Also see the board approved course catalog for further clarification

Academic Counseling

You and your parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next year and other information that will help you make the most of academic and vocational opportunities. To plan for your future, including attendance at a college, university, or training school or pursuing some other type of advanced education, you should work closely with the counselor so that you take the high school courses that best prepare you. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Academic Waiver

If a student fails a class on the academic waiver list with a grade below a 70 but not lower than 60, he/she is eligible for a ONE time academic waiver per course listed below per school year with a maximum of one waiver per six weeks and a maximum of two waivers in a school year. As requested by UIL, Smithville ISD Board of Education approves a list of classes that are eligible for waiver. Smithville High School has a more stringent policy than that allowed by the University Interscholastic League. The classes listed below are eligible for waiver: English 1 and 2 Pre-AP, World Geography Pre-AP, Advanced World History, Advanced Physics, Biology 1 Pre-AP, Biology AP, Chemistry 1 Pre-AP, Advanced Geometry, Advanced Algebra 2, Advanced Pre-Cal, Government AP and Economics AP, Chemistry AP, English 3 AP, Calculus AP, Human Geography AP and US History AP. Please see the back of this handbook for an academic waiver form. Courses could be subject to change according to a listing provided by the University Interscholastic League. Academic Waivers need to be submitted within three days after the last day of the 6 weeks.

Career and Technology Programs

The District offers career and technology programs in Agriculture Science, Construction, Welding, Culinary Arts, Marketing Education, Career Preparation, and Audio and Video. Admission to these programs is based on student needs, aptitude, interest, and school classification. Smithville I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

College Prep Testing

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken before the end of the junior year. Test results will be reported to students and parents; parents may review any assessment test that has been given to their child. Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the course catalog or visit with your child's counselor.

Certificates of Attendance for Graduation

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level or end-of-course examinations.

Computer Resources

To prepare you for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. You and your parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. You and your parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff. For additional information, see policy CQ.

Diploma Requirements

To receive a high school diploma from the District, you must successfully complete the required number of credits and pass a statewide End of Course test in all four core subjects: ELA, mathematics, science and social studies.

Exemptions for Fall and Spring Semester

Fall Semester Exemptions

MAXIMUM ALLOWED: The Board shall annually review and approve campus exemption plans. Core Exemptions include English, Math, Science, and Social Studies. All students MAY earn exemption from electives.

- Grade 9 – 1 Core Exemption and Electives – NO EOC Tested Subjects
- Grade 10 – 2 Core Exemptions and Electives – NO EOC Tested Subjects
- Grade 11 – 3 Core Exemptions and Electives – NO EOC Tested Subjects
- Grade 12 – 4 or More Core Exemptions and Electives

QUALIFICATIONS: Attendance, Tardy, and Grade (Total Attendance is Listed Below)

- Attendance is a total for the spring semester per class and no more than 7 total Tardies - (questions-see Ms. Gutierrez)
- 80 or above and 0 to 1 Absence
- 85 and 2 Absences
- 90 and 3 Absences

Conduct and Fines

- Students who've been assigned to In School Suspension, DAEP, or Out of School Suspension will not be eligible for exemptions this semester.
- Student must not have any outstanding obligations or fines. The fine or obligation must be paid in full prior to earning exemption in any class. See Mr. Copeland for instructions.

Other Requirements

- Exemptions are a privilege and can be denied at any time by the administration.
- Any student who qualifies for an exemption has the option to take final exams.

Spring Semester Exemptions

MAXIMUM ALLOWED: The Board shall annually review and approve campus exemption plans. All Classes are eligible for exemptions in spring semester.

QUALIFICATIONS: Attendance, Tardy, and Grade (Total Attendance is Listed Below)

- Attendance is a total for the spring semester per class and no more than 7 total Tardies - (questions-see Ms. Gutierrez)
- 80 or above and 0 to 1 Absence
- 85 and 2 Absences
- 90 and 3 Absences

Conduct and Fines

- Students who've been assigned to In School Suspension, DAEP, or Out of School Suspension will not be eligible for exemptions this semester.
- Student must not have any outstanding obligations or fines. The fine or obligation must be paid in full prior to earning exemption in any class. See Mr. Copeland for instructions.

Other Requirements

- Exemptions are a privilege and can be denied at any time by the administration.
- Any student who qualifies for an exemption has the option to take final exams.

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I
- English I, English II
- Biology
- US History

Satisfactory performance on the applicable assessments will be required for graduation and can also affect the plan or endorsement under which the student may graduate. There will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment. STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation

Field Trips

Field Trips can be taken throughout the year, if funding is available, to enhance the curriculum, as well as for rewards. Students should represent the school in a positive manner during the field trip. A student's behavior/disciplinary record will be considered in determining whether or not they may participate in field trips. Students who have not met minimum requirements in the classroom may not be eligible to participate in field trips.

Fifth Year Seniors

Students who fail to complete graduation requirements in four years may continue their high school work the following year in a manner agreed upon between the principal and the student. The student may attend classes all day, all year; all day half-year; or part day half-year, to complete requirements. Those students needing and taking fewer than two and a half units to fulfill graduation requirements cannot participate in extracurricular activities. These students may participate in graduation at the end of the year.

Grading Policy

Teachers will use the following percentage to calculate six weeks grades for school year 2018-2019. In computing grade averages, standard rounding up will be used for all grades. Grade average of .5 or higher will be rounded up to the next higher integer. Grade average less than .5 will be rounded down to the next lower integer.

Six Week Grade calculations

- Daily work/homework/quizzes 40%
- Exams/tests/project/portfolios 60%

Semester Grade calculation

- Three 6-weeks averages 6/7
- Semester Final Exam 1/7

Final Grade calculation

- 1st Semester 50%
- 2nd Semester 50%

Failing Grades

Students who fail a major test or assessment will be provided an opportunity to redo the failing grade for a grade no higher than 70. The student will attend one mandatory tutorial before or after school based on teacher availability. Some faculty members have additional paid duties of Smithville Independent School District, so therefore a posted schedule of tutorial times will be available via teacher website and classroom postings. Once the tutorial has been attended, the student may redo the failing assignment. The tutorial may be scheduled at the same time as the assignment is redone. The teacher has full discretion in determining the type and scope of the assignment. Once the failing grade is posted, it is the student's responsibility to schedule the tutorial with the proper teacher. A student has a maximum of three days to complete the mandatory tutorial and redo the failing assignment once the grade is posted. A failing grade can only be redone one time. If a student fails multiple assessments, it is the student's responsibility to schedule tutorials and communicate to all parties. In the event that a scheduling conflict arises and more than three days is needed to complete the tutorial and assignment, teacher has the discretion to extend the redemption time limit.

GPA

Students shall receive grade points on a weighted scale for each course taken. A weighted grade point average shall be computed for each student and class rank will be determined by these grade point averages. The weighted grade point average and class rank will be given to each high school student at the end of the academic year. The averaged fourth and fifth six-week grades shall be used for the final semester in calculating weighted grade point averages and determining class rank for graduating seniors. The weighted grades are assigned based on the degree of difficulty of subject matter completed. Pass-fail courses, correspondence courses, summer school credits, credit recovery credits, concurrent ACC college courses and any course taken for local credit shall not be included in determining grade point averages. The grades for high school credits earned in the middle school will not be included in the student's class rank or grade point average. GPAs for transfer students will be calculated using the grade weighting standards of Smithville High School. Any and all courses taken while at Tiger Academy are not eligible for weighting, including dual credit classes.

Graduation

The completion of high school graduation requirements are not fulfilled until the end of the current year graduation exercise. Any distractions or disruptions will result in penalties so set by the principal.

Expenses

Because you and your child will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, you and your child should monitor his or her progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. Have your student stay in contact with the senior sponsors, counselors, and principals.

Attire

Graduates participating in the commencement ceremony will not be allowed to wear decorations on their cap and gowns. No alterations will be allowed to cap and gowns. Graduates will only be allowed to wear the Smithville High School sanctioned sashes, cords and stoles.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individual education plan (IEP).

Homework

Procedures/Types

Homework is defined as instructionally based, out-of-class tasks assigned to students as an extension or elaboration of classroom work. Homework should be an integral part of a student's total learning experience. To derive the greatest benefit from school learning experiences, students must at times finish related study and follow-up work at home.

- **Practice** - Practice homework is used to practice and reinforce skills already learned in class.
- **Preparation** - Preparation homework helps to prepare students for an upcoming lesson or unit. Homework of this type helps provide students with opportunities to gain background information in order to increase learning potential for an upcoming lesson. Preparation assignments should be oriented to a specific purpose.
- **Extension** - Extension homework assignments require students to produce self-initiated projects which allow students to apply and analyze information presented in class.
- **Creative** - Creative homework offers students the opportunity to think critically and engage in problem-solving activities. Creative assignments encourage students to integrate a variety of skills and concepts presented in class and to construct their personal model of understanding.

Time Allocation Recommendations

The frequency and amount of homework should gradually increase throughout the school years. Consideration should also be given to the amount of extra-curricular involvement of students. The recommended amount of time varies according to the type and number of subjects a student is taking. A general guideline is an average of 90 minutes total per day. Students enrolled in advanced courses will require larger amounts of homework time.

Honor Roll

The all "A" honor roll consists of students who make all "A's."

The "A/B" honor roll consists of students achieving at least as many A's as B's. For example, a student with seven classes must have at least four A's.

Parent/Teacher Conferences

Close communication between home and school is important to student success in school. Conferences with your child's teacher may be scheduled at any time by calling the High School office at 237-2451.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

The school will not conduct a psychological examination, test, or treatment without first obtaining your parent's written consent, unless required by state or federal law for special education purposes. Students who are counseled at school by personal counselors will not be removed from core classes during the day for counseling services unless approved by the campus principal. For more information, refer to policy FFE.

Physical Education/Athletics Classes

All students are required to participate and receive at least one (1) credit in physical education classes or an approved substitute. Students must have appropriate clothing and will be excused from classes only if there is a permission slip signed by the family doctor on file in the office or unless other arrangements have been made with the principal. Students in grades 9-12 have the opportunity to participate in numerous athletic events.

Report Cards and Three-Week Progress Reports

- Written reports of your child's grades or performance and absences in each class or subject are issued to you at least twice every six weeks.
- At the end of the first three weeks of a grading period you will be given written notice of your child's performance.
- At the end of a grading period you will be given written notice of your child's performance.
- If your child receives a grade lower than 70 in any class or subject during a grading period, we request that you schedule a conference with the teacher of that class or subject.

Withdrawal from School

A student may be withdrawn from school only by a parent or guardian having lawful control. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A parent may obtain a withdrawal form from the principal's office. The school will obtain student information including: issued textbooks, grades per subject, possible library fines and cafeteria charges, health records and final signatures from the campus administration. The parent must sign the withdrawal form and will be given a copy for their records and a copy will be placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may be withdrawn according to Board policy.

Health Information

Pregnant Students

Pregnant students have the right to continue their education during pregnancy and may choose to remain in the regular school program or participate in any other special program the district may provide. The student may also choose to request a leave of absence if the leave is a medical necessity as stated by a licensed physician. Students exercising this option are exempt from compulsory attendance during the period certified by the physician as necessary for the leave of absence. Pregnant students are put on homebound status with proper documentation from the physician and receive services as homebound students. The pregnant student can attain proper homebound paperwork from the attendance clerk and or counselor regarding the homebound process. Part of this paperwork is to be completed by a physician. After the paperwork is completed and returned, a homebound committee meeting will be held to determine the delivery of homebound services.

Medicine at School

During the course of the school year it may be necessary for students to receive either prescription or over the counter medication. The following situations will be enforced:

- If prescription medication is required to be given during the school day it must be brought to the school nurse immediately upon arrival at school in the original prescription bottle with the prescription label attached. Our local pharmacies are supportive about filling prescriptions in two bottles so as one may be left at school and one left at home for home administration. Accompanying this prescription must be documentation from the parent granting permission for the medication to be administered by the school nurse. No prescription medication will be administered to the student that is not in the original prescription bottle labeled for the student. Allowances will be made to allow students to transport medication to the school nurse if procedures outlined above are followed. Certain prescription medications (ADHD, anxiety, muscle relaxers, etc.) should not be transported by students to the school nurse and require parental transport.
- Students in violation of this will be referred to the principal's office.
- Prescription narcotic pain medications will not be administered during the school day by the school nurse. These medications should not be transported to school by students. Narcotic pain medications found in student's possession during the school day will be taken from the student. Parents will be notified and asked to pick up narcotic pain medications.
- Students are discouraged from attending school while taking narcotic pain medication. Students found to be taking narcotic pain medication prior to coming to school will be assessed by the school nurse for possible impairment and parents will be notified to pick up students for transportation home.
- Students that require over the counter medications during the school day must bring these medications to the school nurse immediately when they arrive for the school day. Over the counter medications must be in the original sealed container with documentation from the parent/guardian. For further information, see policy FFAC (School Board Policy).
- Note: All medications brought to the school nurses office will be properly disposed of on the last day of school if not picked up by the student's parents/guardian.
- Medication administration on Field Trips/School related activities including UIL sponsored trips:

- Due to the high volume of field trips/school related activities, the school nurse cannot attend each of these events for administration of medications. Designated employees will administer medications in the absence of the school nurse.
- It is the responsibility of the UIL sponsor, coach, band instructor, cheerleading sponsor, etc., to take all medications including prescribed and over-the-counter medications from students for school functions. A designated staff member will administer all medications as indicated by the student's parent/guardian.

Students sent home by the School Nurse:

Smithville ISD is committed to the health of their students and therefore has licensed nurses at each of their campuses to assess and provide first aid to all of their students. If a student becomes ill during the school day the student must obtain a nurse pass from their respective teacher and report to the nurse's office. Students are discouraged from calling parents to pick up students prior to reporting to the nurse's office. Students will be assessed by the school nurse and according the guidelines set forth by the DSHS (Department of State Health Services) it will be determined if it would be necessary to send the student home due to a contagious illness that might put other students at risk. At the nurse's discretion parents/guardians will be notified to discuss the condition of the student and whether transportation is needed to send the student home. Students sent home for possible contagious diseases will require documentation from a health care provider and check in with the school nurse before re-admittance to school. Student's sent home by the school nurse will be excused for the rest of the school day and the absence will not count against the student for exemptions. All students checking out ill or calling parents to pick up should be referred to the school nurse's office.

It is highly recommended that students sent home with *fever, vomiting, and diarrhea*, should be free of symptoms for 24 hours before they return to school. Students sent home for possible *contagious diseases* will require a note from the health care provider and check in with the school nurse before re-admittance to school.

Drug Assessments

A student, who is suspected of being under the influence of a legal or illegal drug, may be assessed by a licensed school health professional.

Campus Procedures

Announcements

Student announcements are given once during the school day.

Campus Expectations

- To be in the room and ready to learn when the tardy bell rings.
- To bring pen, pencil, paper, books, and all other necessary supplies to class every day.
- To not chew gum, eat, or bring drinks into class.
- To have your homework assignment complete at the beginning of the period.
- To check with your teacher for assignments and other work missed after being absent.
- To be quiet and listen during announcements.
- To do your own work unless given other instructions by the teacher.
- To not use any kind of profanity.
- To listen quietly when the teacher is speaking.
- To talk only when given permission by the teacher.
- To take care of personal business between periods (going to restroom, water fountain, using office phone, etc.)
- To keep your hands and feet off of other students.
- To follow dress code regulations.
- To be polite and courteous.
- To keep halls open to traffic by walking to the right and not standing in groups.
- To pass through the halls quietly and be considerate to others in the halls and classrooms.
- To place all trash in containers and help keep the school clean by picking up any trash you may encounter and properly disposing of it.
- To walk purposefully (no running, shoving, or “playing”) between classes to arrive on time.

Change of Address, Phone Number, Guardianship

Go to the office and notify the secretary to make the change so SISD can continue correspondence with the proper residence.

Co-op Students Departure Procedures

- Students will sign out in the Office each day.
- Students will not be allowed to drive their vehicle to the office to sign out.
- Students will remain at school until the beginning of 7th period, unless there is written permission on file in the office.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Hall passes

When it is necessary for the student to leave a classroom, it is the student's responsibility to obtain a hall pass from the teacher. Students in the halls, restrooms, or anywhere else on campus without a pass properly filled out and signed will be disciplined.

Horseplay

Students are expected to act responsibly during the school day.

Students participating in "horseplay", "rough housing", or any other inappropriate "play" will be referred to the office for a probable ISS assignment.

Illness or injury

Get a pass from your teacher for the nurse's office. If necessary, the nurse will call home and to inform your parents you are ill. The nurse will have your parents come get you or arrange for transportation.

Lockers

Students may be assigned lockers and are expected to keep them locked at all times.

Students are not to share lockers or give their combinations to others. Students are responsible for all items placed in their lockers. Students are to take care of their lockers. This means that there should be no writing or permanent marking of the lockers. Students who do this will be charged with vandalism, pay a cleanout fee and receive an office referral.

Lost Books

Check the office for lost and found. If it is not in lost and found, pay for the lost book in the office and check out a new one. Refunds will be given if the lost book is later found and returned.

Lunch Procedures

- Students will move in an orderly manner to the cafeteria during their assigned lunch period.
- Students will eat lunch in the cafeteria or on the patio.
- Students are expected to be respectful of cafeteria rules and use appropriate behavior.
- Students will leave the cafeteria/patio when the bell rings, properly disposing of their trash.
- Students will walk to their lockers and to class as others are other classes in progress.

Public Display of Affection (PDA)

Students are expected to keep their hands to themselves and should refrain from hugging, kissing, holding hands, or showing any other public display of affection. All PDA will result in disciplinary consequences.

Substitute Teachers

Substitute teachers are afforded the same respect and authority as our fulltime staff.

Discipline Information

Also see Board approved Student Code of Conduct for further clarification

Academic Dishonesty/Cheating/Plagiarism

Academic dishonesty cheating or plagiarism- is not acceptable. Cheating includes the copying of another student's work - homework, class work, test answers, etc. - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary consequences.

Teacher Assigned Detention

- Teachers may assign detention to a student for discipline or not completing work.
- Students will be given 24 hour notice of the detention.
- Student's parents will be attempted to be contacted
- If the student fails to show they will be assigned one ASD.

After School Detention

- Monday through Thursday 3:30-5:00
- Students will bring work to complete or a book to read during ASD.
- Students are to stay quiet and follow directives of ASD monitor at all times while in ASD.
- Students will raise their hands if they need assistance.
- Students will not be allowed to leave ASD for any reason.
- Students will leave in an orderly manner.
- Failure to follow ASD procedures may result in additional days of ASD or more serious consequences.
- Failure to attend an assigned ASD will result in additional days or ISS.

Applicability of School Rules and Discipline

To achieve the best possible learning environment for all our students, Smithville I.S.D. rules and discipline will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

The District has disciplinary authority over a student:

- During the regular school day or while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
- A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student takes or participates in an action that disrupts the school day.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

Categories of Behaviors

Misbehavior will be viewed as falling into one of three categories: minor, major or severe and consistent.

Minor misbehaviors are generally defined as violations of class or school rules and will be dealt with by individual teachers.

- Teachers may use the following procedures to deal with minor misbehaviors:
 - verbal warning(s),
 - parent contact by phone or written notes,
 - parent/teacher/student conferences,
 - detention or other procedures designed to stop minor misbehaviors.

Major, severe or consistent misbehaviors are dealt with by the school administrators according to the district adopted Student Code of Conduct.

Conduct

Teachers and administrators have full authority over student conduct during school and at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials.

Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy. Anytime a student is on school property, school personnel have the full authority to enforce school rules.

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Comply with the Student Code of Conduct.

Discipline- A Progressive Plan

All discipline procedures at the Smithville ISD are covered in the Student Code of Conduct. Each parent should receive a copy of the Student Code of Conduct when their student checks in to school. If you have any questions concerning discipline or would like a copy of the Student Code of Conduct, please contact the High School office.

At SHS we use a progressive discipline plan that increases the severity of the punishment as the student continues inappropriate behavior. A student may be placed in ISS, or suspended from

school for a total of 9 school days. These days may be accumulated in any combination. Further inappropriate behavior will warrant an assignment to the DAEP.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

Electronic Devices General

The District permits the use of personal electronic devices, by students for instructional purposes while on campus. Students may access the Wi-Fi network through their District login. Doing so implies agreement with the District Acceptable Use Policy. Cell phones are permitted before school starts, after school ends and during your lunch period in the school cafeteria only. All phones should remain off during the school day including passing periods unless they are being used for approved instructional purposes.

RULES FOR APPROPRIATE USE

- When using the device for instructional purposes while on campus, you must use the District's wireless Internet services and are prohibited from using a personal wireless service.
- When accessing the District's technology resources using your personal device, you must follow the District's technology resources policy and associated administrative regulations, including the acceptable use agreement you signed for access to the District's technology resources.
- Use of device during instructional time must be in accordance with classroom teachers' instructions and permissions. Even instructional use without prior classroom instructor permission is a violation of the District's AUP and is subject to disciplinary action.
- When not using the device for instructional purposes while on campus, you must follow the rules and guidelines for non-instructional use as published in the student handbook. These require the device to be stowed or turned off per classroom instructor directions or used only during non-instructional times including before and after school and during lunch. Hand-held gaming devices may not be used at school. Examples include but are not limited to Sony PSP, Nintendo DS and all such similar devices.

- Electronic communications between employees and students, both inside and outside the district's network, will be limited to school-related business or matters that fall within the scope of the employee's professional responsibilities. Some limited personal use is permitted if it:
 - imposes no tangible cost on the District;
 - does not unduly burden the District's computer or network resources; or
 - has no adverse effect on an employee's job performance or on a student's academic performance.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the District's technology resources;
- Revocation of permission to use personal electronic devices for instructional purposes while on campus; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

DISTRICT LIABILITY

The District is not responsible:

- for damage to or loss of devices brought from home;
- any injuries or claims resulting from the use of technology,;
- the maintenance or repair of any personal technology;
- any cost incurred due to the use of personal technology for either texting or Internet usage charges that occur from the use of a student's personal device. It is the parents' responsibility to ensure their children understand the usage options that are available to them, such as the number of texts.

DISCLOSURE OF SERVICE

- The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.
- Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals, organizations or groups in the system are those of the providers and not necessarily those of the District.
- The District will cooperate fully with local, state and/or federal officials in any investigation concerning or relating to misuses of the District's electronic communications system.

The student agreement must be renewed each school year.

Personal Electronic Devices at High School

- Personal electronic devices are subject to being taken by staff members at any time during the school day.

- If a student refuses to hand over the personal electronic device to a staff member when asked the student will be referred to the office where they will receive disciplinary consequences and hand over the device or face suspension.
- Cell phones are permitted before school starts/ after school ends and during lunch in the school cafeteria only. All phones should remain off during the school day including passing periods unless they are being used for approved instructional purposes.
- Failure to adhere to policies will result in the device being taken by a staff member and in accordance with Sec. 37.082 a fee of \$15 dollars will be assessed for each occurrence.

Extracurricular activities while in In School Suspension (ISS)

Students assigned three or fewer days in ISS may participate in all extracurricular activities during their assigned stay, pending principal approval. Students assigned four or more days may not attend, practice, or participate in any extracurricular activities.

Fighting

Fighting is considered a serious offense. All fights will be investigated and the principal or designee will establish a determination of self-defense. Students who fight or instigate a fight may receive disciplinary consequences that include a police referral, citation and placement in DAEP.

Hallways

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

Lunch Detention

- Students will eat their lunch in D-Hall and will dispose of trash properly.
- Students in D-Hall will not talk or visit with other students.
- Students will raise their hands if they need assistance.
- Students will not be allowed to leave D-Hall for any reason, including using the restroom.
- Students will leave their area cleaner than they found it.
- During the last 5 minutes of lunch, students in D-hall will assist in cafeteria clean-up.
- Students will leave in an orderly manner.
- Failure to follow lunch detention procedures may result in additional days of lunch detention or more serious consequences.

School Facilities Open Before School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The following areas are open to students before school.

- Cafeteria open at 7:00 AM
- Library open at 7:20 AM
- Learning Lab opens at 7:20 AM

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

Students Leaving Closed Campus

Students who arrive on campus must remain on campus until the end of the day or sign out. Any student who leaves campus without signing out will be punished. Students who miss a class while leaving campus will be considered truant.

Student or Student Group Pranks

SISD will not tolerate any criminal acts of vandalism committed on SISD property. We ask that students demonstrate their school pride and respect by remaining vigilant and reporting suspicious behavior that could harm their campus. Student or student group planned pranks, breaking and entering, or vandalism of public property is a criminal offense and will be punished under Texas Penal Code Section 28.03.

Tardy Information

Smithville High School starts its day and scheduled classes promptly at 7:50 A.M. The first bell rings at 7:45 A.M. to allow students time to get to class. Students are counted tardy if they arrive to class after the 7:50 bell. Students will be given one tardy warning per semester without disciplinary action. This warning covers the “emergency” situation or the unavoidable tardy. A student is considered tardy if he/she is not in his/her class at the designated time. See classroom syllabus for individual teachers’ policies. Students arriving after 7:50 A.M. need to sign-in at the office regardless of the reason for the tardy. The accumulation of tardies starts over each semester.

Tardy Policy

- First Tardy - Warning
- Second Tardy - 1 day lunch detention and parents notified.
- Third Tardy - 2 days lunch detention and parents notified.
- Fourth Tardy - 1 ½ hours After School Detention and parents notified. (1 day)
- Fifth Tardy - 3 hours After School Detention and parents notified. (2 days)
- Sixth Tardy - 4 ½ hours day of After School Detention and parents notified.(3 days)
- Seventh Tardy - 1 day Saturday Detention and parents notified. (4 hours)
- Eighth Tardy - 2 days Saturday Detention and parents notified. (8 hours)
- Ninth Tardy - 1 day ISS, DAEP Warning Letter, and parents notified.
- Tenth Tardy - 30 days or more of DAEP and parents notified.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. All student vehicles must have a student permit. Students are not allowed to go to their vehicles during the school day without coming to the front office. If it is deemed necessary by the administrative staff, student will be escorted to their vehicle. Students going to their vehicle without supervision will be subject to disciplinary consequences and/or loss of vehicle parking privileges. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. A hanging school parking tag must be visible at all times. Students sent to DAEP for a controlled substance found in the vehicle may lose parking privileges for the remainder of the school year.

Extracurricular Information

Smithville High School is proud to provide a wide variety of clubs, organizations and extracurricular activities for membership. A listing of sponsors will be distributed prior to the beginning of the fall semester. All extra-curricular activities have their own handbooks and constitutions and students who are participating in these activities fall under the authority of that group's rules and regulations.

Extracurricular Activities Information

Participation in school and school-related activities is an excellent way for you to develop talents, receive individual recognition, and build strong friendships with other students; however, participation is a privilege. Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL), a statewide association of participating districts, has the following guidelines for eligibility:

- A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- During the initial six-week period of the school year, students must have been promoted into the next grade level or must have accumulated the required number of units toward graduation.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 22 absences when competing in UIL activities
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, one act play and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

- For further information, see policy FM and FO.

Fund-Raising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 5 days before the event. Except as approved by the administration, fund-raising is not permitted on school property. For further information, see policies FJ and GE.

Organizations

Academic UIL—Academic UIL competition is open to all students, grade 9-12. This is an extracurricular activity. Practice is held outside the time parameters of the regular class day. Competitive events are held throughout the school year in areas of accounting, calculator applications, computer applications, computer science, current issues and events, journalism, math, ready writing, science, speech, spelling and vocabulary. Winners at the district level have the opportunity to advance to regional and state competitions.

Athletics: See Course Catalog

Band: See Course Catalog

Cheerleaders: See Course Catalog

DECA: This is a youth organization for marketing students, stressing social intelligence and vocational understanding. It enhances classroom instruction, teaching leadership, citizenship, and builds a willingness to assume the responsibilities of the business and civic community.

FCA: This organization is for students in grades 9-12. Students interested in this organization need to contact your coach/sponsor.

FFA: FFA is an organization that stresses learning by doing! This organization's main goal is to compliment the Agricultural Science and Technology classroom by offering students the opportunity to actually use those skills taught in the classroom. Leadership Contest, Judging Contest, and Stock Shows are just a few examples of the many activities in which FFA is involved. FFA also offers more scholarships for more money than any other school-based youth organization in the country.

Golf: Golf is open for SHS students, grades 9-12. Students will be expected to furnish clubs. Golf is a competitive sport. Students may try out for the team in the spring. You must have a basic understanding of the game.

National Honor Society: Members are selected on the basis of grade point averages, teacher rankings and letters of recommendation. Selection guidelines are based on the national charter handbook.

Powerlifting: Powerlifting is available for students in grades 9-12. Please contact the Powerlifting coach if you are interested in participating.

Student Council: Student council is a leadership organization on the SHS campus. Students should contact the Student Council sponsor for requirements. All elections for class officers will be held each spring for the following school year. Incoming freshman elections will be held at the beginning of each school year at the high school.

Tennis: This is a UIL sport that includes a junior varsity and varsity. Practices are outside of school hours and students will play a spring match schedule. All tennis players are expected to be in good academic standing with conduct that projects a positive image of our school and tennis program.

Yearbook: Enrollment is by approval of the teacher and completion of prior requirements. Any students interested should first visit with the journalism teacher before making a final decision.

Physical Examinations: Students who participate in UIL athletic competition must receive a physical examination each year and submit a certificate from their physician stating they are physically able to participate in the athletic program.

Program Reminders: Student clubs and performing groups may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If an organization's violation is also a violation of school rules, then the consequences specified by the campus administrator will apply in addition to any consequences specified by the organization.

Share the Talent Philosophy

The following guidelines will be used by school and programs administrators, UIL event coaches and sponsors, and program and club advisors to assure maximum opportunity for all students to participate in a wide range of curricular, co-curricular, and extra-curricular activities.

- Students will be encouraged to participate in activities of interest to them.
- SISD staff will facilitate student participation in multiple activities through coordination of event schedules and provision for support services.
- When two events conflict, SISD staff will assist students in following these participation priorities:

- District UIL Competition
- Non-District Competition
- Scheduled Calendar Events
- Regular Event Practice
- When direct conflict between two activities of equal priority occurs, the student will make the decision regarding the event in which to participate.
- No direct or indirect penalty will fall upon any student in making such a choice.
- In those cases when students choose not to adhere to “Share the Talent” priorities then club, team, or other organizational guidelines that penalize students may apply.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

Transportation Information

Drop off and pickup of students

Please pick up and drop off students at the rear of the student parking lot on the south end of the campus. Students who need an admit pass to class may be dropped off by the front entrance. The entrance to the North of the School, off 95, is a faculty only street from 7:00 A.M. to 4:15 P.M. Monday to Friday. The Washington Street entrance is for Buses and Teachers only. Please drive slowly and carefully in our school area. Your cooperation is appreciated. A little extra time will ensure the safety of all students.

Parking Guidelines

- It is considered a privilege to park on school grounds and all parking regulations will be enforced.
- Suspension of driving privileges, towing vehicles and/or suspension from school may occur when violations of these regulations occur.
- Parking is strictly limited to the student parking areas. Parking in any other unauthorized area will result in disciplinary action. Students will not park in areas designated as NO PARKING ZONES or BUS LOADING ZONES, or park in such a position as to obstruct movement of emergency vehicles, delivery trucks, and maintenance vehicles.
- All student drivers must be licensed and covered by insurance.
- There is to be no congregating in the parking lot during class time.
- There is a posted speed limit of 10 mph and there will be no speeding or any form of reckless driving on the school grounds.
- The district is not liable for theft, vandalism, or damage to any vehicle. In the event that a vehicle is towed away for violation of parking policy, or for any other reason, the district is not liable for the towing costs. Please keep the parking lot free of trash and glass; use the trash barrels.
- All vehicles parked in the school parking lot must have a current SHS parking permit.
- Parking permits will be available in the office for a fee of 15 dollars.
- Students parking in the wrong lot or in violation of school parking policies will be subject to parking tickets and/or towing.
- Students sent to DAEP for a controlled substance found in the vehicle may lose parking privileges for the remainder of the school year.

School Sponsored Activities

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent.

Eligibility Calendar

SMITHVILLE ISD ELIGIBILITY CALENDAR 2018 – 2019

Date	Event
September 28	Check grades
October 5	Students lose or regain eligibility **
October 19	Check grades of students who lost eligibility on October 5
October 26	Students who were passing all classes on October 19 become eligible **
November 2	Check grades
November 9	Students lose or regain eligibility **
November 30	Check grades of students who lost eligibility on November 9
December 7	Students who were passing all classes on November 30 become eligible **
December 20	Check grades
January 15	Students lose or regain eligibility ** (Tuesday)
January 25	Check grades of students who lost eligibility on Tuesday, January 15
February 4 (Monday)	Students who were passing all classes on January 25 become eligible **
February 14	Check grades
February 21	Students lose or regain eligibility **
March 8	Check grades of students who lost eligibility on February 21
March 15	Students who were passing all classes on March 8 become eligible **
April 12	Check grades
April 19	Students lose or regain eligibility **
May 3	Check grades of students who lost eligibility April 19
May 10	Students who were passing all classes on May 3 become eligible **

Thanksgiving Break - All students are eligible

Christmas Holidays - All students are eligible

Spring Break - All students are eligible

Summer Break - All students are eligible

Ineligible Students cannot travel with the extracurricular group or perform/ participate at Pep Rallies, Football Games & Extra-curricular performances. The travel exception is for any student travel that is deemed an “Educational Field Trip” by school administration. However, ineligible students may not participate in any extracurricular performances or contests that may be part of an “Educational Field Trip”.

Academic Waivers need to be submitted within three days after the last day of the 6 weeks.

Ineligible students can and are expected to attend extra practices and perform at curricular concerts. (Curricular concerts include the Christmas and Spring Concerts)

** Eligibility is lost or regained at the end of the regular school day - even if the day it changes falls on a school holiday.

Smithville High School Academic Waiver

I, _____, am requesting permission to receive a one-time specific course waiver for 2018-2019 school year to the UIL eligibility rule on advanced classes. I have made below a 70 in the approved class listed below.

_____	_____	_____
Class	Grade in subject	Current grading period

I understand that the school board has approved this one time waiver for selected classes in accordance with the UIL rule on eligibility. I understand that this waiver may only be used one time per year per course and it pertains only to advanced classes. I also understand that I am only allowed a total of two waivers per year. I am requesting the Principal of the School approve my waiver so that I may participate during the next grading period.

_____	_____
Student's name	Date

_____	_____
Student signature	Parent signature

_____	_____
Teacher signature	Principal signature

Briefly state what you plan to do to ensure success in this class _____

Academic Waivers need to be submitted within three days after the last day of the 6 weeks