

SMITHVILLE JUNIOR HIGH SCHOOL



“COMMITTED TO EXCELLENCE”

STUDENT HANDBOOK ADDENDUM
2018-2019

Board Approved: July 16, 2018

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Dr. Bethany Logan, Principal
Mrs. Amanda Gommert, Assistant Principal
Mrs. Cheryl Burns, Superintendent

www.smithvilleisd.org

SMITHVILLE JUNIOR HIGH MISSION STATEMENT:

The mission of Smithville Junior High School is to foster life-long learning, encourage community involvement and communication, promote collaboration among staff, and ensure a safe learning environment.

SMITHVILLE JUNIOR HIGH VISION STATEMENT:

We want SJHS to be a place of academic achievement where we recognize students for working hard, motivate students to engage in school, and equip students to be successful.

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SECTION I: PARENTAL INVOLVEMENT

Volunteers

Complete a Criminal History Disclosure Form and the DPS Audit Form. These forms are available in the front office of the school.

Parent Involvement

P.A.T.S. (Parents and Teachers for Success) is the booster club which provides support for all programs and activities at the Junior High. Parents, guardians, and other interested community members are encouraged to join and participate. Meetings are held the third Wednesday of each month at 4:45 p.m. in the Junior High Library.

Visitors

Parents, guardians, and other interested community members are always welcome to visit any SISD campus. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front 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. When bringing lunch for your child, you must sign-in at the front office, receive a visitor badge, and proceed to the cafeteria.

If you need to give a student a note or a message from home, please make sure that all requests are made before 3:00 pm so that we can ensure your child gets the message.

SECTION II: IMPORTANT INFORMATION

ACADEMICS

Algebra

The Iowa Algebra Aptitude Test (IAAT) can help administrators and counselors make more informed decisions regarding the initial placement of students in the secondary mathematics curriculum. Any decision regarding “readiness” is extremely difficult. Students are required to pass the STAAR math test at Met Standard, pass the IAAT, and/or be in the 90% percentile of AIMSWEB End of Year 8th grade screener in order to be admitted into the class.

ACADEMIC INTEGRITY

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 may be subject to loss of credit for the work in question.

ATTENDANCE & TARDIES

Attendance is taken during each class period. When a student is absent for any portion of the day, a note (signed by the parent or guardian) must be brought to the school office within 3 school days in order for an absence to be excused. However, Campus Attendance Review Committee (CARC) may accept notes within ten days from the end

of the six weeks. Students must attend at least 90% of school days. A student, who attends fewer than 90% of the days, will be referred to CARC to determine whether the absences may be excused or how the student can regain credit. Parents and students are invited to attend CARC meetings to present documentation at that time. Often a student may make up missed time by serving in Saturday School. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence. Please also refer to the SISD General Student Handbook for more information. [See SISD policy FEC (local)].

Tardies begin the 2nd week of school.

A student is considered tardy if he/she is not in his/her class at the designated time. Tardies are considered classroom interruptions and diminish the overall effectiveness of classroom instruction.

TARDIES	CONSEQUENCES
1	Warning
2	1 lunch detention, a no show will result in 1 afterschool detention
3	1 afterschool detention, a no show will result in 1 day of ISS (PARENT NOTIFICATION)
4	ISS referral (PARENT NOTIFICATION)
Each additional tardy will result in either 1 day of community service (4 hours of community service) or 1 day of ISS. The campus administrator will have the final authority.	

AWARDS AND HONORS

Students receive awards for honors, athletics, A and A/B honor roll, UIL, National Junior Honor Society, six weeks, outstanding students, and perfect attendance..

BENCHMARK TESTING

Pre- and Post-Benchmark tests may be administered each semester.

CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day.

Bell Schedule

7:55	8:00	1 st Bell
8:00	9:00	1 st Period/Announcements
9:04	9:57	2 nd Period
10:01	10:54	3 rd Period
10:58	11:51	4 th Period
11:55	12:55	5 th Period Tutorials
12:59	1:52	6th Period
1:56	2:49	7th Period
2:53	3:45	8th Period

COURSE CREDIT

A student in grades 8–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

DISCIPLINE

The campus behavior coordinator (Mrs. Gommert, Assistant Principal) shall promptly notify a student's parents by phone or in person of any violation that may result in in-school or out-of-school suspension, Saturday school, placement in a DAEP, placement in a JJAEP, or expulsion. The campus behavior coordinator shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student written notification of the disciplinary action to take home to the parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the campus behavior coordinator shall send written notification by U.S. mail. If the campus behavior coordinator is not able to provide notice to the parent, the principal or designee shall provide notice. Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Saturday School and/or Community Service

Saturday school may be assigned to students for disciplinary infractions and violations of the Student Code of Conduct. Students who fail to attend Saturday school will be given ISS.

Times-8:00 am-12:00 pm
Location: SJHS Library

If students arrive late, they will not receive credit for the day.

Community service may be assigned to students for disciplinary infractions and violations of the Student Code of Conduct. Students who fail to attend community service will be given ISS.

Suspensions and other consequences may be implemented as needed.

More Major Offenses may be found in the District Student Code of Conduct.

More Minor Offenses may be handled at staff discretion.

Principal has the final authority.

ISS

Students assigned ISS will be expected to perform community service such as picking up trash and wiping down tables.

LUNCH FOR STUDENTS IN DETENTION OR ISS

Those students serving in ISS and lunch detention will be served a school lunch per USDA nutrition standards for school meals. Gum, candy, ice cream, etc. will not be permitted.

DISCIPLINE REFERRALS

Consequences for Students Receiving Discipline Referrals		
Offense:	1st Violation:	Subsequent Violations:
Bullying (as defined in the Code of Conduct)	4 days ISS	5 days ISS
Physical Aggression/Inappropriate Contact	4 days ISS	5 days ISS
Reckless Horseplay	1 day ISS	2 days ISS
Defiant & Argumentative	2 days ISS	3 days ISS
Disrupting Class	1 day ISS	2 days ISS
Skipping Class - leaving class without permission/not going to destination assigned	1 day ISS	2 days ISS

Skipping School- leaving Campus without permission for any length of time	2 days ISS	3 days ISS
Verbal or Written Inappropriate Language or Gestures -Including, but not limited to, Profanity or Abusive Language	1 day ISS	2 days ISS
16 days of Lunch D-hall in 1 semester	1 day ISS	2 days ISS
Dress Code Violation -Only if student in unable to change/fix the problem	ISS remainder of day	ISS remainder of day and 1 afterschool detention
Misuse of District Technology	Possible ISS and/or loss of computer privileges	

Suspensions and other consequences may be implemented as needed.

More Major Offenses may be found in the District Student Code of Conduct.

More Minor Offenses may be handled at staff discretion.

Students who receive an assignment of ISS will be ineligible to participate in extracurricular activities the day of the assigned ISS.

Principal has the final authority.

BACKPACKS

All students must keep their backpacks in their assigned locker. Students are not to share lockers.

DRESS CODE

Our dress code is designed to encourage and promote self-respect and pride in appearance on our campus. 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 criteria 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.

ELECTRONIC DEVICES AND TECHNOLOGY

Cell phones are permitted before & after school. All phones and smart watches should remain off during the school day including lunch & passing period. Phones on and taken up will be returned at the end of the school day when the \$15 fee has been paid. Refer to the District General Student Handbook for more information.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) - a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. See <http://www.uiltxas.org> for additional information.

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class- other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English- may not participate in extracurricular activities for at least three school weeks.

- A student who receives at the end of a grading period a grade below 70 in any EPIC/advisory class or local class will be considered ineligible to participate in extra-curricular activities at SJHS, and may not participate in extracurricular activities for at least three school weeks, this includes band and athletics.
- A student with disabilities who fails to meet the standards in the individualized educational program (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 for extracurricular activities. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to this restriction.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Behavior in Extracurricular Activities and Clubs

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

Band

Band students in grades 6-8 may participate in the band program. Each year the band presents concerts as well as attending area musical events.

National Junior Honor Society (NJHS)

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.

Officers and Elections

Specific clubs, organizations, and performing groups will hold elections for student officers. These groups include but are not limited to: Student Council and NJHS.

FIELD TRIPS AND SCHOOL DANCES

In order to be eligible for field trips and school dances, students must not receive a referral within 2 weeks of the field trip and/or dance. Students must be in attendance the entire school day in order to attend field trips and school dances.

GRADING GUIDELINES

Grading Guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been

reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. At the Junior High level, a minimum of one grade per week is required for each course per grading period.

Report cards will be mailed home the week following the end of each six weeks.

See the SISD 2018-2019 School Calendar for six weeks dates.

Students who fail a daily assignment, daily quiz, weekly test, or major 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 five 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 assignments or 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 five days is needed to complete the tutorial and assignment, written confirmation from the teacher will be required. Due to the nature of the grading period, semester exams and final exams are exempted from redo.

Grading Policy

Daily/Homework- 40% of final six weeks average

Unit Tests and/or Projects- 60% of final six weeks average

High School Courses Algebra/EOC

The 8th grade students taking high school Algebra I, Health and/or Speech will be graded according to the High School Grading Policy:

Daily/Homework- 40% of final six weeks average

Unit Tests and/or Projects- 60% of final six weeks average

SSI

The Student Success Initiative is a requirement for all 5th & 8th grade students to pass the mathematics & reading STAAR test in order for promotion. This is in addition to the state requirement of passing all core classes.

HEALTH-RELATED MATTERS

Refer to the District General Student handbook for more information.

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.

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.

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.

MAKEUP WORK

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

PARENT/TEACHER CONFERENCES

Close communication between home and school is important to student success. Conferences with your child's teacher may be scheduled at any time by calling the Junior High School office at (512) 237-2407.

SCHOOL FACILITIES

Use by Students Before and After 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, beginning at 7:30am.

- Locker rooms for athletes, at coaches request
- Cafeteria for students eating breakfast
- 6th Grade will go to the 6th Grade annex and be seated in the hallway.
- 7th Grade will go to the 7th Grade hallway and be seated in the hallway.
- 8th Grade will go to the 8th Grade hallway and be seated in the hallway.

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.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before or after school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, 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 standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have hall pass to be outside the classrooms for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct/Campus Discipline Plan.

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Candy Biehle to apply. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student 7:30 – 4:00 on school days, closed during lunches.

Drop-Off and Pick-Up

All streets around the Junior High and Elementary School are one-way 7am to 4pm on School Days. There are locations for dropping-off and picking-up students. Between the Junior High and the tennis courts is an area marked for drop-off/pick-up.

On Wilkes Street by the picnic tables is an area marked for drop-off/pick-up.
In the gym parking lot, by the locker room doors is a designated drop-off/pick-up area for athletics.