

SAM HOUSTON MATH, SCIENCE & TECHNOLOGY CENTER

9400 Irvington
Houston, TX 77076-5299

Phone: 713-696-0200 Fax: 713-696-8984



2011 - 2012 Student Handbook

The information contained in the Student Handbook is based, in part, upon the guidelines provided in the ***Houston Independent School District Code of Student Conduct***. For more detailed information, please refer to that document.



It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its education or employment programs and activities, as required by Title VI of Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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Ada Rivera	Dean of Students – 11 th Grade
Joi Ross-Moore	Counselor – 11 th Grade
Daniel Hernandez	Dean of Students – 10 th Grade
S. Darlene Blasco	Dean of Students – 10 th Grade
Teri Hampton	Dean of Students – Special Education
Wendy Hampton	Dean of Instruction – 9 th Grade
Marta Alvarez-Blanco	Dean of Students – 9 th Grade
Joseph Cullier	Dean of Students – 9 th Grade
Angela Crowley	Instructional Coordinator
Angela Rodriguez	College Access Coordinator

Important Phone Numbers	
Main Office	713-696-0200
Attendance Office	Ext. 331
School Nurse	Ext. 309/310
Registrar's Office	Ext. 331/332
Goal Center	Ext. 369

School Mascot

The Tiger

School Colors

Black and Gold

School Newspaper

The Aegis

School Yearbook

The Colonneh

ALMA MATER

Black and Gold,

We love your spirit on campus and the field.

Black and Gold,

Our hearts are proud; the Tigers never yield.

Our men and women tried and true,

The courage that belongs to you,

Our colors a radiant hue;

We salute you Black and Gold.

Lead us on,

That we may take each day in fearless stride.

Carry on,

In our hearts your memory will 'ere abide.

Be brave! Be strong!

We'll hold our own,

Sam Houston High,

Our Alma Mater true

Bell Schedule

Grade 9

Monday, Wednesday & Friday

0 Period (Credit Recovery)	6:55 – 7:40 AM
1 st Period	7:45 – 8:34 AM
2 nd Period	8:39 – 9:28 AM
3 rd Period	9:33 – 10:22 AM
Advocacy	10:27 – 11:09 AM
4 th Period	11:09 – 11:39 AM
4 th Period	11:44 AM – 12:33 PM
5 th Period	12:38 – 1:27 PM
6 th Period	1:32 – 2:21 PM
7 th Period	2:26 – 3:15 PM
8 th Period (Credit Recovery)	3:20 – 4:05

Tuesday & Thursday

0 Period (Credit Recovery)	6:55 – 7:40 AM
1 st Period	7:45 – 8:41 AM
2 nd Period	8:46 – 9:42 AM
3 rd Period	9:47 – 10:43 AM
4 th Period Lunch	10:43 – 11:13 AM
4 th Period	11:18 AM – 12:12 PM
5 th Period	12:17 – 1:13 PM
6 th Period	1:18 – 2:14 PM
7 th Period	2:19 – 3:15 PM
8 th Period (Credit Recovery)	3:20 – 4:05 PM

Bell Schedule

Grade Levels 10 – 12

<i>Monday, Wednesday & Friday</i>	
0 Period (Credit Recovery)	6:55 – 7:40 AM
1 st Period	7:45 – 8:34 AM
2 nd Period	8:39 – 9:28 AM
3 rd Period	9:33 – 10:22 AM
Advocacy	10:27 – 11:09 AM
4 th Period	11:14 AM – 12:03 PM
5 th Period A Lunch	12:03 – 12:33 PM
5 th Period A Class	12:38 – 1:27 PM
5 th Period B Class	12:08 – 12:57 PM
5 th Period B Lunch	12:57 – 1:27 PM
6 th Period	1:32 – 2:21 PM
7 th Period	2:26 – 3:15 PM
8 th Period (Credit Recovery)	3:20 – 4:05

<i>Tuesday & Thursday</i>	
0 Period (Credit Recovery)	6:55 – 7:40 AM
1 st Period	7:45 – 8:41 AM
2 nd Period	8:46 – 9:42 AM
3 rd Period	9:47 – 10:43 AM
4 th Period	10:48 – 11:39 AM
5 th Period A Lunch	11:39 AM – 12:09 PM
5 th Period A Class	12:14 – 1:13 PM
5 th Period B Class	11:44 AM – 12:43 PM
5 th Period B Lunch	12:43 – 1:13 PM
6 th Period	1:18 – 2:14 PM
7 th Period	2:19 – 3:15 PM
8 th Period (Credit Recovery)	3:20 – 4:05 PM

Attendance will be taken during 2nd period at 9:00 am.

In addition, other dates will arise when the bell schedule may be modified, such as testing days, report card days, and special event days. Check the school website for updates.

School Policies and Procedures

Early Student Arrival

- The first bell for students to enter the building rings at 7:35 a.m. each morning; however, students may enter the building early for breakfast **(in the cafeteria) or with the written permission of a school official.**
- Students arriving before the first bell are allowed in the patio and cafeteria areas only.
- **Students are not allowed in the major portion of the building without a permit from a teacher, or administrator. Students attending club meetings, rehearsals, detention, and/or tutorials must secure a permit prior to the event.**

After School

- The school day ends at 3:15 p.m. each day.
- Students are expected to be picked up no later than 3:30 p.m. unless they are participating in a sponsored after school event. If students are not picked up by this time, the school may refer the student to the district, city police, or Children's Protective Services as a matter of safety.
- Students remaining in the building for rehearsals, tutorials, detention, make-ups, and conferences must report directly to the designated area of their event no later than 3:20 p.m., a bell will ring at this time. A tardy bell will ring at 3:20 p.m., at which time any students remaining in the hallways will be escorted out of the building **and will not be allowed to return.**
- All club meetings, rehearsals, tutorials and any other after school event must have a teacher sponsor present.

Visitors

- No guests or visitors, except those on school business, will be permitted during school hours.
- All visitors must report to the main office for authorization to move throughout the building. All visitors are to check into the main office with legal identification where they will receive an identification badge. All visitors must return to the main office in order to check out.
- Visits to individual classrooms during instructional time are permitted only with approval of the principal or teacher if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All unauthorized visitors will be charged with trespassing.
- For safety reasons, younger brothers, sisters, and children of students are NOT PERMITTED.

Trespassing

All visitors are required to sign in at the main office. Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. Trespassers will be referred to Campus Police for appropriate action.

Volunteers in Public Schools (VIPS)

- We encourage parents, students and community partners to support HISD students and teachers by volunteering their time.
- VIPS are caring adults or children, who tutor students, serve as classroom assistants to teachers, provide enrichment and hands-on experience with computers, work in the library, clinic, office, cafeteria, and provide other support.
- To become a VIPS, all volunteers must register online and pass a criminal background check before they can participate as a volunteer. Please follow the steps below to become a VIPS:

Step 1:	Register online at www.houstonisd.org , stay on the homepage and scroll down to the bottom of the page, click on the word Parents or Public and then click on VIPS login or click on the VIPS Volunteers in Public Schools Logo Parent Engagement Web Portal.
Step 2:	Once you have registered, you must go in person to the school of interest and show proof of identification. Accepted identification includes: <ul style="list-style-type: none">• Texas Driver's License Official Passport• Texas Identification Card Official U.S. Military ID• Driver's License (issued by any state in the U.S.) Matricula Consular• Identification Card (issued by any state in the U.S.) Resident Alien Card
Step 3:	Identification information will go into our database for processing by the Volunteer Coordinator at each campus
Step 4:	The criminal history background check can take 2-3 weeks to complete
Step 5:	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD

Parking Permits

- Students who wish to park their motor vehicles on campus must purchase a yearly parking permit from the school police office.
- Parking stickers need to be displayed on the driver side windshield.
- When purchasing a parking permit, students must provide a valid driver's license and proof of insurance. The student's name must be on the insurance.
- Vehicles also must be current with its Texas State Inspection Sticker and State Registration Sticker.

Student Designated Parking Lot

- Cars parked in slots designated for the handicapped must display a handicapped vehicle tag. Illegally parked cars will be towed at the owner's expense.
- Cars permitted to park on school property are subject to the Search and Seizure Laws of the State of Texas and Houston Independent School District policies. Sam Houston Math, Science, and Technology Center and the Houston Independent School District are not responsible for the theft or damage to the vehicle while parked on the parking lot.

Dress and Grooming

The school dress code is established to ensure the health and safety of everyone on campus and to avoid any unacceptable disruptions to the learning environment. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Uniform Tops/Polo Shirts

- A black or white polo style shirt or t-shirt with a SHMSTC logo. Shirt sleeves cannot be rolled up. No "tall" T's or oversized shirts are allowed.
- A solid black or white polo style shirt or t-shirt.
- T-shirts worn under shirts must be black or white only.
- Approved school club/team spirit shirts may be worn.
- Shirts must stay in the same condition as when they were purchased. Clothing may not be inappropriately revealing and must cover the entire midriff area.
- Students with tattoos must ensure that the tattoos are covered and not visible at any time.
- Shirt length must not exceed below the wrists when the arms are straight down. Shirts that do not meet the "wrist" rule must be tucked in.

Pants/Skirts

- Pants must be solid khaki, blue or black. Denim blue jeans are allowed.
- All slacks and skirts must be worn at the natural waist height and be of proper length. All must fit properly and may not be excessively loose or baggy.
- Skirts must be below the student's knee; skirts exposing the knee or thigh will not be allowed. Skirt length must be at least one inch below the fingers when the arms are straight down.
- **NO** shorts, skorts, or capris may be worn at any time.
- Oversized, undersized, torn pants will not be permitted.
- Pant legs cannot be rolled up.
- No cargo shorts or pants allowed.
- Stripes, embroidery, patterns, and logos are not allowed.
- Nylon fleece and sweat pants are not allowed.

Shoes

- Shoes must be closed toe and have an appropriate sole.
- Shoes may be black, white, or brown, only, including shoelaces.
- Shoes with rollers/wheels underneath are not permitted.
- For safety reasons, platform shoes, spiked heels, combat boots, steel-toed boots, or any backless shoes (including clogs, house shoes, sandals, flip-flops, aqua socks) are not allowed.

Hair

- No distracting hair styles are appropriate in an academic setting.
- Hair rollers, metal rakes, and combs are not to be worn.

Jewelry

- Appropriate jewelry may be worn on neck, wrist, fingers, or ears. **Only piercing of ears is permitted.**
- Body jewelry (piercing) other than that in ears is not permitted. No grills or other mouth accessories (except dental retainers) will be allowed.
- Students are not allowed to wear rosaries.
- Expensive or irreplaceable jewelry should not be worn to school. In some laboratory settings, teachers may prohibit the wearing of dangling or protruding articles or accessories.
- Jewelry that distracts from the educational process is not allowed. This includes anything depicting the occult, gang membership, death, suicide, violence, drugs, sex, race, gender, obscenities, alcohol or anything else deemed inappropriate.

Accessories

- Belts may be black or brown and must fit properly with no hanging ends. Belts should not display profane or vulgar images. Extremely large belt buckles are not allowed.
- Purses will be allowed in classrooms if they are not larger than 8" x 5" x 3."
- Students are allowed to carry clear or mesh backpacks to school.
- Wallet chains or dog collars are not allowed.
- Head wear (hats, caps, bandanas, etc.) may not be worn in the building.
- Sunglasses are not to be worn on campus, unless medically necessary.

Winter Clothing

- Sweatshirts, windbreakers, jackets may be worn in the classrooms.
- No hoods are to be worn in the building.
- Winter clothing may be worn during cold weather.
- Students must be in compliance with the standard dress code. Pants and skirts should be within the color and dress outlined above.
- Winter Accessory Items (Ear warmers, caps, scarves etc. need to be removed upon entering the building.)
- Sweaters and sweatshirts are acceptable as long as they are worn over a standard dress shirt with a visible collar.
- No trench coats are allowed.

Students violating the dress code will call home for appropriate clothes. If they are not able to comply with the dress code, they will be assigned to the SRC (Student Reassignment Center). If inappropriate dress continues, students will be disciplined using the rules and regulations outlined by the student handbook and the *HISD Code of Student Conduct*.

Attendance Procedures

Texas and Compulsory Attendance

Regular attendance at school is not just a good idea, it's the law. It is also the greatest single factor in determining success in school. Texas law requires students who have not yet completed the academic year in which their 18th birthday falls to be enrolled in and attend school each school day. Students with excessive absences may be referred to the district attendance officer for further action. The Houston Independent School District expects all students to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

General Procedures

- Attendance is taken in each class period and recorded within the first fifteen (15) minutes of the class period.
- Average Daily Attendance (ADA) will be taken at 9:00am. Teachers will use the Daily Absentee Report when the Attendance program is not available.
- Students returning from an absence must bring a written note from a parent/guardian or physician validating the reason for the absence, **WITHIN THREE (3) DAYS**, to the Attendance Office in order to record the absence as EXCUSED. Acceptable reasons for excused student absences include:
 - a. Personal Illness
 - b. Death of a Family Member
 - c. Student Health Services; Family/Student Counseling Therapy Appointments
 - d. Religious Holidays and Major Activities (The student is counted present in school according to state statute and is not considered absent.)
 - e. Hazardous weather and/or dangerous road conditions, as determined by HISD
 - f. Authorized School-Sponsored Activities
 - g. Required Court Appearance
- The Texas Education Code requires that a student be in attendance for 90% of the days a class is offered during a semester in order to be awarded credit for that class (TEC 25.092). **Additionally, HISD states that students with three or more *unexcused* absences in any credit course will have their credit withheld and an asterisk (*) will appear on the student's report card.**
- Following an EXCUSED absence, the student will be allowed to make up work missed, to take tests that were missed, and to submit all assignments that were due during the absence. The time allowance for taking tests or turning in assignments shall be equal to the number of school days or the number of class meetings the student missed due to the absence. Teachers may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. It is the student's responsibility to arrange makeup work and turning in assignments.

Leaving School Early

A student will not be released from school at times other than regular dismissal hours, except with an Administrator's approval and according to the campus sign out procedures.

Appointments

- On the day of the appointment, the student must bring a note from a parent or guardian, before 7:45 am to the Assistant Principal's Office. The note must contain a phone number where the parent or guardian can be reached and the name and phone number of the doctor, dentist, or other professional with whom the student has the appointment.
- Students may not leave the school without the legal guardian whose name must be on file with the school.
- Students must stay in their assigned class and will be called to the Attendance office when their parent or legal guardian arrives.
- The parent/legal guardian who picks up the student must sign the student out of school in the attendance office before leaving the campus.

Family Emergencies

Parents or legal guardians who need to pick up their child early must adhere to the following procedures:

- Secure a visitor's pass from the front office.
- The Attendance Office will verify that the adult picking up the student is that student's legal parent or guardian.
- The parent/legal guardian who picks up the student must sign the student out of school in the Attendance office before leaving the campus.

Work Release

- Students will be issued exit permits from their teacher/coordinator of the work program in which the student is currently enrolled.
- Students must exit the campus within five minutes of final bell.
- Students are not allowed to loiter on school property.

Illness

- A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse.
- The nurse will decide whether or not the student should be sent home and will notify the student's parent or legal guardian.
- The parent/legal guardian who picks up the student must sign the student out of school in the Attendance office before leaving the campus.

Cellular Phone Policy

- Any student contacting a parent, via cell, for pick up, will be dealt with by an administrator for violating the Student Code of Conduct. Students using a cell phone during the instructional day must relinquish their phone and the parent must pay a \$15 fee to pick it up.

Conduct / Discipline

Students are expected to comply with the rules and guidelines that Sam Houston Math, Science, and Technology Center faculty and staff have put in place, and are expected to adhere to the policies and guidelines stipulated in the HISD Code of Student Conduct.

School Tardiness

- To maximize learning, students are expected to arrive at school on time on a consistent basis.
- Students who are not in their classroom when the tardy bell rings are considered tardy.
- Students who are more than 15 minutes late for a class without a pass will be referred to their AP for truancy and marked absent for that class period.
- Unexcused tardiness to class is considered a Level I Act of Misconduct by the Code of Student Conduct.
- The following are guidelines for handling excessive tardiness per six weeks, as per the HISD Code of Student Conduct:
 - 1st Tardy - verbal warning
 - 2nd Tardy - verbal warning
 - 3rd Tardy - parent contact by teacher, after-school teacher detention and Attendance Referral Form to AP
 - 4th Tardy - Office referral for Saturday detention
 - 5th Tardy - SRC (Student Reassignment Center), which is an in-school suspension.
 - 6th Tardy – Out of School Suspension

Truancy (cutting or skipping)

- Missing class is a serious matter and disciplinary actions taken include parent contact, detention and/or community service, in-school and out-of-school suspension, and referral to the courts for violation of the mandatory school attendance law (fines up to \$500.00 per period missed may be assessed).
- Missing any portion of class is counted by the courts as a whole day of truancy.

Detentions

- Detentions are required time served with the teacher or administrator assigning detention.
- Teacher detentions are served with the assigning teacher in the assigning teacher's classroom.
- Administrative detentions are held in the cafeteria on Saturday from 9:00 a.m. to 12:00 p.m. and 3:20 p.m. to 4:20 p.m. on Tuesdays and Thursdays.
- Only proper advance notification will excuse a missed detention.
- Work obligation does not excuse a student from the responsibility of serving detention.
- Failure to serve a detention is a Level II Act of Misconduct as per the Code of Student Conduct.

In-School Suspension Center (SRC)

- Assignment to the in-school alternative program (Student Reassignment Center) may occur after one or more offenses that constitute an in school suspension as determined by the school administration. Determining factors in the decision will be the nature, number, and seriousness of offenses committed.
- Students assigned to the in-school suspension center must serve the assigned number of days before returning to regular classes. Regular class time missed while serving an in-school suspension is not counted as days missed for attendance policy purposes.
- While serving in the in-school suspension center, students are required to complete all classroom assignments provided by their subject matter teachers, as well as those assigned by the center teacher. These assignments will be graded by the subject matter teacher and will count as part of the student's six-week class grade.
- On the days a student serves an in-school suspension, he or she may not participate in or attend any after-school activities, i.e., dances, sport practices, games, etc.
- In-school suspension is not considered an absence from class. It is very important to follow all rules and regulations while in the in-school suspension program.
- If a student fails to adhere to the in-school suspension rules, he or she may be suspended from school.

Defiance of School Personnel's Authority

- Defiance is defined as a verbal or nonverbal refusal to comply with a reasonable request from school personnel.
- A first offense penalty is a Level III Act of Misconduct as per the Code of Student Conduct, which can include suspension.
- Failure to properly identify yourself is defiance of authority.

Fighting

- Because of the potential for serious injury and disruption, fighting is dealt with as mandated by the HISD Code of Student Conduct.
- Students must make every effort to avoid involvement in a fight, or they will suffer the consequences which can include a ticket for up to \$500.00 and a 3-day suspension, behavior contract signed by student, parent and administrator, with an optional recommendation for removal to a District Alternative Education Program (CEP).
- HISD Police Officers may also follow HISD Police Department's Policies and Procedures regarding fighting/mutual combat or disruption of school activities.

Leaving school premises without permission

- Students may not leave the school premises at any time, including lunch time. The parking lot is off-limits during school hours.
- Once a student is beyond the fence line, he/she is off school grounds.
- Penalties for violation of this policy include suspension and parent contact.
- Subsequent offenses include 3-day suspension, with an optional removal to a District Alternative Education Program and citation for curfew violation.

Possession of Nuisance Devices and Telephones

- A nuisance device is any object or item that has no legitimate educational purpose and may interfere with the orderly conduct of school business.
- This includes electronic or telecommunication devices such as radios, digital paging devices (beepers), iPods, compact disk or cassette tape players, MP3 players, electronic games, toys, dolls, stuffed animals, balloons, or water guns.
- Nuisance devices are not permitted on campus and will not be returned if confiscated by school personnel.
- Cell phones are permitted, but must be turned off during the instructional day. They must be in a backpack or a pocket and **not visible** (whether in use or not). Remember a cell phone is not a watch, so checking the time is a violation. **Any phone that is visible, during the school day, will be confiscated** and a fee of \$15 must be paid before the device will be returned to the parent/guardian, on the 1st offense. A cell phone will not be returned if it is confiscated a 2nd time. (District regulations and disciplinary actions as outlined in the HISD Code of Student Conduct for Level II offenses will be followed.)

Outside Food/Drinks

- Any food purchased outside of the school will not be permitted during school hours.

Gifts and Presents

Gifts or presents such as balloons, flowers, stuffed animals, cakes and other gifts are not to be delivered or brought to school for students at any time. These are considered nuisance items, and may be confiscated by school personnel.

Inflammatory Actions

- Profane and offensive language, gestures, or actions which create or which might create a disturbance are considered inflammatory actions, which are prohibited and in violation of HISD policy.
- Disciplinary options are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension.

Dances and Social Events

- The rules of good conduct and grooming will be observed at school social events held outside the regular school day.
- All attendees are subject to a search.
- Guests are expected to observe the same rules, and the Sam Houston student may share responsibility for the conduct of the guest.
- A student attending any event may be asked to sign out when leaving; anyone leaving may not be readmitted.

Sexual Harassment / Sexual Abuse

- Unwanted and unwelcomed conduct of a sexual nature such as words, gestures or any other sexual conduct, including request for sexual favors directed toward another student and/or a District employee is unacceptable.

- Disciplinary options in regards to sexual nature are outlined in the HISD Code of Student Conduct as a Level III Act of Misconduct, consequences can include suspension.

Violations of the Law – Alcohol, Drugs, Tobacco, and Weapons

- By state and federal law, students are not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns or other weapons on school property.
- Having one of these items in a privately owned vehicle and parked on District property is also prohibited.
- This is a Level IV or Level V offense, depending on the severity of the offense. Disciplinary options are outlined in the HISD Code of Student Conduct.

Graffiti

Defacing of school property with graffiti or other means can lead to an enhanced Felony Charge. A disciplinary action of a felony charge is a referral to a Discipline Alternative Education Program.

Class Behavior

Students are expected to behave in such a way that promotes learning. As a student you are expected to:

- Arrive on time to class with all of the necessary materials (paper, textbooks, writing utensils, etc.).
- Be an active participant in your learning (ask questions, complete assignments, etc.).
- Make every effort to learn the information.
- Interact respectfully with both your peers and teachers.

A few sample behaviors that impede the learning process and are violations at SHMSTC are:

- Not following the classroom rules and procedures.
- Eating or chewing gum in classrooms and hallways.
- Acts of disrespect: talking at inappropriate times, horse-playing, laughing at other students, failure to respond promptly and appropriately to an adult, etc.
- Refusal to participate in classroom activities and/or learning process.
- Use of inappropriate language, gestures, and/or clothing.
- Dishonest acts: cheating, plagiarism, forging signatures, and lying to school officials.

Hallway Behavior

- If you are in the hall during class, you must have a pass from a teacher or school official and proceed quietly so as not to disturb those engaged in the learning process.
- SHMSTC uses a 15/15 rule where students are not allowed to leave the classroom the first or last 15 minutes of class.
- During passing periods, you are expected to:
 - Walk quickly, and **NOT RUN** to class.
 - Stay to the right of the hallway.
 - Talk at a reasonable volume.

- Keep your hands to yourself (this includes inappropriate displays of affection: hugging, kissing, holding hands, etc.).
 - Refrain from eating, drinking or chewing gum.
- Students are not allowed to be in any area of the school without the supervision of an adult. This includes gym locker rooms, the cafeteria, classrooms, etc. If you are in an unsupervised area, you will be considered in violation of the student expectations.

Parent Notification of Violations

- Parents/Guardians may be notified of student violations by phone, email, or other written documents.
- In such notifications, parents could be asked to attend a teacher conference or simply be asked to sign the document verifying that they understand the consequences the student is receiving for his/her misbehavior.
- It is the student's responsibility to provide the parent/guardian a copy of any written notifications from teachers and school administration.

AP (Assistant Principal) Referrals

- Once a student has been referred to his/her AP, the AP may assign alternative consequences.
- Some of those consequences include: after-school or Saturday detention, in-school suspension, out of school suspension, and/or referral to an alternative placement.
- Please refer to the HISD Student Code of Conduct for violations and consequences.
- All students who are assigned discipline by an administrator will have a copy of the discipline referral for parents.

General Information

Identification Cards

- Student ID badges are to be **worn and visible** at all times.
- Students are not allowed to deface identification cards.
- The replacement fee for ID cards is \$5.00
- Temporary ID's will be available in the Assistant Principal's office prior to the 8:25 a.m. bell for \$3.00 each. Students can use up to 4 temporary ID's per semester before receiving a school consequence.

Electronic Devices

- SHMSTC students are not allowed to have personal electronic devices on campus.
- Since these items are not allowed on campus, the school is not responsible for lost or stolen items.
- Any electronic devices that are visible during the instructional day will be confiscated and can only be picked up by a parent/guardian with a \$15 fine paid to the school due upon receipt of the device.

Cell Phones

- Cell phones may only be used before and after school outside the building.
- Cell phones that are visible or ring during the instructional day will be confiscated and can only be picked up by a parent/guardian with a \$15 fine paid to the school due upon receipt of the device.

Unacceptable Items

Students are not allowed to have the following items on campus or at any school sponsored events:

- Permanent markers
- Any type of substance that could be used as an illegal drug (marijuana, tobacco, alcohol, prescribed medications, etc.).
- Any paraphernalia associated with illegal drugs or gang-related materials.
- Any type of printed material that could be considered vulgar and/or graphic and therefore inappropriate for school.

Textbooks

- Textbooks are loaned to students at the beginning of each school year if requested. The school issues students bar coded textbooks.
- Textbooks are to be returned to the school upon course completion.
- It is the student's responsibility to take care of these books and return them in the original condition. Books damaged, lost, or destroyed will be paid for by the student before a replacement text can be issued.
- Many teachers maintain a classroom set of textbooks only. In this case, parents may check out a book for home use. The usual rules for textbook return apply.
- Students withdrawing from SHMSTC are responsible for turning in their textbooks.
- If students turn in books that belong to another student they are still responsible for the original textbook signed out to them.

Personal Property

- Personal property such as cameras, musical instruments, etc. brought to school is the responsibility of the student.
- The school district does not carry insurance on students' personal property.
- Lost items will not be replaced by the school.

Prayer

- Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school.
- The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Fees

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

- Costs for materials for a class project that the student will keep
- Membership dues in voluntary clubs or student and admission fees to extracurricular activities
- Book fines, including lost textbook and library books
- Musical instrument rental and uniform for band and ROTC, when uniforms are provided by the District
- Replacement of student identification badges
- Printing fees
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased of student accident insurance
- Personal apparel used in extracurricular activities which becomes student property
- Parking permits

Academic Program

Grading

Marking periods at SHMSTC are divided into six, six-week terms. Report cards and transcript grades are reported in accordance with HISD policy.

The following grading scale is used in HISD:

Numeric Average	Letter Grade Equivalent	Grade Points (HISD Policy) Credit Courses		
		Pre-AP/AP	Regular	Modified
100-90	A	5	4	3
89- 80	B	4	3	2
79-75	C	3	2	1.5
74-70	D	2	1	1
69-below	F	0	0	0

Conduct & Behavior

Conduct grades affect eligibility for participation in school activities. Poor conduct interferes with a student's ability to learn and a teacher's ability to teach. Student behavior is graded on the following scale:

E	Excellent
S	Satisfactory
P	Poor
U	Unsatisfactory

Students who show exceptional mastery in all classes (or in all classes except 2 where those grades show mastery) and maintain at least an 'S' in conduct, earn Honor Roll status.

Academic grades that are below average and behavior grades below satisfactory can prohibit you from participating in school-sponsored activities such as dances and field trips. Failing grades exclude otherwise eligible students from participating in extracurricular activities including band, choir, University Interscholastic League (UIL) and club sports, etc.

Graduation Requirements

	2001 - 2006 Freshman			2007 Freshman		
	Core Program	Recommended Program	Distinguished Achievement Program	Core Program	Recommended Program	Distinguished Achievement Program
English	4	4	4	4	4	4
Math	3	3	3	3	4	4
Science	3	3	3	3	4	4
Social Studies	3.5	3.5	3.5	3.5	3.5	3.5
Economics	0.5	0.5	0.5	0.5	0.5	0.5
Second Language	1	2	3	1	2	2
Physical Education	1.5	1.5	1.5	1.5	1.5	1.5
Health	0.5	0.5	0.5	0.5	0.5	0.5
Speech	0.5	0.5	0.5	0.5	0.5	0.5
Technology	1	1	1	1	1	1
Fine Arts	0	1	1	1	1	1
Electives	5.5	3.5	2.5	5.5	3.5	3.5
Total	24	24	24	24	26	26

Graduation minimum is 24 credits

Promotion / Retention Policy

- A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course.
- To earn credit in a course, a student must receive a grade of 70, or above, based on the course-level standards.
- If a student is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parent or guardian will be notified.

Student Classification

The following chart outlines the number of credits a student needs to earn to be promoted to the next grade level. These credits must be earned in Houston ISD approved credit courses.

Grade Level Classification		
Grade		Credits Earned
10th	Sophomore	6.0 - 11.5
11th	Junior	12.0 - 17.5
12th	Senior	18.0+

Academic Reports to Parents

School officials communicate students' academic progress to parents through the following methods:

- School Issued Progress reports: The school sends home a progress report at the middle of the six-week marking period.
- Report Cards: Report cards will be sent home at the end of the six weeks.
- Teacher Issued Progress reports: A teacher may choose to send home a progress report for his/her own class. This may be done at anytime and may require a parent signature.

Academic Assignment (Homework and Classwork)

Teachers assign work to help you learn. This work must be completed with your best effort in the amount of time allotted. If this work is not completed to the standard necessary to prove your mastery of the material, certain measures may be taken by the school to assure maximum learning.

Consequences	Teacher may:
First missing assignment	Issue a warning and notify parent. *Grade deduction on assignment.
Second missing assignment	Notify parent, issue detention, and/or request a parent conference. *Grade deduction on assignment.
Subsequent missing assignment	Refer the student to grade level AP for additional intervention. *Grade deduction on assignment.

**see late work policy*

Make Up Work Policy

Students who are absent from school have the opportunity to make up the assignments/class work that was missed. It is the responsibility of the student to get his/her make-up work from his/her teacher. The student will be given the same amount of school days they missed to make up the work. For example if a student was absent for two days they will be given two days to make up the work they missed.

Late Work Policy

Students turning in assignments past their due date will have a grade deduction assigned. The expectation is that all work is turned in on the due date set by the teacher. Work turned in late will receive a 10 percentage point deduction for each calendar day past the assigned due date. The grade deduction will be taken from the final percentage earned by the student for the assignment (i.e.: if student earned a grade of 85 on an assignment and it was turned in one day late the student would receive a 75). Work turned in 6-10 calendar days past due date will earn at least a grade of 25%. All work must be turned in during the grading period of its due date.

Number of Days* Past Due Date	Grade Deduction From Final Percentage Earned
1	10
2	20
3	30
4	40
5	50
Any work turned in 6-10 days will earn at least a grade of 25%.	

**Calendar days – not class periods*

Health and Welfare of Students

Health Information

- Any pertinent health information should immediately be provided to the nurse so that she may be of assistance in matters concerning student health.
- The school nurse is responsible for checking student's immunization records.
- Any immunizations added to the student's immunization record should be given to the nurse.

School Nurse and Clinic

- The school nurse provides clinic services in the event of illness or injury occurring during the school day.
- A student may go to the clinic only after obtaining a permit from a teacher.
- If the nurse believes the student should go home, the student's parent/guardian will be notified by a school official.
- No student may leave school grounds for an illness or injury without the nurse's or Assistant Principal's permission.

Medicine at School

- The school nurse will coordinate medication needs.
- Any student needing to take medication during the school day must complete a Physician's Request for Administration of Medication during School Hours form. The form must be filled out and signed by the physician or dentist and parent/legal guardian, then returned to the nurse to be kept in the clinic on file
- Medication must be in the original container and be appropriately labeled by the pharmacy. Non-prescription medication must be in an unopened container with a pharmacy label attached.

Emergency Medical Treatment

- If a student should have a medical emergency at school or at a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment.
- Parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers allergies to medications, etc.) up-to-date. Having current information is of critical importance. Please contact the school nurse to update any information.
- The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims.

Communicable Diseases / Conditions

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease can be alerted. These diseases include, but not limited to:

- Diphtheria
- Hepatitis (Infectious)
- Measles (Rubella)
- Meningitis Meningococcal (epidemic type)
- Mumps
- Poliomyelitis
- Ringworm of Scalp
- Scabies
- Smallpox
- Typhoid Fever
- H1N1

Safety

Drills – Fire, Tornado, and Other Emergencies

- Drills are held on a monthly basis, as required by law, and are an important safety precaution.
- At the sounding of the fire alarm, students must follow the instructions posted in the classroom and proceed to the fire exit in a quiet and orderly manner.
- Upon reaching the outside of the building, they will move to the assigned location and must remain with their class.
- Students must leave clear paths along driveways and parking lots for fire or other emergency equipment.
- Teachers will take roll to ensure that all students have exited safely. When returning to class, students should move quickly and orderly to their assigned class.

Making False Fire Alarms

- Students are prohibited by state law from making false fire alarm calls. Any student apprehended for making a false fire alarm call will be disciplined according to the procedures outlined in the *HISD Code of Student Conduct* which mandates the removal of the student to a Disciplinary Alternative Education Program.

Safety / Accident Prevention

Student safety on campus or at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of the students is essential to ensure school safety.

Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the *HISD Code of Student Conduct* and any additional rules for behavior and safety set by the principal, teacher, or bus drivers.
- Remain alert and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signal.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Pest Control Information

- The District periodically applies pesticides inside the building.
- Except in an emergency, signs will be posted 48 hours before application.
- Parents who want to be notified prior to pesticide application inside their child's school assignment area(s) may contact the school nurse at 713-696-0200.

Weather

- The decision to close school because of inclement weather or bad road conditions is made by the Superintendent of Schools. When the decision is made, this information is given to the Houston radio and television stations.
- The announcement will specifically refer to the Houston Independent School District. Do not call the school. Please listen to your local radio or television station.

General Information

Extracurricular Activities, Clubs, and Organizations

- Co-curricular activities are an extension of classroom instruction. They relate directly to and enhance student learning of the TEKS through participation, demonstration, illustration, and observation.
- Co-curricular activities are conducted or supervised by a classroom teacher or other educational professional. Grade requirements shall not prevent students from participating in after-school, co-curricular activities.
- A student is allowed five absences during each semester for participation in school extra-curricular and co-curricular activities. These are excused absences and will be documented in each teacher's attendance records as well as on the school's master attendance database (Chancery).
- Sponsors of extracurricular activities must ensure that lists of participating students reach the attendance office prior to departure for those activities, so that the correct absence code is entered for each student's absence. Extracurricular absences will not appear on the student's report card as absences.
- On the days a student serves an in-school suspension or out-of-school suspension, he or she may not participate in or attend any after-school activities, i.e. dances, sport practices, games, etc.

Please note: Student clubs and performing groups, such as the band, choir, drill, and athletic teams, may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *HISD Code of Student Conduct* will apply in addition to any consequences specified by the organization.

Student Offices and Elections

The Student Council sponsors all student elections. Students who are interested in becoming class officers or hold special honors must satisfy the following requirements:

- Not less than an "S" in conduct for the current and the preceding semester in all classes.
- Passing grades in all classes with no less than a "C" average for the current and preceding semester.
- No "F's," "I's," or "P's" in the preceding grading period.

Students who are interested and qualify should sign up in person during the appropriate filing period, which will be announced. Unless otherwise specified, each candidate must pay a nonrefundable filing fee.

Telephones

- Public telephones are not available in the school. Students are to request permission to use the office telephones.
- Telephone time is limited to before school, at the teacher's request, and after school. These telephones are not to be used during class time for any reason unless authorized by the teacher, counselor, or floor administrator.

What to do if...

...you are absent for one or two days

If you are absent, do not wait for the teacher to come to you. You must take responsibility for your learning!

- Call a friend in your class to get the notes and find out what you missed so you will not be behind when you return. (It's a good idea to have a few friends' numbers.)
- Complete the assignments to the best of your ability.
- Call or email the teacher to request additional information (if necessary).

If you do not make up your work within the guidelines specified by Late Work Policy, you could earn a zero for the assignment. A zero on any assignment will cause a significant reduction in your final average.

...you know you are going to miss the next day(s) of school

- Communicate with the teacher at least a day or two before you are going to be out.
- Ask, "Can I pick up my missing assignments on _____ (insert date)?"
- Pick up the assignments on the appropriate date.
- Complete the assignments to the best of your ability and turn it in to the teacher when you return to school.

...you leave or lose something at school

- Look in your classrooms
- Retrace your steps
- Go to the Main office located in room 100 to look in the lost and found

Taking care of your things is your responsibility. The more organized you are the less likely you are to lose things. If you have not mastered organization, keep your valuable items in a safe place at home.

...you see something that shouldn't be happening on campus

- Immediately find an adult and report the incident. The safety of our school depends largely on you!

Let's Have a Great Year!