

# SOMERVILLE JUNIOR HIGH SCHOOL 2010-2011

P.O. Box 997  
Somerville, Texas 77879

Junior High School  
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## ADMINISTRATION

**Junior High/High School**  
Principal  
**Joe Mobley**  
Assistant Principal  
**Kim Camarillo**

## A Letter to My Yegua Junior High Students:

Welcome to the 2010-2011 school year at Somerville Junior High School. Last year was very good and you did a great job in knowledge acquisition. Congratulations! The standards upon which we will be judged are higher this year, but we will be exemplary! We will!

As you enter this school year, set your personal goals high. If you have a chance to get involved in a school activity, then get involved with energy and purpose. Do not be afraid to try and fail; be very reluctant to give up if you do not succeed on the first one or two tries. Get up and go at it again. Make that a habit in your personal life and future success will be a sure thing.

The classroom is the most important place in Somerville Junior High School. Ensure that your presence in the classroom is taken seriously. Have fun in the learning process while at the same time ensuring your classmates are not distracted from their learning by your “fun”. There is much to be learned during the year. Every day is a stepping stone for the next day. There are no unimportant days and there are no unimportant lessons.

Open your eyes and ears; guard your hearts and minds; and love your neighbor. Treat each person with the respect that you expect.

The lack of knowledge is the enemy of us all. The more knowledge we have, the better decisions we will be equipped to make. The better decisions we are equipped to make means we are trusted more to make those decisions. The more we are trusted to make decisions, the more abundant our employment opportunities will be throughout our lives. What we do with our minds in school today makes a difference in what kind of opportunities we will have years from now. The job market is getting more and more competitive and the importance of going into adult life with the ability to think, analyze, and act in a reasoned and responsible manner is more important now than at any time in recent memory. Treat your education wisely!

Stand Tall Yegua,

Joe Mobley, Principal  
Kim Camarillo, Assistant Principal  
Somerville High School/Somerville Junior High School

# TABLE OF CONTENTS

Faculty and Staff	PAGE 4
Morning Announcements	PAGE 5-6
Student Responsibilities	PAGE 7
Bell Schedule	PAGE 8
Lunch/Cafeteria Responsibilities	PAGE 9-10
Attendance	PAGE 10-12
Student Activities	PAGE 12-15
Academic Information	PAGE 15-20
Student Affairs	PAGE 20-26

**SOMERVILLE JUNIOR HIGH SCHOOL**  
**FACULTY AND STAFF**

**Kim Camarillo**  
**Carolyn Dudley**  
**Lucky Gamble**  
**Carl Idlebird**  
**Ursula Idlebird**  
**Roxie Johnson**  
**Janice Kotch**  
**Linda Lauderdale**  
**Darlene Lozano**  
**Pete Martinez**  
**Russell Mitchell**  
**Joe Mobley**  
**Mary Myers**  
**Bernabe Perez**  
**Theresa Perez**  
**Marvin Struck**  
**Charlotte Toliver**  
**Stephen Tunnell**  
**Adrian Watson**

## **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.**

*(Second period at the Junior High.)*

### **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!

## **STUDENT RESPONSIBILITIES...**

**You must abide by the student code of conduct, the student handbook, and you must police yourself and your peers on campus and at school sponsored events!**

### **IF you are absent and/or late...**

Have a *parent* **CALL** to report your absence and provide a note to the Somerville Junior High (SJH) Office at (979) 596-1461.

### **You need to leave school early...**

Turn in a **SIGNED NOTE FROM YOUR PARENT** to the **OFFICE** when you arrive in the morning. Be sure that your note contains a parent telephone number and/or the name and telephone number of the attending physician or dentist. After verification, the SJH Office will issue you a pass to be released from your class at the appropriate time. Prior to leaving school, you must check out in the SJH Office. **No student will be released to anyone other than a parent without parental confirmation or listing on the student's emergency card.**

### **You lost a textbook or personal items...**

Check with Ms. Toliver in the SJH Office. All thefts should be reported to the Principal. Lost textbooks will not be replaced until the lost books are paid for in the office and records are cleared.

### **You find a textbook or personal article that is not yours...**

Turn in the article to the SJH Office.

### **You need to leave your classroom...**

**Always get a signed pass from your teacher.** No student should be in the halls without a signed pass.

### **You want advice about schedules or courses...**

Please come to the SJH Office during your lunch period or between classes during passing time. Schedule changes must be approved by the Principal.

### **You get hurt or become ill during school...**

Get a pass from your teacher and report to the SJH Office. If you become ill during lunch or a passing period, report to the SJH Office. The nurse will be contacted in emergency situations.

### **You have a conflict with another student...**

Seek assistance from a staff member. Do not take matters into your own hands.

### **You witness someone committing what you believe to be an illegal act against you, another person, or the school...**

Seek the assistance of the nearest staff member. File a report with the Principal.

### **You need to withdraw from school...**

Begin the withdrawal procedure in the SJH Office – a parent must be present.

# BELL SCHEDULE



## Passing Period

*There will be a four (4) minute passing period between each class period.*

## Bell Schedules

### Somerville Junior High School

First Period	7:45-8:40
Second Period	8:44-9:39
Third Period	9:43-10:38
Fourth Period	10:42-11:37
Lunch	11:37-12:07
Fifth Period	12:11-1:06
Sixth Period	1:10-2:05
Seventh Period	2:09-3:04
Tutorials	3:08-4:00

# LUNCH/CAFETERIA PROCEDURES



Comprehensive food services including a cafeteria and snack bar are provided. Menus are published regularly. Information is provided at the beginning of the school year regarding lunch prices. The district participates in the National School Lunch Program and offers free and reduced-price meals based on the student's financial needs. Applications for FREE or REDUCED-RATE lunches are distributed through the principal's office and cafeteria office.

1. All students at lunch must be in the cafeteria by the time the tardy bell rings at the beginning of lunch. Please enter the cafeteria in an orderly manner and form orderly service lines.
2. Food service is on a first-come-first-serve basis. "Saving a place in line" will not be allowed.
3. No students are permitted at their lockers without permission from the SJH Staff on Lunch Duty.
4. Students at lunch are not allowed to re-enter the academic classroom areas of the building until the end of lunch unless they have a pass to do so.
5. The consumption of all food and drinks (including sack lunches) is only allowed in the cafeteria. Absolutely no student will be allowed to eat lunch in the main building without authorization from the Principal. However, students will be allowed to eat in specific designated classrooms during lunch for club meetings and Lunch Detentions with prior approval.
6. Drink containers, "unsealed" containers, such as convenience store cups may not be used at school.
7. All trash, food baskets, etc., must be deposited by the student who uses them in trash containers and service areas provided in the cafeteria. Soda cans and plastic drink bottles must be deposited in recycling bins provided in the lunch area. After eating, students must carry all food waste to the appropriate areas in the cafeteria. All paper goods must be put in trashcans. Cafeteria equipment and supplies may not be removed from the cafeteria.
8. Keep your campus clean. Use the recycling containers for your soft drink cans and plastic drink bottles. The relative freedom for a pleasant lunch is dependent on the cooperation of students keeping eating areas free of trash. Careless students are actually

committing an offense against the other students. Pride in the SJH/SHS campus begins with each student assuming personal responsibility. Police yourself and your fellow classmates.

9. Students are not to order food to be delivered by students or restaurants to the campus at lunch or any other time. *Parents and/or immediate family members may bring lunches to their children only during appropriate lunch times.* Disciplinary action will be taken for violators.

10. If you experience any difficulty while at lunch, faculty and staff members are there to assist you.

11. Lunch is a good time to visit with your friends, but there will be several students in a relatively small area. Avoid shouting or “horseplay” of any type.

12. Theft of items sold in the cafeteria is a criminal act. Individuals caught will be disciplined.

13. Students may not leave campus during lunch: SJH is a closed campus. Visitors are not permitted on campus at any time during the school day without the permission of the Principal. Parents and immediate family members (under 18 accompanied by an adult) are the only ones that can have lunch with a student. Students leaving campus during lunch are considered truant.

14. Students attending classes off campus, medical appointments, etc. (excused leave of absence from campus) will be able to bring their own lunch back to campus and eat.

## **ATTENDANCE**



### **Co-curricular Absences**

Students who wish to participate in co-curricular 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.

### **Student Absence Make-up Classes**

In order to assist in making up classes missed due to absences, the school provides alternative ways for students to make up work or regain credit due to absences.

### **Absences Approved In Advance**

The Principal, in response to written parental request, may allow advanced approved absences. Parental request forms are available in the SJH Office. This form must be completed and presented at least 48 hours in advance of the proposed absence. Approval will be based on the student's attendance record, academic standing, and compliance with the procedure. Make-up assignments are provided for absences approved in advance.

### **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 unless the time is made-up according to the requirements established in SISD policies.

### **Course Enrollment**

Students are to be enrolled in 7 classes each semester.

### **Field Trip Absences**

Students participating in a field trip during school hours will not be counted as absent. Work missed for such activities is eligible for make-up, as are days missed for UIL competitions. 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 or UIL activity 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 or UIL activity to check all forms prior to the trip. Students who are failing a class do not have permission to miss that class for a field trip or UIL activity during school hours.

### **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 SJH Office. Under no circumstances are students to leave school without proper authorization. Note: A student leaving school for any reason must sign out in the SJH Office. Failure to follow this procedure will warrant disciplinary action for truancy.

### **SJH 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 SJH 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.

### **To Return To School after Leaving Early the Previous Day**

When leaving school early for an appointment you will be issued a pass by the SJH Office. You must either return this pass signed by the attending physician or bring

verification from the health professional to the office when you return to school. This procedure must be completed PRIOR to the beginning of the first period.

### **Make-up Work for Absence**

No late work will be accepted unless due to excused absences.

A student will be given the opportunity to make-up work missed during any absence (including suspension). It is the responsibility of the student to request and complete any assignments or tests missed because of absences. (Students will be permitted one day for make-up work for each day of absence.)

Make-up work is the responsibility of the student. It is not the teacher's job to track down students to administer make-up tests and collect homework. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing the tests/assignments before the class is missed.

**One-Day Absence:** On any one day absence, the student may be required to make-up any work due on that day of absence on the day the student returns to class provided the assignment was made prior to the absence.

**Two or More Consecutive Days of Absence:** On any two or more consecutive days of absences, it is the student's responsibility to arrange for make-up work. The student should request the assignments upon his/her return to class.

**Unexcused Absences:** Students with unexcused absences will be allowed to make-up the work that they miss. The students will receive a grade no higher than a 70 for the work missed due to an unexcused absence.

**Request for Assignments:** A student or parent may request assignments by contacting the counselor. Assignment sheets, textbooks, and materials may be picked up on the day following the request in the SJH Office.

### **To Change Address/Telephone Number**

Up-to-date information is essential for the school to handle emergencies successfully and to maintain communication. When vital information changes, it is critical that the SJH Office be notified immediately.

## **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.

### **Attendance Requirements**

**Four Hour Rule:** In order to participate in any extracurricular activity, the student must have attended school for at least one-half of the school day on which the activity is scheduled (4 classes). Exceptions must be approved by the Principal and sponsor of the activity.

**Twenty-day Rule:** Students will not be permitted to participate in such activities that would require a student to be absent from any class more than twenty times during the year. Exceptions may be made for post-season activities with the proper approval. (Note: Students who choose not to participate in required practice and/or after school events may be removed from the performing group/team and/or receive an academic penalty. When selecting courses, a student should investigate practice/event requirements.)

### **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.

**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. An ineligible student may practice, but not participate in contests or non-practice activities. Such suspensions shall become effective seven calendar days after the last day of the marking period in which the 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 student academic progress, student conduct, and attendance. Eligibility rules apply to all athletic teams and levels, all other UIL, Marching Band, Flag Corp, Cheerleading, school-sponsored 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.

Students so selected must maintain the outlined standards in conduct and scholarship or relinquish their offices. In order for a student to be eligible for school honors based on academic achievement, the student must have a general average of “B” (80 or better).

### **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.

(Note: Students should be aware that there are additional expenses that may be required for some extracurricular activities such as drill team and 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 academic, attendance, and behavioral records. 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 extra-curricular 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.

## **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 SJH 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. 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 wishes help in certain areas. These sessions may be offered after school, at lunch or when it is scheduled with the teacher of their choice.

Any student who has not mastered the Texas Assessment of Knowledge and Skills examinations will be required to take remedial TAKS courses in addition to their core area course work. Parents of those 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who have not yet completed the TAKS requirement will be contacted and options given for remediation.

## **Selection Criteria**

### **Advanced/Honors**

Advanced/Honors classes in junior high are classes with instruction that deepens the content/concepts/principles and are delivered at a faster pace.

Students must meet the following requirements for initial placement in Advanced/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 TAKS tests.
- The student must have maintained an “A” average for both semesters of the prerequisite course in the appropriate subject area to qualify for Advanced/Honors placement. Grades for transfer students should be an “A” for both semesters at their previous school.
- A subject area 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 needs to meet this requirement.
- Students enrolling in Advanced/Honors courses without meeting the criteria listed above will be required (along with parents) to sign a waiver contract which will require them to remain in the selected course for the semester.

## **Maintenance Criteria**

### **Advanced/Honors**

Advanced/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 Advanced/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-week grade is less than 80, the student will be reassigned to the appropriate level classes.

## **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.

### **“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.

## **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 you progress through your high school course work. Your counselor will be available to assist you 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 your potential for success when you leave SHS.

## **Transfer Students**

Students who transfer from an accredited junior high school shall ordinarily be awarded grade points for courses taken in other accredited schools based on the District's grade point system. Advanced/Honors courses taken in another accredited school shall receive weighted grade points based on the District's grade point system when the District also has Advanced/Honors courses in those academic areas. If necessary, District counselors and administrators shall review the transcript and contact the previously attended school to determine whether weighted grade points should be awarded. 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

## **Local Credit**

Locally credited courses are those courses that do not qualify for state requirements for graduation. These are usually elective courses. 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 24 state credits required on the Recommended or Distinguished Achievement Plan. The Recommended or Distinguished Achievement Plan for incoming 2007-2008 school year 9<sup>th</sup> graders requires 26 state credits.

## **Course Load**

A normal class load for a SJH student is seven (7) 55-minute periods.

## **Course Selection**

Students entering SJH should have made 6<sup>th</sup> grade course selections in the spring of their 5<sup>th</sup> grade year. SJH students in seventh and eighth grades will make course selections in the spring when course selection sheets are issued by the SJH Office. The Principal may meet with students and parents to review their selected courses for the next school year. The SJH Office will make the course selections for students not completing course selection forms. When students return to school the following year, only changes necessary for graduation requirements will be honored. In some situations, it is necessary to take courses in sequence, (e.g. Algebra I must be taken before Algebra II). Check with the SJH Office for this information.

**NOTE:** Courses in sequence as defined in the Somerville High School Course Description Guide must be taken in the established order. Enrollment is based on the successful completion of subsequent level (prerequisite). In other curricular areas, course prerequisites established in the Somerville High School Course Description Guide 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.

## **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.

### **Course Credit/Placement For Non-public School Students**

Students entering from non-public and home school programs will be granted and placed based on student records and/or grade achievement tests. Students may take the state-approved test(s). The grade received on the test will be the grade recorded on the transcript.

### **Home-School**

Students enrolling in the junior 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.

### **Physical Education Restrictions**

Students may find themselves restricted from physical activity for the physical education class. For permanent restrictions, a member of the healing arts who is licensed to practice in the State of Texas shall provide written documentation to the school as to the nature of the impairment and expectations for physical activity of the student. For temporary restrictions, a member of the healing arts who is licensed to practice in Texas shall provide the written documentation of the nature of the temporary impairment 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 Principal's 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 you when you arrive for your 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**

- Individual teachers provide special help for their students upon request.

## **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.

### **Campus Distributions**

No materials, circulars, advertisements, notices, or similar materials may be sold or distributed on the campus or at school sponsored-activities unless approved by the Principal (or designee). Campus is defined as the entire school property including parking lots, buildings, play areas, and roadways. “Campus” also includes any off-campus venue where a school activity is held. All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal. All such material over which the District does not exercise editorial control and that is intended for distribution to students shall be submitted to the Principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student shall have a reasonable period of time to present his/her viewpoint.

## **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 during the instructional time. 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 you are asked about the nature of the emergency.*

If a student forgets a lunch, science project, etc., deliveries can be made to the SJH 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 in the designated area of the cafeteria. All visitors must sign in at the SJH Office before going to other parts of the campus.

## **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 SJH Office. If you have lost something on campus or at a school activity, please check in the SJH Office.

## **Lockers/ Back Packs**

### **Lockers:**

All students will be issued a 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 are encouraged to provide locks, but all keys or combinations must be turned in to the front office or locks will be cut off. Lockers are the property of the SISD and are subject to periodic inspections by authorized school personnel.

### **Back Packs:**

Students may carry book bags of either the back pack or gym bag/briefcase type to and from transportation areas only.

- Somerville Junior High will not allow backpacks of any kind in the classrooms. Any and all other book bags of any nature will be left in lockers throughout the day.
- Upon request the student may be asked to empty his belongings out of his/her back pack (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 you enter the library (unless with your 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 you are 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. You must also have your use card out at all times.

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.

## **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 (parking lot within 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 TAKS examinations and will be published in the school newspaper. 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**

The State of Texas and the Somerville Independent School District provide books. It is the responsibility of each student to take care of the books issued to them. Textbooks are checked out during summer registration or upon enrollment into the school. Students are required to write their names in the space provided in the front of the book, and to keep books covered at all times. Students and/or parents are required to pay for books lost, damaged, or stolen.

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: \$2.00

- slightly torn page(s)
- slightly damaged spine
- slightly damaged cover
- slightly marked pages (pencil)
- slightly dog-eared
- slightly marked edges

Badly damaged: Half the cost of the book

- badly torn pages
- page torn out not missing
- water damage
- badly damaged spine
- badly damaged cover
- badly dog-eared
- badly marked pages, edges (ink)
- obscenities marked in pencil

Unusable: Full cost of the book

- water or fire damage
- missing pages
- obscenities marked in ink
- marking that renders a page unreadable

**LOST TEXTBOOKS MUST BE PAID FOR BEFORE A NEW BOOK WILL BE ISSUED. CARELESSNESS MAY BE COSTLY!**

### **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 the SJH Office. The process for withdrawal will begin in the Registrar's Office.

### **Visitors to SJH**

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 SJH 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 BMC, Suspension, AEP and/ or law enforcement.

## **Corporal Punishment**

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

## **Lunch Detention**

Students may be assigned lunch detention by a teacher or administrator for a variety of disciplinary infractions. Assigned students will sit in the detention area in the cafeteria. Assigned students will wait to get their food until the supervisor dismisses them to get in line. Assigned students will remain quiet, look only in the direction they are facing, and will help clean the cafeteria during the last few minutes of lunch. Students refusing to follow these rules will be assigned an additional day of lunch detention for every infraction. Further disciplinary actions may be assigned, at the principal's discretion, when students are unable follow the simple rules of lunch detention.

## **Behavior Management Center (BMC)**

Behavior Management Center (BMC) is held on the SJH campus and is provided as a disciplinary action for repeated offenses or offenses of a serious nature. BMC referrals can be a minimum of 1 day to a maximum of 45 days for persistent behavior problems. BMC hours are the same as the regular school hours.

Students assigned to BMC report to BMC 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 BMC assignment.

BMC assignments are made for the entire school day. A student who fails to complete a full day in BMC, 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 BMC 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 BMC:

- Lunches will be eaten in the BMC room. Snack foods may not be brought into the BMC room.
- Lunches will be provided by the cafeteria only. No outside food from a parent or relative will be allowed.
- A student assigned to BMC will not be allowed to represent Somerville in an activity on the day of the BMC assignment; however, the student may participate in after school practice and/or attend the school activity as a spectator.

- Students entering other classrooms or other parts of the building, or who try to attend school activities will be considered trespassing.
- Students out on suspension cannot attend **any** school activity.

Non-compliance with BMC policies will result in suspension. The Principal will work closely with the parent and BMC 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**

SJH 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.