



HIGH SCHOOL  
&  
JUNIOR HIGH SCHOOL  
HANDBOOK

2017-2018

P.O. Box 997  
Somerville, TX 77879

|                                        |              |           |
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## **Morning Announcements**

Every morning we will recite the “Pledge of Allegiance to the American Flag” and the “Pledge of Allegiance to the Texas Flag” and have a moment of silence.  
*(Beginning of 2nd period)*

### **Pledge of Allegiance to the American Flag**

**I pledge allegiance to the flag  
Of the United States of America  
And to the republic  
For which it stands:  
One nation under God,  
Indivisible,  
With liberty and justice for all**

### **Pledge of Allegiance to the Texas Flag**

**Honor the Texas flag;  
I pledge allegiance to thee, Texas,  
One state under God,  
One and indivisible.**

## **SOMERVILLE ISD SCHOOL SONG**

Hail all hail the valiant Yeguas  
Hold our colors high.  
As we march along to victory  
May our spirits ne'er die.

Swell the chorus, swell the chorus  
To our school we're true.  
Hail all hail the valiant Yeguas.  
Hail all hail to you!

## **YEGUA FIGHT SONG**

All for Yeguas honor  
We will fight on (fight, fight, fight)  
We will be fighting  
When the day is done and  
When the dawn is breaking

We're the fighting Yeguas  
For the orange and black  
(Fight, fight, fight)  
We will be fighting  
So, Yeguas, let's fight!

### **Regular Bell Schedule**

Somerville Junior High/High School

|                                   |                    |
|-----------------------------------|--------------------|
| <b>1st Period</b>                 | <b>7:45-8:37</b>   |
| <b>2nd Period</b>                 | <b>8:40-9:32</b>   |
| <b>3rd Period</b>                 | <b>9:35-10:27</b>  |
| <b>4th Period</b>                 | <b>10:30-11:22</b> |
| <i>HS Lunch</i>                   | <b>11:25-11:55</b> |
| <b>HS 5th Period (Yegua Time)</b> | <b>12:00-12:35</b> |
| <b>JH 5th Period (Yegua Time)</b> | <b>11:25-12:00</b> |
| <i>JH Lunch</i>                   | <b>12:05-12:35</b> |
| <b>6th Period</b>                 | <b>12:38-1:30</b>  |
| <b>7th Period</b>                 | <b>1:33-2:25</b>   |
| <b>8th Period</b>                 | <b>2:28-3:20</b>   |

**\*JH/HS announcements made at the end of 3<sup>rd</sup> pd.**

## Pep Rally/Advisory Period Bell Schedule

|                                   |                    |
|-----------------------------------|--------------------|
| <b>1st Period</b>                 | <b>7:45-8:34</b>   |
| <b>2nd Period</b>                 | <b>8:37-9:28</b>   |
| <b>3rd Period</b>                 | <b>9:31-10:18</b>  |
| <b>4th Period</b>                 | <b>10:21-11:10</b> |
| <b><i>HS Lunch</i></b>            | <b>11:13-11:43</b> |
| <b>HS 5th Period (Yegua Time)</b> | <b>11:46-12:26</b> |
| <b>JH 5th Period (Yegua Time)</b> | <b>11:13-11:56</b> |
| <b><i>JH Lunch</i></b>            | <b>11:56-12:26</b> |
| <b>6th Period</b>                 | <b>12:29-1:10</b>  |
| <b>7th Period</b>                 | <b>1:13-1:57</b>   |
| <b>8th Period</b>                 | <b>2:00-2:46</b>   |
| <b>Pep Rally/Advisory</b>         | <b>2:50-3:20</b>   |

### Dress Code

The Somerville High School Dress Code is established to teach grooming, hygiene, instill discipline and modesty, prevent disruption, avoid safety hazards, teach respect for authority, and prepare our students for the future.

#### Accordingly, the following shall apply:

##### Shirts and Blouses

- Boys must wear shirts with sleeves; girls may wear sleeveless shirts that cover the entire shoulder or the width of their hand.
- No tank tops are allowed.
- No cleavage or midriffs shall be exposed.
- If the administration thinks a shirt is too long, then it is too long. Shirts that are too long will be required to be tucked in.
- No inappropriate pictures, images, or words.

##### Pants, Skirts, Dresses

- Pants must be worn at the waist. The inability to keep the pants at the waist will result in the student having to wear a belt, along with possible disciplinary action.
- “Capri” and “Crop” pants may be worn.
- Shorts, skirts, and dresses must touch the top of the knee when standing.
- No holes **above** the knees on jeans, khakis, overalls, etc.
- Pant legs may not be rolled up.
- **Tights, form fitting pants, leggings, spandex, exercise pants, and yoga pants must be covered by mid-length shorts, skirts, or long shirts.**

## **Shoes**

- Shoes must be worn at all times.
- No house shoes may be worn.
- Sneakers are required for PE/Athletics.

## **General Dress Code Requirements**

- No oversized clothing of any kind.
- No undergarments shall be visible or worn as outer garments.
- No additional garments may be worn on the shoulder, around the neck, or hanging from pants' pockets.  
**(No blankets)**
- Hoods on hoodies or jackets may not be worn inside the building.
- Hats, caps, headbands, or any other types of head covering garments are not allowed inside the building during school hours.
- Clothes, jewelry, and other accessories that contain suggestive, inappropriate, or vulgar slogans or images, or advertise illegal products, alcohol and/or tobacco, are prohibited.
- Spiked and/or leather accessories and/or chains are not permitted (wallets, etc.).
- Any type of garment that can be interpreted as gang-related is not allowed on campus during school hours or at any school-related activity.
- Sunglasses may not be worn in the building.
- Tattoos must be covered.

## **Hair and Body Piercings**

- Hairstyles that are disruptive to the instructional programs are not permitted. Hair must be neat and clean with no bizarre cuts or colors. This is open to the principal's discretion.
- Students are not permitted to wear their hair in such a manner that the hair covers the face or eyes.
- Facial hair must be neat and trim per administrative discretion.
- Ear piercing is limited to 3 per ear. Female loop earrings are limited to 2 inches in diameter.
- No eyebrow, nose, cheek, lip, tongue, or other visible body piercing is allowed. A clear stud may be worn in the place of the face jewelry.
- No temporary orthodontic hardware (grills) not prescribed by medical professionals.

Administrators have the authority to regulate any distracting attire or grooming issues. Failure to comply will result in the student being required to change clothes. Students will be provided clothes should a parent not be able to bring a change of clothes to campus. All class time missed is considered an unexcused absence. The building administrators determine whether a student's dress is appropriate. Repeated offenses may result in more serious disciplinary action. Appropriate discipline procedures shall be followed in all cases.

## **Use of Electronic Devices and Technology**

Cellular phones, IPODs, MP3 players, CD players, headphones/earphones, cameras and other electronic devices are not allowed to interfere with instruction in any fashion at any time. Further information below:

- Cell phones, personal electronic devices, and headphones will be allowed during breakfast and lunch. Phones/electronic devices used during these times must be used with headphones. Bluetooth speakers are NOT ALLOWED.
- Cell phones/electronic devices are allowed in the halls during passing periods; this includes the bathrooms.
- Cell phones/electronic devices are ONLY ALLOWED in classrooms and during lessons if specified in daily lesson plans.

Teachers and other staff will collect these devices if it is determined that a student has the device out or is using the device during an unauthorized time and/or place and hold it until the end of the day. The second time, and any time after that, confiscated cell phones will be turned into the administration building and a \$15.00 fee will be assessed. Collected devices will only be returned to a parent or guardian at the end of the student's instructional day. Students will also receive a disciplinary referral for failure to follow the Student Code of Conduct.

Somerville ISD will not be held responsible for lost, stolen, or damaged cell phones and/or personal electronic devices.

## **ATTENDANCE**

### **Extracurricular Absences**

Students who wish to participate in extracurricular activities that will require them to miss class time during the school day are required to have satisfactory attendance, conduct, and be passing all classes that are to be missed.

### **Excessive Unexcused Absences**

Students who have excessive absences, nine or more absences per semester, can be denied credit. A student with excessive absences will need to complete an application to request a meeting with the Attendance Review Board (ARB) at the end of the semester. Once the application is received then a meeting will be scheduled with the ARB, the student, and a parent or guardian. During the meeting, the ARB will determine if the student is eligible to make-up the time missed due to absences to regain credit.

### **Excessive Absences from a Former School**

Students enrolling in school during a semester with excessive absences from their previous school are entering with the possibility of credit loss. Students will have the option to meet with the Attendance Review Board (ARB) at the end of the semester to determine if he or she is eligible to make-up the time missed due to absences from the previous school.

### **Field Trip Absences**

Students participating in a field trip during school hours will not be counted as absent. Work missed for such activities are eligible for make-up. Prior approval must be given for all students participating in a field trip. Students who are failing any class or who have poor or unsatisfactory conduct/attendance may not participate in a field trip that will cause them to miss a class in which they are having difficulty. It will be the responsibility of the teacher or coach sponsoring the field trip to check student's eligibility for the field trip.

### **College Visitation**

Whenever possible, college visits during the school year should be scheduled during school holidays and teacher workdays when the students are not in classes. Juniors and seniors are allowed only two (2) excused absences each year for college visits. Students must bring back signed verification from the college they have visited. College visitation days will be recorded as excused absences when they return the signed verification from the college they visited to the front office on the day they return to school.

### **To Leave School Early Due To Illness**

If a student becomes ill while at school, the student should get a pass from his/her teacher to go to the clinic. Under no circumstances are students to leave school without proper authorization. Note: A student leaving school for any reason must sign out in the office with a parent or guardian. Failure to follow this procedure will warrant disciplinary action for truancy.

### **SHS/JH Closed Campus Policy**

Once a student arrives on campus for the school day, he/she will NOT be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's appointment, orthodontia, illness, etc.) other than a school-sponsored activity without checking out through the office will be subject to disciplinary action. Check-out procedures must be followed even if the parents are aware that the student is leaving. SISD Board Policy prohibits students from leaving the campus during the school day (including lunch) without the permission of a parent or guardian.

### **To Return To School after Leaving Early or Being Absent**

When leaving school early for an appointment students will need to be signed out by a parent or guardian in the front office. Students will need to bring verification from the health professional to the office when they return to school. If a student is absent from school and has been seen by a physician, then he or she will need to bring in a signed medical excuse from the doctor with the specific dates listed that are excused absences from school. If a student has been absent, but has not been seen by a health professional, then the student needs to turn in a written excuse from a parent or guardian upon the day of returning to school.

### **Parking Regulations**

All students that drive to school will need to have a parking permit. When receiving a (non-transferable) parking permit and registering a vehicle for campus parking privileges, the student must furnish proof of license, liability insurance, a current registration and license plate number for each vehicle the student



will be driving. Students must also have cleared all campus records such as book fines, lost textbooks, etc., prior to a parking sticker being issued. Parking permits will be issued after all criteria are met.

Parking permits will cost \$3.00. Parking permits are non-transferable! Students who transfer a parking sticker prior to approval by the Principal will have their parking privileges revoked. Parking permits must be displayed from the rear view mirror. (Note: It might be wise to register all possible vehicles that may be used. Surveillance will be maintained to ensure that only approved vehicles are in the parking lot.)

SAFETY is our first priority. In Section 1, Section 545.414, Transportation Code, Subsection (a) it reads as follows: A person commits an offense if the person operates an open-bed pick-up truck or an open flatbed truck or pulls an open flatbed trailer when a child younger than 18 years of age is occupying the bed of the truck or trailer. (Provisions have been made under the Subsection(c) for operating or towing the vehicle in a parade.) If a student has anyone in the bed of a truck while driving on campus, for any reason, he or she will be reported to the local authorities. Vehicles parked illegally may be towed or immobilized at the expense of the owner (this includes parking on campus without a sticker). Students are reminded that faculty parking areas (prior to 4:00 P.M.), the visitors' parking, and Strickland's Funeral parking lot area are off limits. While every reasonable attempt will be made to provide parking lot security to the extent possible, the school assumes NO responsibility for accidents in the parking lot or loss of property due to damage or theft. All parking on campus is at the vehicle operator's own risk.

Campus security demands that students leave their vehicles immediately upon arrival on campus. Students must have a pass from the Principal/office to enter the parking lot during the day.

Students may not loiter either in cars or in the parking lot at any time. Every safety rule must be observed. Students on the work program and seniors with approved passes who must leave via the parking lot during the day must have their pass and identification available and must leave the parking lot immediately.

Student vehicles parked in unauthorized areas are subject to towing at the owner's expense. Unauthorized areas include: the faculty/staff parking lot (before 4:00 P.M.), circle drives, posted areas, fire lanes, handicap zones, and other areas designated as no parking, visitor parking, or bus loading and unloading zones.

All students will park their vehicles in the student parking lot located behind the gym, on Avenue L adjacent to the Yegua Center, on Avenue L across from the administration building. No student parking is allowed on either 8<sup>th</sup> or 9<sup>th</sup> Streets, or in either the Administration Building or the funeral home parking lots. The parking spaces on 8<sup>th</sup> Street in front of the high school, all parking on 9<sup>th</sup> Street between Avenue H and Avenue L, are reserved for faculty, staff, and visitors. Students found parked in these areas are subject to disciplinary consequences.

## TARDY POLICY

- 1 Students will be issued a tardy card each six weeks. Tardies will be handled according to the chart below.

| Tardy Number | Documentation                                                                   | Consequence                                                      |
|--------------|---------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1            | Date and Time documented by teacher on tardy card                               | *student/teacher conference                                      |
| 2            | Date and Time documented by teacher on tardy card                               | *student/teacher conference                                      |
| 3            | Date and Time documented by teacher on tardy card                               | *student/teacher conference                                      |
| 4            | Date and Time documented by teacher on tardy card<br>And turned into the office | *Parent call (documented by teacher)<br>*Lunch Detention Warning |
| 5            | Documented in the office                                                        | *Lunch D-Hall assigned<br>*Parent call by principal              |
| 6            | Documented in the office                                                        | *One Hour after school D-Hall                                    |
| 7+           | Documented in the office                                                        | *Assigned to ISS                                                 |

**\*\* Students with no tardies during the six weeks will receive a reward at the end of the six weeks and be entered into a drawing for a bigger reward at the end of the semester**

- 2 Any student arriving to class without a pass or is more than 10 minutes late without a pass, may be considered absent or truant to class. The teacher should mark the student as absent in the electronic grade book to document the late arrival time in their records. Either e-mail the appropriate principal or complete a discipline referral indicating the date and time of arrival to class.
- 3 Any and all violations of our Somerville Secondary tardy policy after the SEVENTH (7th) tardy will be regarded as a total disregard of school policy and persistent violation of school rules. The appropriate disciplinary process specified in district policy will be administered.

## STUDENT ACTIVITIES



**Co-curricular:** An extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Absences that occur in classes other than the class taking the field trip will be counted as extracurricular absences.

**Extracurricular:** School sponsored activities that are not directly related to instruction of the essential elements but offer significant contributions to a student's development. Participation in extracurricular activities is a privilege and not a right. Students must meet specific requirements in order to participate.

### **Extracurricular Attendance Requirements**

In order to participate in any extracurricular activity, the student must be in attendance for at least half of the instructional day (4 class periods). Any exceptions will need the Principal and Athletic Director's approval.

### **Academic Eligibility Requirements**

**First Grading Cycle:** All students are eligible for participation during the first six-weeks of school, as long as the student has been promoted to the next grade-level. If a student is not promoted or does not earn enough credits by the beginning of the school year, the student is considered ineligible only the first six-weeks of school. The student may become eligible the second six-weeks if he/she passes all courses the first six-weeks. The student does not remain ineligible the whole semester.

**Summer School Credits:** Credits earned in summer school or in approved correspondence courses may be used to determine eligibility for extracurricular activities.

**Dropping Courses:** A student may not drop a course after the first five (5) days of the new semester. An exceptional situation may be considered by the Principal; however any grade earned by the student in the course he/she dropped after the first five days of the semester will be recorded and used for purposes of determining/maintaining eligibility. If the grade is below 70, it is treated like any other failing grade in computing the grade point average (GPA) or in determining UIL eligibility.

**Subsequent Grading Cycles:** A student whose recorded grade average in any course is lower than 70 at the end of the six-week period shall be suspended from participation in any UIL activity or any extracurricular/co-curricular activity regulated by UIL eligibility rules during the next six-week period. If, however, a student is passing all courses at the end of the subsequent 3-week check, the student's eligibility is restored. The only exception may be in an Honors (as defined by the state) course, with Principal approval. An ineligible student may practice, but not participate in contests or non-practice

activities. **Such suspensions due to ineligibility shall become effective seven calendar days after the last day of the marking period in which a grade lower than 70 was earned.**

**Incomplete Grades:** A student receiving an incomplete (I) grade in a course is considered ineligible seven days after the end of a grading period or until the incomplete is replaced with a passing grade for the grading period.

**Activity Eligibility:** Eligibility is determined by academic progress, conduct, and attendance. Eligibility rules apply to all athletic teams, any activity sanctioned by UIL, and all clubs and organizations, etc. Students not meeting the designated grade and/or conduct requirements may not participate in any of these activities even though that activity would not require them to miss any class time. Students who have failed a class are also ineligible to participate in any school-sponsored field trip/activity that would require them to miss instructional class time.

### **Student Offices**

In order to be eligible for student offices, as a minimum requirement the candidate must have currently and for the preceding semester (Aug.-Dec. or Jan.-May) a clear conduct record, clear attendance record, a passing mark in all subjects, and have a grade average of 75 or better the preceding semester.

### **Extracurricular Dress Requirements**

The Principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students should be aware that there are additional expenses that may be required for some extracurricular activities, such as cheerleading. The sponsor will provide a written estimate of required expenses.

### **Scheduled Activities**

All student activity events must be approved and scheduled by the Principal and must be attended and supervised by a sponsoring member of the SJH/SHS faculty. Timely scheduling will prevent conflicts between competing activities. SJH/SHS facilities must also be scheduled through the Principal. A calendar is kept for each major venue.

### **Sanctioned Activities**

The only activities that may use the school name or “nickname” are those that are approved by the school administration. Use of the school name without the permission of the administration is prohibited. School clubs and organizations may not be affiliated with college fraternities and sororities. (NOTE: Initiations and “hazing” are strictly prohibited. All club and organization activities must be approved and chaperoned by a faculty sponsor.)

### **Off-Campus Activities**

All school-sanctioned activities must be placed on the school calendar, regardless of whether the activity is held on-campus or off-campus. School policies and regulations apply to all school sponsored activities.

## **Trips-School Sponsored**

Travel can be a very worthwhile educational experience as long as sponsors have students' full cooperation. Due to the large responsibility placed on school officials during any such travel, there may be special rules placed on the group. All participation in such excursions is based on passing grades, good attendance, and good discipline record. Final decisions on participation will be made by the Principal in collaboration with trip chaperones.

It is a privilege, not a right, to participate in such school sponsored trips. Absences for school sponsored travel will be counted as extracurricular, as excused absences and will be subject to the limits of such absences. When the school provides bus transportation for school activities, students must ride the provided bus unless prior approval from the Principal is secured.

Students need to understand that their complete cooperation is expected so that the trip is enjoyable for everyone. It must also be understood that violations of major rules could make a student subject to being sent home at the expense of the parents and possible removal from any activities in which the student would have otherwise represented the school. Sponsors of such trips will make parents and students aware of the special and existing rules when asking for parent permission for student travel. No refund can be expected for advanced trip deposit for students who cannot participate at the last moment due to the loss of eligibility or other causes.

In order to participate in any upcoming field trips at Somerville JH/HS for a particular semester in which the field trip will take place, a student must have met or will meet the following stipulations (all individual cases will be reviewed by the Principal):

| <b>Fall Semester (2017)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Spring Semester (2018)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. Have not been assigned ISS for more than 2 days prior to trip.</li><li>2. Have not been assigned DAEP or have been suspended prior to trip.</li><li>3. Has maintained acceptable attendance prior to trip.</li><li>4. Passing all classes according to UIL regulations (meaning the most recent grade reporting period; six weeks. If failed six weeks, must have been passing at the most recent 3-weeks mark).</li></ol> | <ol style="list-style-type: none"><li>1. Have not been assigned ISS for more than 2 days prior to trip.</li><li>2. Have not been assigned DAEP or have been suspended prior to trip.</li><li>3. Has maintained acceptable attendance prior to trip.</li><li>4. Passing all classes according to UIL regulations (meaning the most recent grade reporting period; six weeks. If failed six weeks, must have been passing at the most recent 3-weeks mark).</li></ol> |

## Drug Testing

**Procedure and Protocol for students in grades 9-12 who are involved in any extracurricular or co-curricular activity.**

**Students Eligible:** Any grades 9-12 student involved in an extracurricular activity, co-curricular activity, or school-sponsored club or organization, including but not limited to: athletes, band students, FFA, student council, class officers, NHS, Interact, FCA, etc.

**Frequency:** Four times a year – September, November, February, and April.

**Number of Students per drug test administration:** 20. A random list of 20 participants + 10 alternates will be chosen in advance of the test date. Students will not be notified that they were chosen until the morning of the test date. Any absent students will be replaced by alternates until the quota of 20 is met.

### Consequences for a failed result:

| Negative Result | Consequence                                                                                                   | Requirements                                                                                 |
|-----------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| First           | Warning and conference with student and parents/ guardians within 5 school days of notice of a failed result. | Will be required to test at the next testing administration.<br>Must attend drug counseling. |
| Second          | 6-week suspension from all school sponsored or school related activities.                                     | Will be required to test at the next testing administration.<br>Must attend drug counseling. |
| Third           | 1 full calendar year suspension from all school sponsored or school related activities.                       | Will be required to test at the next testing administration.<br>Must attend drug counseling. |
| Fourth          | Permanent suspension from all school sponsored or school related activities.                                  | Will be required to test at the next testing administration.<br>Must attend drug counseling. |

Any student who refuses to participate and provide a urine sample shall automatically be considered as having failed a drug test and will follow the sequences and requirements outlined in the chart above.

## ACADEMIC INFORMATION



### **Courses of Study**

To meet the diverse interests and needs of Somerville students, the school offers a challenging and comprehensive core curriculum with added enrichment coursework. Several academic levels and content areas are available so that a student can mix and match course content and level to individual goals, interests, and abilities.

The curriculum is designed to be challenging in content material, study skills, critical thinking skills, and problem solving utilizing state adopted textbooks, media, and computer technology. SHS curriculum is designed for students who plan to attend colleges or universities, technical schools, or become part of the workforce upon graduation. Teachers have high expectations for student performance in all courses. For the student who must have a modified curriculum, courses are developed around the state mandated curriculum stressing mastery of specific essential elements or objectives and study skills. Specific criteria exist for placing a student in a modified curriculum. These courses are designed for the student who has not satisfactorily achieved learning and requires special assistance in small classes. Students whose academic needs are addressed through special education classes earn credits toward graduation based on the specifications in the student's Individual Education Plan (IEP).

Tutorial sessions are available for the student who is having difficulty in a particular class, or is making a grade of 70 or below, or simply needs help in certain areas. These sessions may be offered after school, at lunch or when it is scheduled with the teacher of their choice.

### **Honors Courses**

Honors courses are among the most advanced academic courses offered by SISD. Students should plan on one and one-half hours of homework per day per course. Students must meet honors criteria to be placed in classes. Academic ability, motivation, and willingness to work are considered in placing students. Students' grades in Honors classes in grades 9-12 shall be weighted on a 5.0 scale.

### **Selection Criteria for Honor Courses**

Students must meet the following requirements for initial placement in honors classes. They may remain in advanced classes without further screening unless problems develop concerning maintenance criteria that are identified below. For initial placement:

- The student must have passed the most recently administered STAAR tests.

- The student must have maintained an “A” average for both semesters of the prerequisite course in the appropriate subject area to qualify for honor courses. Grades for transfer students should be an “A” for both semesters at their previous school.
- A subject area and appropriate teacher recommendation is required. Students new to the district must meet the above requirements. A guidance counselor’s recommendation will be used in lieu of a teacher’s recommendation if a student met this requirement.
- Students enrolling in honors courses without meeting the criteria listed above will be required (along with parents) to sign a contract waiving the right to withdraw the student from the honors course until completion of the semester.

### **Maintenance Criteria for Honor Courses**

Honors courses require intensive study at an increased pace thus requiring extra student effort in order to successfully complete the course. The student is eligible to continue in honors courses if he/she maintains a grade of 80 or above each six weeks and a semester average of 85 or higher. As a safeguard for the student, should one six week grade be less than 80, the student will be placed on probation and the parent notified. The second time a six weeks grade is less than 80 the student will be reassigned to the appropriate level class at semester unless they maintain a semester average of 85 or higher.

### **Awards and Honors**

An annual Awards Day assembly will be conducted in May to recognize students with perfect attendance, character awards, academic awards, and department awards. Students will also be recognized at the end of each six weeks grading period of academics.

#### **“A” Honor Roll**

Students must make no grade below “90” in any subject per six-week grading period.

#### **“A-B” Honor Roll**

Students must make no grade below “80” in any subject per six-week grading period and at least one A.

### **College Admissions**

College catalogues must be consulted for specific requirements. Certain college majors may require more mathematics and/or science courses in a high school program. Students who are considering applying to a selective college should consult with their college counselor about special entrance requirements. Most colleges and/or universities require either the American College Test (ACT) or the Scholastic Aptitude Test and Writing (SAT-W) for admission. Students are encouraged to talk to the counselor during their junior year to determine the appropriate exam to take. Entrance exams are usually taken at the end of the junior year. Accuplacer and/or the Texas Success Initiative Assessment test are required to enroll in dual credit courses.

### **Final Exemptions**

In order to maintain a high level of academic excellence, SHS has incorporated a policy for final exemptions. Final examinations will count 16% of the course grade. All students will participate in course finals in the fall semester. For the spring semester, the following exemptions will be awarded:



- *Students who have not been physically present for 90 % of a class during the semester are ineligible to exempt that class.*
- *Students who have been filed on for truancy for the semester are not eligible for any exemptions.*
- *Students with more than a total of 3 unexcused absences are ineligible to exempt.*
- *If a student has 2 excused absences they must have an 85 average or above to exempt.*
- *If a student has 1 excused absence they must have an 80 to exempt.*
- *Students who have served in ISS or have been suspended are ineligible to exempt.*
- *All absences count toward exemptions except partial day doctors' notes.*

## Core Exemptions

|          |            |         |         |
|----------|------------|---------|---------|
| Freshmen | Sophomores | Juniors | Seniors |
| 1 core   | 2 Core     | 3 Core  | 4 Core  |

## Transfer Students

Students who transfer from an accredited high school shall ordinarily be awarded grade points for courses taken in other accredited schools based on SISD's grade point system. Honors courses taken in another accredited high school shall receive weighted grade points based on SISD's grade point system. Pass/fail courses shall not be counted in the class ranking calculation.

Students transferring into the district receive the numerical grades that were earned in courses at another school. If numerical grades are unavailable, a conversion scale will be used:

|    |   |    |
|----|---|----|
| A+ | = | 99 |
| A  | = | 95 |
| A- | = | 92 |
| B+ | = | 89 |
| B  | = | 85 |
| B- | = | 82 |
| C+ | = | 79 |
| C  | = | 77 |
| C- | = | 75 |
| F  | = | 65 |

## Dual Credit

Students who meet admission criteria may take dual credit courses from Blinn College, or other approved colleges and universities. Seniors may attend classes at Blinn College for part of their required classes as long as they are enrolled in Somerville High School for at least 4 periods every day. Through an arrangement with Blinn College, students successfully completing a specified course will receive college credit as well as credit toward high school graduation. The student must receive approval from the high school counselor/principal to enroll in the course prior to the beginning of the course on the college campus in order to receive college credit for the course. Students are responsible for college grades being sent to the high school for credit purposes. A student will receive a full 6.0 for an A, 5.0 for a B, and so on. Students who are approved for the college course have release time in the

high school schedule for this course; those who drop the course or do not attend the course receive a failing grade (F) on the high school transcript for that course. Please address any questions about this program to the counselor. The grades students have at the end of the fall semester will be used for calculating final GPA's and class ranking.

90 + = 6.0

89-80 = 5.0

79-70 = 4.0

Below 70 = No credit

### **Grade Level Classification**

The listing below is a summary of the minimum number of credits required to be classified as a Freshman, Sophomore, Junior, and Senior. Students are assigned to a grade level on the basis of the accumulated number of credits earned at the end of each school year. Students are reclassified during July of each year. The only exception is for 11<sup>th</sup> grade students who file a graduation plan with the counselor by August 1<sup>st</sup>, which will allow them to be reclassified in January of their Junior year if they are in the process of meeting all graduation requirements by May of that year. Students may earn a maximum of seven (7) credits per academic year.

### **UIL Participation Classification Guidelines:**

*\*Only applies to extracurricular UIL participants*

- Students beginning grades nine and below must have been promoted from the previous grade prior to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

### **Local Credit**

Any courses the district deems necessary to provide opportunities for students in addition to state electives are considered local credits. Examples of these courses are office aides, remediation classes,

ACT/SAT preparation, etc. Courses receiving “local credit” do not qualify for state requirements for graduation. While local credit courses do not qualify for graduation they do count for UIL eligibility and for reclassification purposes. Local credits do not count toward the 26 state credits required on the Recommended or Distinguished Achievement Plan. The Recommended or Distinguished Achievement Plan for freshmen prior to 2014 requires 26 state credits. Entering freshmen in 2014 and beyond are on the Foundation High School Program plus an endorsement is 26 credits.

## **Course Load**

A normal class load for a SHS student is seven (7) 52-minute periods. Seniors are encouraged to enroll in a full academic program. Many colleges and universities expect students to take full advantage of advanced courses in core academic subjects and/or elective offerings.

Seniors are, with parent consent, allowed to attend fewer classes and receive an off-campus pass for early dismissal provided the student has sufficient credits to meet graduation requirements. Seniors must be enrolled in a minimum of 4 courses each semester. Seniors must be enrolled at second period and/or be enrolled in a dual credit course for attendance purposes.

Only two (2) credits for courses taken by correspondence will be accepted as part of graduation requirements for accredited schools in Texas.

## **Course Selection**

Students entering SHS should have made 9<sup>th</sup> grade course selections in the spring of their 8<sup>th</sup> grade year. SHS students in ninth, tenth, and eleventh grades will make course selections in the spring when course selection sheets are issued by the counselor. The counselor may meet with students and parents to review their Personal Graduation Plan and to select courses for the next school year. The counselor will make the course selections for students not completing course selection forms. In some situations, it is necessary to take courses in sequence, (e.g. Algebra I must be taken before Algebra II). Check with the counselor for this information.

**NOTE:** Courses in sequence must be taken in the established order. In other curricular areas, course prerequisites must be followed. An exception to this school policy may be allowed when a student is taking a course for the second time due to failure. In such cases, the final enrollment decision will rest with the counselor and the principal in collaboration with the parents and the student.

## **Schedule Changes**

The following will be considered for a change in a student’s schedule:

- Removal from an extracurricular activity.
- Leveling of class load.
- Repetition for an assignment to a teacher who previously taught the student.
- Has passed the class during summer school or credit by exam.
- Lacking a core class or foreign language.
- Change in home situation.
- Teacher request for change in class roster will be evaluated if agreeable to all parties.
- Change in program placement, i.e. from regular to honors, etc.

- Parent request for change in class placement must be made in writing and submitted to the counselor no later than September 5. Change in assignment will be subject to class loads, subject availability, and grade level priority. All requests made after September 5 will be subject to the approval of the principal.

## **Course Credit**

Students must achieve a final grade of 70 or above on a scale of 100 to receive credit for a course.

Students whose final cumulative average for a year-long course averages out to a 70 and neither semester grade is below 60 will receive credit for the entire year.

Students whose final grade in any semester is 60-69 are eligible for summer school providing the course is offered in summer school. Students whose final grade in any semester is below 60 must repeat the course the following year and/or semester.

A student may not be given credit for a class if the student has attended fewer than the required days. Students enrolling in school after the first 8 days of either semester will receive no credit status for that semester if they have not been previously enrolled in an accredited school for that academic year. In such cases where a student subsequently received a passing average for the semester, an APPEAL may be submitted for awarding credit. Students must comply with all attendance requirements for each course taken. APPEALS FOR CREDIT may be submitted at the end of the semester. A student, who has not received credit due to excessive absences and has passed the course with a final semester average of 70 or better, may not receive credit if absences are excessive. Appeals must be turned in to the Principal's Office no later than ten (10) days following the last day of the semester.

## **Repeating a Course**

Students who repeat a course will receive credit for the course successfully completed. The maximum grade allowed on Edgenuity will be a 75. If the student sits in through the class again, they will receive the grade earned. Students earning a grade of 70 or above in a course that counts for high school credit will not be allowed to repeat the course.

## **Correspondence Courses**

Only two (2) credits, or four (4) one-half credits, may be applied toward graduation. Permission to take correspondence courses must be granted by the counselor and Principal. The deadline for graduating students to complete a correspondence course is April 15 of each school year.

## **Course Credit/Placement For Nonpublic School Students**

Students entering from non-public and homeschool programs will be granted and placed based on student records and/or grade achievement tests. Students may take the state-approved test from University of Texas or Texas Tech University for credits (the cost is paid by the student). The grade received on the test will be the grade recorded on the transcript.

## **Home-School**

Students enrolling in the high school from a home-school program:

- Must score 70% on a criterion-referenced test for the applicable course with prior instruction.
- Must score 90% on a criterion-referenced test for the applicable course without prior instruction.
- Are given credit in a subject on the basis of the examination; the school district must enter the examination score on the student's transcript.
- May enroll in correspondence courses using guidelines listed above.

## **Pre-ACT/Preliminary Scholastic Aptitude Test (PSAT)**

All Juniors are encouraged to take the PSAT. The Pre-ACT and PSAT are given in the Fall. The PSAT is the qualifying test for the **National Merit Scholarship Competition** for Juniors.

## **TSI Assessment**

Students enrolling in a Texas public college or university must take the TSI test BEFORE enrolling in any college coursework. High school students who want to enroll in college-level coursework (Dual Credit English 4 and/or US History) while in high school but who do not pass one or more sections of the TSI will be allowed to take college coursework related to the sections (Reading, Mathematics, Writing) of the test they have passed but will not be allowed to take college coursework related to the sections that they did not pass. Students enrolled in vocational distance learning are not required to take the TSI prior to enrolling.

## **Accelerated Placement Examinations (Original Credit)**

Students may accelerate in their course placement by passing state approved course examinations covering the content and essential elements of a course. Examinations will be available during two three-week periods during each school year. As outlined by the State of Texas, Accelerated Placement Examinations (APE) provides a credit alternative for students who have good command of a subject or course. When a test is passed (90 or above), credit is awarded and the student moves on to the next level in the course sequence. Tests are available in English, Mathematics, Social Studies, Science, and Foreign Language. APE may be used to obtain credit for a particular course in which the student is currently enrolled. If a student is given credit for a course on the basis of the APE, the examination score will be entered on the student's official transcript. Test dates and procedures will be established and published well in advance. Counselors will provide additional information as required.

## **U.I.L Academic Lettering**

Students identified, as meeting the following criteria, will receive an application from the Counselor for U.I.L Academic Lettering. An award jacket will be awarded to the students of high academic standing during the second half of their junior year. SISD guidelines for Academic Lettering are:

- If a student has already received a jacket in another area, the student cannot receive a second jacket, but can receive a letter.
- The jackets or letters will be ordered at the beginning of the student's junior year.

- All grades received in the ninth, tenth, and eleventh grades will be averaged for this honor. Courses such as Office Aide, Library Aide, or Teacher Aide will not be averaged. Students must have a 90 or above average to be eligible for this award.
- Students that reach the level of State U.I.L. competition and have not received another jacket in a different area will also be eligible for this award.

Transfer Students will become eligible to receive the appropriate award only after completing one full semester at Somerville High School in which the grade requirements are met and their transfer grades meet the requirements.

### **Physical Education Restrictions**

Students may find themselves restricted from physical activity for the physical education class. For permanent or temporary restrictions, a licensed physician or nurse practitioner shall provide written documentation to the school as to the nature of the impairment, expectations for physical activity of the student, and the expected amount of time for recovery. During recovery time, the student shall not actively participate in the skill demonstrations. However, if permitted the student shall dress out in physical education classes. All restrictions must be documented and filed with the District Health Officer.

### **Teacher Conferences**

Parents are encouraged to call the front office to arrange for a parent-teacher conference. Unscheduled visits may not result in a conference due to other duties or commitments on the part of the teacher. The parent can leave his/her name and number and the teacher will return the call. An appointment for a conference can be set up, or, in many cases, the conference can be held by phone. Teachers will be unable to meet during their instructional time, but are available during their conference time, before and after school, and by special arrangement. Please keep in mind that a teacher's day is very full. Appointments should be arranged on the basis of 24-hour notice. This will allow the teacher to be adequately prepared to assist the parents when they arrive for their conference. Counselors and administrators will also assist in conferences as facilitators and as extended resources. Parents must report to the main office of the school to check in and receive a "visitor pass."

### **Tutorials:**

- Tutorials are available upon request to students. Students may request afternoon, morning, or lunch tutorials. Students must make the request to the individual teacher. Teachers may also suggest a student come for extra help and work out an agreeable time with the student.
- SAT/PSAT/ACT/THEA/Accuplacer preparation materials are available in the library.

### **Assigned Tutorials:**

- The **assigned** tutorial period for all grades 7-12 take place from 3:30-4:00 and is part of the regular school day. Junior High tutorials are also in the morning from 7:15-7:45 or during their lunch period if assigned and approved by their teacher.

- Tutorials will be **assigned** to students who need the extra help based on three week progress reports and six week grade reports. Students not meeting class requirements at each three week period will be assigned to the tutorial period two days per week for at least the next three weeks. Teachers will assign tutorials a week in advance. Last minute unscheduled tutorials can be held during lunch or the following morning.
- Students needing extra help in preparation for state tests will also be **assigned** to tutorials up to nine weeks prior to the state exam dates.
- Transportation will be provided on **assigned** tutorial days for after school tutorials only.

## **GRADUATION INFORMATION**

The student and his/her parents must accept responsibility for the proper choice of subjects for graduation and/or college entrance. There are, however, teachers, counselors, a registrar, and a principal who are available to offer any assistance needed in planning a program of study leading to the completion of requirements for graduation. A student who has met graduation requirements may finish school at the end of any semester. Students who complete requirements in December may elect to participate in the May graduation ceremony.

Students who have satisfactorily completed all coursework requirements for graduation but have failed to meet applicable exit-level testing requirements shall be allowed to participate in commencement activities and ceremonies. Diplomas will only be issued if course completion, credits and mastery of state adopted testing has been met. As soon as all requirements have been met, the diploma will be awarded.

### **Personal Graduation Plan (Four-Year Plan)**

Students should be familiar with graduation requirements and make careful plans for taking desired courses. The four-year plan outlining a sequence for taking required courses leading to graduation and post-secondary opportunities is critical. This plan should be initiated in the spring of the 8<sup>th</sup> grade, signed by parents in the fall of the freshman year, and reviewed and updated each year during the spring semester as the student progresses through their high school coursework. The counselor will be available to assist the student in this process. Good planning is an essential skill in most successful ventures. Developing this skill in junior high and high school will be another opportunity to enhance the student's potential for success when they leave SHS.

The general academic program leading to graduation from high school in the Somerville ISD is designed to meet the needs of all students. With proper selection of courses, students can prepare for admission to college or technical school as well as entry into the workforce immediately following graduation. Recognizing that students may differ in their academic or career aspirations, the following graduation programs are available so students can choose their course of study. A Personal Graduation Plan (PGP) will be prepared for any student in middle school or beyond who did not perform satisfactorily on a state-mandated test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be implemented by a guidance

counselor, teacher, staff member or by the Principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student.

Requirements recommended by the State Board of Education and adopted by the Somerville ISD require that students must satisfactorily complete 26 credits and achieve mastery on five end of course exams (EOC's) to meet the minimum requirements for graduation for freshmen entering prior to 2014. Entering freshmen in 2014 and beyond will graduate under the Foundation High School Program with an endorsement, and will also be responsible for passing the five EOC's.

## **Honor Graduates**

In order to encourage students to greater effort and to reward outstanding performance, Somerville High School recognizes a Valedictorian, Salutatorian, and the top 10% (Honor Graduate) of the graduating class. Students must maintain a 90 minimum average in all eligible coursework to be considered an Honor Graduate. (The valedictorian and salutatorian must meet the following criteria: must be in continuous attendance their junior and senior years at Somerville High School. Seniors who entered after the first day of their junior year will not be eligible for consideration for valedictorian and salutatorian.) The selection shall be determined by computing all grades through the 3rd week of the 6th six weeks.

## **Graduation Requirements**

### **Foundation High School Program**

A new, more flexible graduation program that allows students to pursue their interests will be in place for all students who enter high school, beginning in the 2014-2015 school year.

The program contains up to four parts:

- A 22-credit foundation program which is the core of the new Texas high school diploma
- Five endorsement options that allow students to focus on a related series of courses
- A higher performance category called Distinguished Level of Achievement
- Performance Acknowledgments that note outstanding achievement

### **The Foundation requirements (22 credits) include:**

English (4 credits) • English I • English II • English III • English IV or Dual Credit 1301

Mathematics (3 credits) • Algebra I • Geometry • Math Models, Algebra 2, Pre-Cal or Calculus

Science (3 credits) • Biology • Integrated Physics & Chemistry • Chemistry, Physics, or Anatomy

Social Studies (3 credits) • World Geography • World History • U.S. History  
• U.S. Government (one-half credit) • Economics (one-half credit)



- Languages Other Than English (2 credits) • 2 credits in the same language or  
• 2 credits from Computer Science I, II, III

Physical Education (1 credit)

Fine Arts (1 credit)

Electives (5 credits)

Speech: Demonstrated proficiency

Endorsements Total Credits = 26 - 4 additional credits are received in endorsement specific coherent elective sequence

### **Endorsements**

Additionally, a student may earn the Distinguished Level of Achievement and/or a Performance Acknowledgment for outstanding performance. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law.

### **Distinguished Level of Achievement Performance Acknowledgments**

- Foundation Program requirements • dual credit course
- 4 credits in math including Algebra II • bilingualism and biliteracy
- 4 credits in science • PSAT, ACT's Plan, SAT or ACT
- at least 1 endorsement • Advanced Placement or International Baccalaureate exam
- earning a nationally or internationally recognized business or industry certification or license

\*A student entering 9th grade must indicate an endorsement he or she plans to follow.

A student may change or add an endorsement at any time.

A student may graduate without earning an endorsement if, after his or her sophomore year, the student's parent signs a form permitting the student to omit the endorsement requirement.

### **Early Graduation Plan**

Students wishing to graduate early (less than 4 years) must file an early graduation plan by August 1 of the junior year. The student and parent should make an appointment with the counselor to make this plan. The counselor and Principal must approve the early graduation plan. Decisions to attempt an early graduation should be based on student motivation, ability, and maturity. University research indicates that students who have the most difficulty adjusting to the college life are those who enter at a very early age as compared with their classmates who enter after a four year high school experience. It must also be clearly understood that early graduation can eliminate a student from consideration for some scholarships and awards. Early graduates are not eligible to be awarded Valedictorian or Salutatorian.

A student’s class ranking shall be determined within the graduation class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. For ranking purposes, a school year begins on the first day of school and ends on the last day of summer school.

**Mid-Year and Summer Graduates**

Students who graduate at the end of the fall semester shall be ranked among the students who will graduate during the spring. Rankings shall be based on grade point average at the end of the fall semester. Students who graduate during the summer shall be ranked with the class that graduated during the previous spring.

**Numerical Grades**

Grades are reported in accordance with Texas State Law as follows:

|   |            |                              |
|---|------------|------------------------------|
| A | 100.0-89.5 | Excellent Progress           |
| B | 89.4- 79.5 | Good Progress                |
| C | 79.4- 69.5 | Satisfactory/Normal Progress |
| F | 69.4 -     | Below Failing                |
| I |            | Incomplete                   |

Students must receive a grade of “70” to receive credit in a class.

| <u>Letter Grade</u> | <u>Dual Credit</u> | <u>Honors</u> | <u>Reg Classes</u> |
|---------------------|--------------------|---------------|--------------------|
| A                   | 6.0-5.0            | 5.0-4.0       | 4.0-3.0            |
| B                   | 4.9-4.0            | 3.9-3.0       | 2.9-2.0            |
| C                   | 3.9-3.0            | 2.9 -2.0      | 1.9-1.0            |

## **Grade Point Average (GPA) Calculation**

GPA is calculated according to school board policy. This is computed by averaging all grades that have been taken in high school and/or courses taken at the junior high level for high school credit; however, the Junior High courses will not be weighted. Courses calculated at the 5.0 scale are:

Honors Spanish III  
Honors English I, II, III  
Calculus  
Anatomy and Physiology

Dual Credit Courses from Blinn College, and/or another accredited university or college, will be calculated on a 6.0 scale.

## **STUDENT AFFAIRS**

### **Assemblies**

Assemblies are intended to be informative and instructional. Students are to behave in a responsible and respectful way at all assemblies. When possible, seating will be assigned for assemblies and students are required to sit in the assigned seating. A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not abide by District rules of conduct during an assembly shall be subject to disciplinary action.

### **Class Dismissal Procedure**

The bell at the end of a class period is the signal for the teacher to end class. In most instances, teachers will attempt to close instruction just prior to the bell so that students will have a full passing period to get to the next class. There may be, however, instances where instruction goes right up to the bell. Please be reminded that, at all times, the teacher will dismiss students from class, not the bell.

### **Damage to School Property**

Anyone who accidentally or intentionally destroys or damages anything on campus must pay the cost for the repair and/or replacement. These activities include but are not limited to littering, wrapping school grounds or buildings, emptying dumpsters, and/or graffiti of any type on buildings or walkways. Students who are caught in the act of vandalizing the school in any way or trespassing on District property will be prosecuted to the fullest extent of the law. The students and their parents will be billed for the cost of repairs and they will be subject to school disciplinary action.

### **Deliveries to Students from Off-Campus**

Because of the interruption of the school schedule, the delivery of flowers, balloons, etc., is not permitted. There will be no food deliveries made to students on campus unless special administrative authorization has been secured.

*Only emergency phone messages will be delivered. Please do not be offended when asked about the nature of the emergency.*

If a student forgets a lunch, science project, Honor Society dues, etc., deliveries can be made to the Office and retrieved there at lunch or after school by the student. Class instruction will not be interrupted with notifications and/or deliveries.

Parents and immediate family members (children under the age of 18 must be accompanied by an adult) will be allowed to have lunch with a student. All visitors must sign in at the front office before going to other parts of the campus.

### **Driver's License Eligibility**

State law related to driver's license eligibility states the Department of Public Safety may license a person as a class "C" driver who is under the age of 18 years, provided the person has obtained a high school diploma or the equivalent, or a student is enrolled in a public school and has attended school for at least 80 days in the fall or spring semester before the date of application, or the student has been enrolled for at least 45 days and is currently enrolled in a program to prepare persons to pass the high school equivalency exam.

For the purposes of computing attendance for driver's license eligibility and for meeting the intent of the legislation, students must meet the attendance requirement for each class in which they are enrolled. All students taking any part of the driver's test must have a Verification of Enrollment (VOE) to be completed by the principal. A processing period of 24-hours will be required to complete this form. During the summer, the main office of the school will be open to complete the required form. A separate form is required each time a student takes any written, road test, or renewal. The student must be present and have his/her social security number to complete the form.

### **Hall Passes**

During normal instructional (non-passing) time, a HALL PASS is required of any student outside the classroom. Written passes are available upon request and approval of the staff member. It is a student's responsibility to request a hall pass whenever it becomes necessary to leave the classroom. Students in the hall without an approved pass will be sent back to the classroom they left to secure a pass. For reasons of safety and security, no student should be in the hallways during class time without an approved pass.

**10-10 Rule:** Per Superintendent's directive, no student is to be given a hall pass or permission to leave a classroom during the first 10 minutes and during the last 10 minutes of any period unless an emergency situation arises.

### **Lost and Found**

Articles that are found should be brought to the front office. Students, who have lost something on campus or at a school activity, please check with your coach or sponsor before checking in the office.

## **Lockers/ Backpacks**

### **Lockers:**

All students will be provided the opportunity to be issued a lock and locker at the time of their enrollment. Any properties, money and other valuables left in lockers are the responsibility of the student to whom the locker is assigned. Students will not be allowed to share lockers and are advised to keep their individual combination confidential in order to keep personal belongings secure. Locks and lockers are the property of the SISD and are subject to periodic inspections by authorized school personnel.

### **Backpacks:**

Students may carry book bags of either the backpack or gym bag/briefcase type. Students who choose to carry backpacks from class to class will ensure they are out of aisles. The teacher may designate a place in the classroom to put the backpacks. Upon request the student may be asked to empty the belongings out of his/her backpack (in the privacy of an office) by authorized school personnel.

## **Library Media Center**

The library strives to supply students with the best sources for research, learning, and for personal interests, as well as good novels for reading enjoyment. Suggestions for purchases are always welcome. Passes are required any time students enter the library (unless with their class). Please sign in and out at the circulation desk when arriving and leaving the library.

A leisure reading area for quiet reading is also available. Books may be checked out for two weeks, after which a \$.05 fine will be issued for each day the book is overdue. A student I.D. Card is required when checking out a book. When classes are doing research, related books will be placed on "hold" until the assignment time is completed. Computer stations are available for both research and work production; however, students must have a signed "Acceptable Use Policy" on file prior to use. Students need to bring money for copying materials and any supplies (pens, paper, scissors, tape, paper clips, etc.) necessary to complete the task. Food and/or drinks are not allowed in the library at any time. Backpacks should be left in the locker or at the designated areas in the library. Appropriate school conduct is expected at all times. Students who do not conduct themselves properly will have their library privileges revoked.

## **National Honor Society**

Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council in each school. According to the Constitution, only those students who have been in the school the equivalent of one full semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them. Even after a semester, however, it may be necessary to contact a transfer student's former school for further information.

Membership may be open to qualified sophomores, juniors, and seniors. Candidates must have a cumulative scholastic average of at least 90%. National Honor Society candidates will be evaluated on the basis of their service, their leadership, and their character, as well as their grades. The selection of

members to the chapter shall be by a majority vote of the faculty council. A majority is defined as 2/3 of the faculty council.

National Honor Society chapters are not obligated to share with parents and students information concerning specific students not selected for membership in the society. Parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society.

### **Posters-Signs-Advertisements**

All posters, signs, and/or advertisements must be approved by the Principal. Such approved postings or distributions must be removed by the club/organization or individual doing the posting. This policy applies to school clubs, organizations, and booster clubs. Extreme care should be exercised when attaching signs to walls to guard against scratching and destroying the finish on the walls. The Principal may establish limits for posted materials. All posters and signs should be at least 8.5 by 11 inches and no larger than 22 by 28 inches. There will be approved bulletin boards that will be available to students. Classroom bulletin boards will also have approved posted information valuable to students.

### **Stadium Regulations**

- SISD stadiums are an extension of the school campus. Tobacco use is prohibited at all SISD buildings and facilities. Students are under the authority of the Somerville ISD Administration. All school policies are enforced at stadiums.
- No alcoholic beverages are allowed on stadium premises (or within 300 feet of the stadium).
- No air horns or mechanical noisemakers are permitted.
- Food and drink cannot be brought into the stadium.
- Students cannot return to the stadium after they leave.
- Spectators are not allowed on the playing areas at any time without administrative approval.
- No loitering is permitted in the aisles or exits.
- No loitering is permitted outside the stadium. All persons shall either enter the stadium or leave the premises.
- Admittance to the stadium is by ticket or authorized pass only.

### **Telephones**

The school office phones are business phones and are not for student use except in an emergency. Students must have a pass from a teacher to request to use the telephone. Parents are requested to call the school office in emergency situations only and they are requested not to call or text their children during the school day. Violations of the cell phone policy will result in disciplinary actions and consequences for the student.

### **Testing**

Students take several “standardized” tests during the school year. Special schedules will be developed for STAAR/EOC examinations and will be published via teacher email and classroom announcements. This will allow for the best possible testing environment on this crucial examination, and, at the same time allow for a full, although abbreviated, day of classes and instruction.

## TEXTBOOKS

**Students are responsible for their textbooks and the condition of the textbooks. A student must:**

- Cover all textbooks.
- Have the teacher or student enter the student's name into the textbook.
- Report a lost book immediately to the teacher or textbook custodian and make arrangements to pay for it.
- After a student pays for the lost textbook, the teacher or Librarian will issue another book to the student. The student may receive a refund for the lost book once it is located, provided the student can produce a receipt that he/she paid for the textbook. At the end of the school year, the student must return the books issued or pay for each lost book and/or pay for damages to the book.
- Textbooks will not be loaned for the summer.
- Each student, or his/her parent/guardian, shall be responsible to the teacher or textbook custodian for all books not returned by the student, and any student failing to return all books shall forfeit his/her right to free textbooks until the books previously issued but not returned are paid for by the parent/guardian; however the student will be provided textbooks for use at school during the school day.

Some teachers may check out books, usually supplemental books used in departments, directly to students. Textbooks found should be returned to the office. The principal's secretary will notify the student who lost the book that it has been returned. Lost textbooks should be reported to the office after discovering the loss.

Delinquent charges assessed for lost/damaged/stolen textbooks must be cleared before a student's record can be completed. A student whose textbook record is not clear will not be issued any additional textbooks until delinquent charges have been collected. This will include transcripts.

**Textbook charges are as follows:**

|                           |               |                       |
|---------------------------|---------------|-----------------------|
| Slightly damaged:         |               | \$10.00               |
| Torn page(s)              | Marked pages  |                       |
| Damaged spine             | Damaged cover |                       |
| Badly damaged:            |               | Full Cost of Textbook |
| Obscenities marked in ink |               |                       |
| Water damage              |               |                       |
| Badly damaged spine       |               |                       |
| Badly damaged cover       |               |                       |
| Badly dogeared            |               |                       |

**LOST TEXTBOOKS MUST BE PAID FOR BEFORE A NEW BOOK WILL BE ISSUED.**

## **Transcripts**

Students and/or parents wishing an unofficial transcript of the student's academic record must make a written request to the registrar or Principal. The transcript will list all grades, test scores (i.e. SAT, ACT, EOC's, PSAT, Accuplacer, etc.). There will be at least a 24-hour turnaround in processing. One copy of the transcript will be made and students can make their own copies from their unofficial original. At certain times during the school year the demand for transcripts is very heavy. Please allow a few days for processing a request. An OFFICIAL TRANSCRIPT will be mailed by the registrar to any college or university at any time during the senior year.

## **STUDENT OFFICE INFORMATION**

### **Withdrawal from School**

Any student who wishes to withdraw from school must have a parent present who provides appropriate written authorization for the withdrawal from SHS/JHS. The process for withdrawal will begin in the Registrar's Office. A student wishing to withdraw from school without parent approval will be referred to the Principal and the parents notified.

### **Visitors to Somerville High School**

Students may not have visitors at any time during the school year. Special administrative approval will be granted only in rare and unusual circumstances. Students' visitors are subject to all school rules and regulations. Persons visiting Somerville High School must check in at the Office and secure a "Visitor Pass."

### **Student Conferences**

If a student receives a written referral from a faculty member he/she will discuss the problem with the Principal. The student is responsible for his/her own behavior. The Principal will help identify the problem and establish steps to help the student correct the problem. Parents will be notified if the action requires ISS, Suspension, DAEP and/ or law enforcement.

### **Corporal Punishment**

State law and SISD Board Policy permit the use of corporal punishment by the school Principal.

### **In School Suspension (ISS)**

In School Suspension (ISS) is held on the SHS campus and is provided as a disciplinary action for repeated offenses or offenses of a serious nature. ISS referrals can be a minimum of 1 day to a maximum of 3 days for persistent behavior problems. ISS hours are the same as the regular school hours. Students assigned to ISS report to ISS bringing school books and needed study materials. In this supervised class the student studies regular school work, receives assistance from the teacher and takes all required tests. All school rules and regulations will be in effect for students during ISS assignment. ISS assignments are made for the entire school day. A student who fails to complete a full day in ISS, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. For



example, leaving ISS for a physician's appointment will result in an additional day due to that day not counting.

In addition to the normal school rules and regulations, the following policies will be in effect for students assigned to ISS:

- Lunches will be eaten in the ISS room. Snack foods may not be brought into the ISS room.
- Lunches will be provided by the cafeteria only. No outside food from a parent or relative will be allowed.
- Students assigned to ISS are not allowed in any other part of the school unsupervised.
- Student representation during or after ISS placement:
  - A student assigned to a multi-day ISS placement WILL NOT be allowed to represent Somerville in an activity during the ISS assignment. They will be to practice and attend events as a spectator.
  - Students WILL be allowed to represent Somerville in an activity, after the completion of the last day of a multi-day, partial or one day ISS assignment at 3:20.
  - If the student does not earn the points needed to count the day, the following day will be assigned and the student WILL NOT be allowed to represent Somerville in an activity.
  - Students may receive additional consequences from their coach or sponsor upon completion of ISS assignment at the coach's discretion.
- Students entering other classrooms or other parts of the building during the school day will be considered trespassing.
- Students out on suspension cannot attend **any** school activity.

Non-compliance with ISS policies may result in suspension. The Principal will work closely with the counselor and ISS teacher to evaluate the student's progress.

### **Long-Term DAEP**

Long-term DAEP (Disciplinary Alternative Education Placement) is an assignment to Somerville ISD alternative education program campus. If a student is placed in DAEP his/her parents must provide transportation unless included in the student's IEP.

### **Sign In-Out of Offices**

SHS/JH is a closed campus. Students are required to sign in and out of all offices. Students who are sent to an office with a pass are expected to report to that office. Students who fail to report as directed will be administered disciplinary action.

### **Posting Grades into Gradebook/Returning Graded Work**

The Gradebook shall be the official record for all academic grades. The Parent Portal

Gradebook provides parents an opportunity to be full partners with their child and their campus teachers in monitoring their child's progress. As such, we recognize the need for grades to be posted in a timely manner.

- End of grading period grades need to be posted according to Eligibility calendar and dates specified at each campus.
- All grades will be posted every **Monday by 8 a.m.** from the previous week.
- All daily, homework, and quizzes will be returned graded to student for feedback.
- All graded assignments will be returned to the students weekly. Graded tests will be handed back to the student for review but may not be physically retained by the student.
- Projects or long essays may require additional time for grading. A maximum of 7 school days will be allowed for posting these grades.

**Acknowledgment of Receipt &  
Understanding of the Student Handbook & Code of Conduct  
Somerville Secondary School  
STUDENT HANDBOOK & CODE OF CONDUCT 2017-2018  
ACKNOWLEDGMENT FORM**

**Student Name:**  
**School/Campus:**  
**Grade Level:**

I, as the parent or guardian of \_\_\_\_\_, have received a copy of or have been given access to the Somerville Secondary Student Handbook & Code of Conduct (the “Handbook”) for the 2017-2018 school year. I have read, understand, and agree that my child shall abide by the Handbook. I understand that my child will be held accountable for his or her behavior, and he or she is required to comply with the expected standards of conduct set out in this Handbook and will be subject to disciplinary consequences if he or she fails to do so. I understand that the Handbook governs my child’s behavior while on school property and at school-sponsored or school-related activities whether on or off campus; and that my child may also be subject to discipline for certain conduct which occurs outside of school regardless of time or location, including any school-related misconduct. I understand that the School may contact law enforcement for further investigation or criminal prosecution for certain violations of law. I also understand that parental involvement and cooperation is vital in the discipline process. By signing below, I acknowledge my understanding and commitment to ensure that my child understands and complies with the Handbook.

\_\_\_\_\_ Initial here to receive a paper copy (electronic copy is available online at <http://www.somervilleisd.org> )

\_\_\_\_\_  
**Parent/Guardian Printed Name**

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

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

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

