



round rock



Student-Parent  
Handbook  
and  
Student Code of Conduct  
2006-2007

MIDDLE SCHOOLS

C. D. Fulkes  
Canyon Vista  
Cedar Valley  
Chisholm Trail  
Deerpark  
Grisham  
Hopewell  
Ridgeview

round rock



1311 Round Rock Avenue  
Round Rock, Texas 78681  
512.464.5000  
[www.roundrockisd.org](http://www.roundrockisd.org)

August 2006

Dear Parents and Guardians:

Welcome to the new school year in Round Rock ISD. Every new beginning offers challenges and opportunities, and a new school year is certainly no different.

We have an excellent district noted for the academic achievement of our students. *Newsweek's* list of the top five percent of high schools in America includes all four of our high schools. The SchoolMatch organization has awarded RRISD its "What Parents Want Award" for 15 consecutive years, every year that the award has been presented.

While we celebrate our successes, there is still room for each and every student to go beyond even our high expectations. To help them do so requires a partnership effort bringing together the RRISD community to support advancement in math and science, narrow the gap among student groups and provide adequate classrooms.

Parents play a vital role in increasing academic success by showing interest in their student's school activities, encouraging the use of school resources, visiting the school when possible and always being a cheerleader for learning. Significant support can be as simple as being sure students arrive at school on time and prepared for their day's work

This Student-Parent Handbook will help you learn more about the vast array of programs and resources that are available throughout the District. An important section is the Code of Conduct, which outlines the rules that are necessary to provide a secure, safe and orderly learning environment. Discussing these resources and regulations with your students is a great step toward assuring they will get the most out of their school year.

The Board of Trustees and the entire staff of Round Rock ISD look forward to working with you to assure that a quality education is a reality for every student.

Sincerely,

A handwritten signature in black ink that reads "Jesús H. Chávez". The signature is written in a cursive style with a prominent 'J' and 'C'.

Jesús H. Chávez, Ph.D.  
Superintendent

## PREFACE

Round Rock Independent School District is an outstanding school district where children truly come first. Our District has twenty-seven elementary schools, eight middle schools, four high schools, a ninth grade campus and an alternative secondary school. Our teachers and administrators are dedicated professionals who are committed to providing your children with the best possible education. We are proud of our students and their efforts throughout their school careers.

The **RRISD Student-Parent Handbook and Code of Conduct** contains information needed by both students and parents during the school year.

The **Student-Parent Handbook** contains information about the school with which you should be familiar. Information in this book is based upon campus or District policy or procedures, Texas Education Agency regulations, or state law.

The **RRISD Student Code of Conduct** is the District's discipline management plan required by TEA. This section contains the consequences for wrong or inappropriate behavior and is intended to promote school safety. Information in this section is either required by state law or has been approved by the RRISD Board of Trustees.

If the information in the **Student-Parent Handbook** conflicts with information in the **Student Code of Conduct**, the latter shall take precedence.

Policy changes will be made as necessary; students are asked to note such changes in their handbook.

Information, rules, and clear expectations are the foundation for harmony and good human relations. Students and parents must be familiar with this Handbook, Code of Conduct, and other school information. Furthermore, students and parents are encouraged to ask questions and make constructive suggestions relevant to their school.

The purpose of this handbook is to provide information about elementary school procedures and practices in the Round Rock Independent School District. We hope this information will be useful to you and your family during the school year.

### PLEASE NOTE

We strongly recommend that students and parents review the contents of this Handbook/Code of Conduct and keep it as a reference during the school year. Please sign the forms on the last three pages of this booklet. The signed forms must be returned to the classroom teacher within ten school days from the receipt of this handbook.

Any changes in the handbook or Student Code of Conduct as a result of interpretation of recent legislation will replace any existing information and will be provided under separate cover to students and parents.

Reviewed by the  
Round Rock Independent School District Board of Trustees

June 2006

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**District Policies**

The Policy-On-Line service of the Round Rock Independent School District's Board Policy Manual is provided for the convenience of persons interested in the school district. The manual includes policies adopted by the RRISD Board of Trustees, administrative regulations, and/or exhibits prepared by the administrative staff and reviewed by the Policy Committee. The Internet address for the District's home page is [www.roundrockisd.org](http://www.roundrockisd.org).

Since Board policy is subject to change, you may request a copy of the most current policy(s) text by calling the District's Department of Legal Services at 464-5036.

**Round Rock Independent School District  
Administration 464-5000**

**Board of Trustees**

Diana M. Maldonado, President  
Diane Cox, Vice President  
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Superintendent  
464-5022

**Toni Garcia**  
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464-5089

**Tracy Hoke**  
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464-5038

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Human Resources Services  
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464-5986

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464-5166

**Alan Albers**  
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Operations and Facilities  
464-5087

Community Relations Office  
464-5113

**Rosena Malone**  
Assistant Superintendent  
Secondary Education  
464-5092

Supervises the following campuses: *McNeil, Round Rock, Stony Point, Stony Point Nine, Westwood, RROC (Success), C.D. Fulkes, Canyon Vista, Cedar Valley, Chisholm Trail, Deerpark, Grisham, Hopewell, Ridgeview*

**Beverly Helfinstein**  
Assistant Superintendent  
Elementary Education  
464-5131

Supervises the following campuses: *Anderson Mill, Bluebonnet, Brushy Creek, Cactus Ranch, Canyon Creek, Caraway, Double File Trail, Forest North, Great Oaks, Live Oak, Old Town, Spicewood, Voigt, Wells Branch*

**Romelle Parker**  
Assistant Superintendent  
Elementary Education  
464-5096

Supervises the following campuses: *Berkman, Blackland Prairie, Caldwell Heights, Deep Wood, Forest Creek, Gattis, Jollyville, Laurel Mountain, Fern Bluff, Pond Springs, Purple Sage, Robertson, Union Hill*

Regularly scheduled school board meetings are held the third Thursday of each month at the Round Rock High School Lecture Hall, 300 Lake Creek Drive, or other designated locations as announced in the board agenda. Board meetings held at the Round Rock High School Lecture Hall are broadcast on Time Warner Communications Round Rock Cable Channel 10.

Round Rock Independent School District is an equal opportunity employer and provides educational programs and services which do not discriminate on the basis of age, national origin, race, sex, color, religion, disability or against any other legally protected group. Complaints should be addressed to the District's Department of Legal Services at 464-5036.

Contact Title IX Coordinators, Jim Loerwald, Director of Athletics, at 464-5480, or Pat Peterson, Director of Legal Services, at 464-5036, for concerns regarding discrimination on the basis of gender.

Contact the Section 504 Coordinator, Donna Perez at 464--5143, for concerns regarding discrimination on the basis of disability.

## 2006-2007 RRISD SCHOOL DIRECTORY

SCHOOL	ADDRESS		PHONE	FAX	PRINCIPAL
<b>HIGH SCHOOLS</b>					
McNeil	5720 McNeil Rd.	Austin, TX 78729	512-464-6300	512-464-6550	
Round Rock	300 Lake Creek Dr.	Round Rock, TX 78681	512-464-6000	512-464-6190	Walter Gesch
Stony Point	1801 Bowman Rd.	Round Rock, TX 78664	512-428-7000	512-428-7280	T. J. Dilworth
Stony Point 9th	1901 Sunrise Rd.	Round Rock, TX 78664	512-424-8800	512-424-8940	Albert Hernandez
Westwood	12400 Mellow Meadow Dr.	Austin, TX 78750	512-464-4000	512-464-4020	Rebecca Donald
Round Rock	931 Luther Peterson Pl.	Round Rock, TX 78664	512-428-2900	512-428-2943	René Posey
<b>MIDDLE SCHOOLS</b>					
Canyon Vista	8455 Spicewood Springs	Austin, TX 78759	512-464-8100	512-464-8210	Lisa Napper
Cedar Valley	8139 Racine Trail	Austin, TX 78717	512-428-2300	512-428-2420	Jane Miller
Chisholm Trail	500 Oakridge	Round Rock, TX 78681	512-428-2500	512-428-2629	Diana Negrete
Deerpark	8849 Anderson Mill Rd.	Austin, TX 78729	512-464-6600	512-464-6740	Toni Hicks
C. D. Fulkes	300 West Anderson Ave.	Round Rock, TX 78664	512-428-3100	512-428-3240	Nancy Guerrero
Grisham	10805 School House Lane	Austin, TX 78750	512-428-2650	512-428-2790	Malinda Golden
Hopewell	1535 Gulf Way	Round Rock, TX 78664	512-464-5200	512-464-5349	
Ridgeview	1400 Via Sonoma Trail	Round Rock, TX 78664	512-424-8400	512-424-8540	Jennifer Morrow
<b>ELEMENTARY SCHOOLS</b>					
Anderson Mill	10610 Salt Mill Hollow	Austin, TX 78750	512-428-3700	512-428-3790	Rebecca Lavender
Berkman	400 West Anderson Ave.	Round Rock, TX 78664	512-464-8250	512-464-8315	Maria Roberts
Blackland Prairie	2105 Via Sonoma Trail	Round Rock, TX 78664	512-424-8600	512-424-8690	Sharon Barnard
Bluebonnet	1010 Chisholm Valley Dr.	Round Rock, TX 78681	512-428-7700	512-428-7790	Lucy McVey
Brushy Creek	3800 Stonebridge	Round Rock, TX 78681	512-428-3000	512-428-3080	Carla Amacher
Cactus Ranch	3201 Golden Oak Circle	Round Rock, TX 78681	512-424-8000	512-424-8090	Vicki Crain
Caldwell Heights	4010 Eagles Nest St.	Round Rock, TX 78664	512-428-7300	512-428-7390	Amanda Estes
Canyon Creek	10210 Ember Glen Dr.	Austin, TX 78726	512-428-2800	512-428-2890	Eleece Moffatt
Caraway	11104 Oak View Dr.	Austin, TX 78759	512-464-5500	512-464-5590	Shelly Hohmann
Deep Wood	705 St. Williams Dr.	Round Rock, TX 78681	512-464-4400	512-464-4494	Janie Veach
Double File Trail	2400 Chandler Creek Blvd.	Round Rock, TX 78664	512-428-7400	512-428-7490	Abby Duffy
Fern Bluff	17815 Park Valley	Round Rock, TX 78681	512-428-2100	512-428-2160	Karen Halverson
Forest Creek	3805 Forest Creek Dr.	Round Rock, TX 78664	512-464-5350	512-464-5430	Mark Pratz
Forest North	13414 Broadmeade	Austin, TX 78729	512-464-6750	512-464-6794	Mary Patterson
Gattis	2920 Round Rock Ranch	Round Rock, TX 78664	512-428-2000	512-428-2065	Jennifer Lucas
Great Oaks	16455 Great Oaks Dr.	Round Rock, TX 78681	512-464-6850	512-464-6930	Anna Warren
Jollyville	6720 Corpus Christi	Austin, TX 78729	512-428-2200	512-428-2299	Elizabeth Sims
Laurel Mountain	10111 D K Ranch Rd.	Austin, TX 78759	512-464-4300	512-464-4390	Jan Richards
Live Oak	8607 Anderson Mill Rd.	Austin, TX 78729	512-428-3800	512-428-3890	Trana Allen
Old Town	2200 Chaparral Dr.	Round Rock, TX 78681	512-428-7600	512-428-7690	Sharon Wilkes
Pond Springs	7825 Elk Horn Mountain Tr.	Austin, TX 78729	512-464-4200	512-464-4290	Kristina Snow
Purple Sage	11801 Tanglebriar Trail	Austin, TX 78750	512-428-3500	512-428-3590	Jolynn Schwing
Robertson	1415 Bayland	Round Rock, TX 78664	512-428-3300	512-428-3370	Raul Peña
Spicewood	11601 Olson	Austin, TX 78750	512-428-3600	512-428-3690	Beth June
Union Hill	1511 Gulf Way	Round Rock, TX 78664	512-424-8700	512-424-8790	Julie Nelson
Xenia Voigt	1201 Cushing Dr.	Round Rock, TX 78664	512-428-7500	512-428-7590	Melinda Long
Wells Branch	14650 Merriltown Dr.	Austin, TX 78728	512-428-3400	512-428-3490	Belinda Cini

**2006-2007 SCHOOL CALENDAR TO BE PLACED HERE**

## 2006-2007 School Calendar

<u>FIRST SEMESTER</u>	<u>SECOND SEMESTER</u>
1 <sup>st</sup> Six Weeks – August 14 – September 22	4 <sup>th</sup> Six Weeks – January 4 – February 16
2 <sup>nd</sup> Six Weeks – September 25 – November 3	5 <sup>th</sup> Six Weeks – February 19 – April 5
3 <sup>rd</sup> Six Weeks – November 6 – December 14	6 <sup>th</sup> Six Weeks – April 10 – May 23

### Student Holidays and Important Dates

August 14.....	First Day of School
September 4 .....	Labor Day
October 9 .....	Staff Development Day
November 22-24 .....	Thanksgiving Holidays
December 15 .....	Staff Preparation Day
December 18 – January 1 .....	Winter Break
January 2-3.....	Staff Development/Preparation Day
January 15.....	Martin Luther King Day
February 26.....	Staff Development Day
March 12-16.....	Spring Break
April 6.....	Bad Weather Day 2/Spring Holiday
April 9.....	Bad Weather Day 1/Spring Holiday
May 23 .....	Last Day of School
May 24 .....	Staff Preparation/Development Day

**Note: Some middle schools will utilize Early Release or Late Start Days for professional development purposes. These dates will be communicated to parents by each middle school campus.**

## ACADEMICS

### **ACTIVITIES – Eligibility and Waivers (No Pass-No Play)**

A student whose recorded six weeks grade average in any course is lower than 70 at the end of the six weeks grading period shall be suspended from participation in any extra-curricular competition or public performance. If during the succeeding three weeks, the student achieves a course grade average of at least 70 in each course, the student regains eligibility. An "I" (Incomplete) grade counts as a "F" for eligibility purposes until the teacher resolves it to a passing grade of 70 or above and has recorded that grade with the counselor's office.

#### *TEC, Subchapter D, Section 33.081 EXTRACURRICULAR ACTIVITIES*

*(c) A student who is enrolled in a school district in this state or who participates in a University Interscholastic League competition shall be suspended from participation in any extracurricular activity sponsored or sanctioned by the school district or the University Interscholastic League after a grade evaluation period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class other than an identified honors or advance class. A suspension continues for at least three weeks and is not removed during the school year until the conditions of Subsection (d) are met. A suspension does not last beyond the end of a school year.*

*For purposes of the subsection, "grade evaluation period" means:*

- 1) the six-week grade reporting period; or*
- 2) the first six weeks of a semester and each grade reporting period thereafter, in the case of a district with a grade reporting period longer than six weeks.*

*(d) Until the suspension is removed under this subsection or the school year ends, a school district shall review the grades of a student suspended under Subsection (c) at the end of each three-week period following the date on which the suspension began. At the time of a review the suspension is removed if the student's grade in each class, other than an identified honors or advanced class, is equal to or greater than the equivalent of 70 on a scale of 100. The principal and each of the student's teachers shall make the determination concerning the student's grades.*

*(e) Suspension of a student with a disability that significantly interferes with the student's ability to meet regular academic standards must be based on the student's failure to meet the requirements of the student's individualized education program. The determination of whether a disability significantly interferes with a student's ability to meet regular academic standards must be made by the student's admission, review, and dismissal committee. For purposes of this subsection, "student with a disability" means a student who is eligible for a district's special education program under Section 29.003(b).*

*(f) A student suspended under this section may practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance.*

Round Rock Independent School District strongly supports the belief that academic success is essential for all students. For academic success, students must be encouraged to focus the necessary time and effort on their course work. Therefore, middle school students who are failing one or more courses at the end of a grading period may not be allowed to attend middle school extracurricular activities for a three-week period. This consequence will be removed when the student attains a course grade average for a three-week period of 70 or higher in each course taken.

**NOTE:** A chart of important dates for UIL eligibility for the 2006-2006 school year is located in the Appendix of this handbook.

### **COMPUTER ACCESS – Acceptable Use and Code of Conduct**

Students are expected to observe network etiquette. Students are prohibited from pretending to be someone else; accessing or transmitting obscene messages or pictures; revealing personal addresses or telephone numbers, either their own or another person's; or using the network in a way that would disrupt use by others.

Only students who have been authorized by the District and who are under direct supervision of designated district employees are permitted to use a district computer or to access any local network or outside telecommunications resources such as the Internet. Students who use the computer for purposes other than those permitted by the teacher are subject to disciplinary action. Each year the District provides the opportunity for parents to restrict Internet access and/or electronic publication of student's photographs and schoolwork. Notice of this refusal should be given in writing to the campus registrar. A "Denial of Internet Access and Electronic Publication" form can be found on page 85 of this handbook. (See Appendix Board Policy CQ Exhibit E and G, and Appropriate Use of the Internet in K-12 on page 63.)

All copyright laws and federal and state laws regarding electronic data transfer or communication will be strictly enforced. This means, but is not limited to, making copies of copyrighted software, invading networks or computer systems or files to alter information therein (viruses or changing data), and bringing pirated software into the labs or offices. No person will copy any of the software from RRISD or any campus computer labs or offices in the RRISD. Any student found violating these laws or rules will be referred for disciplinary action. Each student will be held financially responsible for any damage to RRISD equipment caused by that student.

## **EXAMINATION FOR ACCELERATION AND CREDIT BY EXAMINATION (Without Prior Instruction)**

To more appropriately challenge students, Board Policy EEJB (Local) allows students who, without prior instruction, have already mastered content and skills in a particular course to advance to the next level. Students may qualify to move ahead one course by scoring 90% or better on a district sanctioned test. The actual test score is entered on the student's transcript.

Tests are administered twice a year at District cost, and students must be tested at the specified time. If parents choose not to wait until the next district testing date, they may contact the University of Texas Continuing and Extended Distance Education Center that has developed the tests used by the District, and pay the fees to have the tests administered at their convenience.

Students or parents interested in more information concerning the tests, eligibility, or qualifications for credit should contact the campus counselor for additional information and registration forms. Students testing on the published testing dates during the school year will be tested on the home campus. Summer testing will occur at a central location.

Following is the schedule for the 2006-2007 school year.

### **Applications Due to Counselors**

August 18, 2006  
May 23, 2007

### **Test Dates**

September 19, 20, 21, 2006  
June 26, 27, 28, 2007

## **EXEMPTIONS FROM INSTRUCTION**

Parents may provide written authorization for removal of a student from a class or activity if the parent believes it conflicts with the parent's religious or moral beliefs. This right does not extend to avoiding tests or preventing a student from taking a subject for an entire semester, nor does it exempt a student from grade level or graduation requirements. Requests should be made in writing to the campus administrator. (*Texas Education Code 26.010*).

## **GRADES**

Teachers are as fair and objective as possible in determining the marks given to students. Teachers are requested to notify parents and students of exceptionally low or failing grades prior to a reporting period. It is the student's responsibility to know his/her status as far as grades are concerned. See also HOME ACCESS CENTER (HAC).

**Citizenship Grades (CIT)** – Citizenship grades are determined by the teacher every six weeks. Unlike academic grades, which are recorded numerically, citizenship is reported with letter/code grades. The following letter codes are used: **E** – Exceptional Behavior, **S** – Satisfactory Behavior, **N** – Behavior Needs Improvement (Parent should request a conference), **U** – Behavior is Unsatisfactory or Unacceptable (Parent should request a conference).

## **GRADING SYSTEM**

A = 90 – 100  
B = 80 – 89  
C = 75 – 79  
D = 70 – 74  
F = Below 70 (Failure)

All grades are recorded as numerical grades. The grade for each semester is averaged to determine the final grade. If a semester exam is given, the semester average counts 90% and the final exam counts 10%. The lowest passing grade is 70.

The Round Rock Independent School District encourages each student to succeed. Therefore, a six-week grade below a 50 earned by the student will be recorded as a 50 for that grading period provided no more than 3 days of absences have been incurred. This will enable the student scoring below a 50 an opportunity to improve his/her grade when the semester or final grade is determined. The minimum grade of 50 does not apply to final exam grades. [Board Policy EIA (Local)]

Teachers follow grading guidelines approved by the principal that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy.

## **GRADUATION (EARLY)**

A Round Rock ISD student may choose to graduate from high school in fewer than four years. To pursue early graduation, a student must complete the "RRISD Early Graduation Credit Check," which may be obtained from the high school counseling office. Early graduation requirements include parent approval, and a meeting with the counselor to file a written early graduation plan.

To qualify for **Early Graduation** awards the student must:

1. Graduate from a high school in Texas on or after September 1, 2003;
2. Complete at least the Recommended Graduation Plan;;
3. Be a Texas resident;
4. Have attended high school in Texas only;
5. Have written permission from a parent or legal guardian to graduate early (if completing grades 9-12 in 41 continuous months or fewer); and
6. Complete grades 9-12 within 36-41 continuous months (see chart below).

To qualify for a **College Hours** bonus, the student must:

1. Be eligible for a 36-month early graduation award and graduate high school with at least 15 college hours; or
2. Be eligible for a 41-month early graduation award and graduate high school with at least 30 college hours; or
3. Meet all the requirements for an Early Graduation award, but graduate in more than 41 but fewer than 46 continuous months with at least 30 college hours.

The funds received through any of these provisions may be used to pay tuition and mandatory fees while attending a public or independent institution of higher education in Texas. If the student attends an independent institution, the state funds are only available if the college agrees to match the state award. Eligible graduates have six years to use this tuition and fee credits provided them through this two-part program.

Value of awards:

Number of Continuous Months to Complete High School (Grades 9-12)	Early Graduation Award	College Hour Bonus
<=36 months	\$2,000	\$1,000 for 15 hours
37 through 41 months	\$500	\$1,000 for 30 hours
42 through 45 months	\$0	\$1,000 for 30 hours

## **GRADUATION REQUIREMENTS**

The counseling staff advises students on course scheduling. In addition to the credits necessary to graduate (See the High School Graduation Requirements Chart in the Appendix), students must pass all portions of the state exit exam before receiving a high school diploma.

Ninth graders are required to enroll in the Recommended High School Program or higher.

In order to receive a diploma from a RRISD high school, a student must be enrolled and in attendance at a RRISD high school 15 instructional days immediately prior to commencement. Rank in class will not be calculated for a student who enrolls at this time.

## **MAKE-UP WORK**

1. It is the responsibility of the student on the day s/he returns to school to contact each teacher regarding make-up work and to appear at the time scheduled for any make-up work.
2. Students who miss a class due to illness or any other excused absences have two days to complete make-up work. If a student misses more than two consecutive days, s/he will have the same number of days to complete the make-up work as the number of days s/he was absent.
3. Different tests may be administered to students who miss the regularly scheduled tests. Written assignments may be requested over and above what was done in class.
4. At least 24 hours in advance of the event, parents need to contact an administrator for approval of an impending absence for a purpose other than for illness and/or death in the family. Students who miss class for a previously approved absence may be required to submit class work beforehand.
5. Parents wishing to request make-up assignments due to a student's absence should contact the attendance office on the second day of the absence. Teachers are allowed 24 hours after the request to provide this make-up work.

## **NATIONAL JUNIOR HONOR SOCIETY**

National Junior Honor Society was founded with the purpose of recognizing and encouraging academic achievement. The National Junior Honor Society also has as its goal the development of characteristics essential to citizens in a democracy. These characteristics are service, scholarship, citizenship, leadership, and character. The purpose of the organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in individuals.

National Junior Honor Society membership is not based solely on academic achievement. Specific criteria and information are available through the chapter advisors at each school.

## **PHYSICAL ACTIVITY FOR STUDENTS**

In accordance with Board Policies EHAB, EHAC, and FFA, the District will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. The District offers physical education as an elective to students at 7<sup>th</sup> and 8<sup>th</sup> grades in middle school. Students in 6<sup>th</sup> grade are required to take physical education. For additional information on the District's requirements and programs regarding elementary and middle school student physical activity requirements, please see the school administrator.

## **PROMOTION – RETENTION**

The following guidelines will determine the student's placement for the following year:

1. In grades 6-8, promotion to the next grade level shall be based on an overall average of 70, on a scale of 100, based upon course level/grade level standards for all subject areas, and a grade of 70 or above in both math and language arts, and either science or social studies.

- Grades in physical education and elective courses will affect promotion and retention.
- Teacher recommendation, student case history, and student needs will receive close attention in determining a student's grade placement.
- The building principal has final authority over promotion and retention.

### **READING ASSIGNMENTS**

The District maintains a web site with a list of titles used with Language Arts and English courses for grades 6-12. Each title is linked to reviews or critical essays about the author and/or the title. Parents/guardians will receive a notification letter about their students' reading assignments and can contact teachers with specific questions regarding these assignments. Parents/guardians are encouraged to examine the RRISD Secondary Reading List and to decide what titles their student may read. Parents/guardians can request an alternate reading selection for his/her student. (Board Policy EFA)

The web page for Secondary Language Arts includes the link to the reading lists:  
<http://www.roundrockisd.org/home/index.asp?page=194>

### **REPORT CARDS**

Report cards will be issued at the end of each six-week period. **Report cards must be signed and returned to school when issued to students.** When report cards are mailed home, they do not need to be signed and returned to school.

Interim Progress Reports will be issued at the end of each three weeks to all students who are failing or in danger of failing a subject. Parents/guardians are encouraged to discuss the Interim Progress Report and report cards with their children.

### **TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS (TAKS) EXIT LEVEL**

Texas state law has mandated that all nonexempt students must pass an exit level exam in order to receive a diploma. If the student is scheduled to graduate in the spring of 2005 or later, the student will be required to pass the Texas Assessment of Knowledge and Skills (TAKS) exit level test to be administered in the spring of the 11<sup>th</sup> grade.

### **Requirements for Graduation**

Student's graduating in spring 2005 or later will be required to pass the English language arts, mathematics, science, and social studies sections of TAKS exit level test. The first time that a student can take this test is in the spring of the 11<sup>th</sup> grade. If the student does not pass one or more parts of this test, the student can take that part again whenever it is given.

The TAKS 11<sup>th</sup> grade exit level test will cover material about the following academic subjects:

English Language Arts, including at least English III and Writing  
 Mathematics, including at least 8<sup>th</sup> Grade Math, Algebra I and Geometry  
 Social Studies, including Early American History and United States History and applications from World Geography and World History  
 Science, including at least Biology and Integrated Chemistry and Physics

### **Objectives to be Tested on the TAKS Tests**

#### *Reading – Grade 9*

- The student will demonstrate a basic understanding of culturally diverse written texts.
- The student will demonstrate an understanding of the effects of literary elements and techniques in culturally diverse written texts.
- The student will demonstrate the ability to analyze and critically evaluate culturally diverse written texts and visual representations..

#### *English Language Arts – Grades 10 and 11*

- The student will demonstrate a basic understanding of culturally diverse written texts.
- The student will demonstrate an understanding of the effects of literary elements and techniques in culturally diverse written texts.
- The student will demonstrate the ability to analyze and critically evaluate culturally diverse written texts and visual representation.
- The student will, within a given context, produce an effective composition for a specific purpose.
- The student will produce a piece of writing that demonstrates a command of the conventions of spelling, capitalization, punctuation, grammar, usage, and sentence structure.
- The student will demonstrate the ability to revise and proofread to improve the clarity and effectiveness of a piece of writing.

#### *Mathematics – Grades 9, 10, and 11*

- The student will describe functional relationships in a variety of ways.
- The student will demonstrate an understanding of the properties and attributes of functions.
- The student will demonstrate an understanding of linear functions.
- The student will formulate and use linear equations and inequalities.
- The student will demonstrate an understanding of quadratic and other nonlinear functions.
- The student will demonstrate an understanding of geometric relationships and spatial reasoning.
- The student will demonstrate an understanding of two- and three- dimensional representations of geometric relationships and shapes.

8. The student will demonstrate an understanding of the concepts and uses of measurement and similarity.
9. The student will demonstrate an understanding of percents, proportional relationships, probability, and statistics in application problems.
10. The student will demonstrate an understanding of the mathematical processes and tools used in problem solving.

#### *Social Studies – Grades 10 and 11*

1. The student will demonstrate an understanding of issues and events in U.S. History.
2. The student will demonstrate an understanding of geographic influences on historical issues and events.
3. The student will demonstrate an understanding of economic and social influences on historical issues and events.
4. The student will demonstrate an understanding of political influences on historical issues and events.
5. The student will use critical thinking skills to analyze social studies information.

#### *Science – Grades 10 and 11*

1. The student will demonstrate an understanding of the nature of science.
2. The student will demonstrate an understanding of the organization of living systems.
3. The student will demonstrate an understanding of the interdependence of organisms and the environment.
4. The student will demonstrate an understanding of the structures and properties of matter.
5. The student will demonstrate an understanding of motion, forces, and energy.

### **TUTORIALS**

Tutorials are offered to students who are failing or who need extra help. It is the student's responsibility to attend tutorial sessions when these are recommended.

## **ATTENDANCE**

### **ABSENCES**

When a student is absent, s/he must bring a note from a parent or guardian stating the reason s/he was absent. If a student is absent due to illness for five consecutive days or more, a doctor's note is required. A student should present the note to the attendance clerk before class on the first day of his/her return following the absence. An "Admittance Slip" will be issued showing the date(s) absent. Even though parental notes are required, a call on the day of absence will be appreciated.

A student absent from school without approval of school officials and parents will be considered truant and subject to disciplinary action. Prompt and strict action will be taken against truant students. Appropriate action may include contact with the home by the District community liaison officer. Students who are truant from school will be required to make up missed time by serving Saturday detention.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

1. Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
2. Is absent on three or more days or parts of days within a four-week period.

See HOME ACCESS CENTER (HAC). See also Education Code 25.095 – Warning Notice in the Appendix.

### **HEALTH CARE PROFESSIONAL APPOINTMENTS**

Although every effort should be made to schedule appointments with health care professionals at times other than school hours, if a student returns to school the same day or attends part of the day prior to the doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present. **STUDENTS LEAVING SCHOOL EARLY SHOULD BE PICKED UP IN THE MAIN OFFICE. STUDENTS WILL NOT BE PERMITTED TO WAIT OUTSIDE FOR THEIR RIDE.** Students arriving at school late or returning from an appointment must sign in at the attendance desk in the office.

Campus staff may verify health care professional appointment. Students found guilty of forgery or other falsification of parent notes, health care professional notes, or other documents will be disciplined and the absence classified as unexcused.

### **LEAVING CAMPUS**

Once students arrive on campus, they are expected to remain on the campus until the end of the school day. If a student needs to leave for any reason s/he must have the permission of an administrator and **MUST SIGN OUT IN THE OFFICE AND WAIT IN THE OFFICE TO BE PICKED UP.** STUDENTS SHOULD NOT ASK to leave the campus during the school day to get materials.

### **MINIMUM ATTENDANCE REQUIREMENTS**

State law permits credit to be granted in a class only to those students who meet the legislative attendance requirements by being in attendance in that class a minimum of 90% of the total number of instructional days. (Texas Code 25.092)

This legislative requirement of minimum attendance should not be construed as allowing a certain number of days of absence. **STUDENTS SHOULD BE IN SCHOOL EVERY DAY POSSIBLE.** Campus attendance committees meet to hear appeals with regard to

excessive absences. Campus attendance committees may require alternative ways for students to make up work missed or to regain credit. These alternatives include, but are not limited to, the following: tutorials, evening school, Saturday classes/school, independent study projects, student contracts, and summer school. For further information, please contact the **attendance clerk** at your middle school campus.

RRISD students should be aware that the City of Austin enforces a daytime teen curfew for all school-age children during school hours. The City of Round Rock also has a daytime youth curfew for children under 17 to be in effect from 9:00 a.m. to 2:30 p.m. on weekdays.

### **TARDY SLIPS**

Students are responsible for getting to school and to class on time. Tardy slips will be written in the office for students tardy to first period class or coming to school for the first time during the day. At all other times, students should report directly to their class with permission to enter the class from the teacher who kept them late.

### **WITHDRAWING FROM SCHOOL**

Students withdrawing from school will proceed as follows:

1. Report to the office for a "withdrawal slip."
2. Turn in all books to the office.
3. Report to each teacher to obtain a grade and get a clearance signature.
4. Have the librarian clear library records. (All fines and books must be clear.)
5. Take the slip back to the office. If all records are cleared, the administrator will sign the withdrawal slip.

## **GENERAL INFORMATION**

### **ASBESTOS**

Per mandated federal regulations adopted under the authority of the Asbestos Hazard Emergency Response Act of 1986 (AHERA), the RRISD has adopted an ongoing management plan to inspect buildings and respond appropriately. A copy of the plan is available in the principal's office on each campus. If parents have questions regarding the plan or the federally mandated program, they should contact the RRISD Safety & Risk Management Department at 464-5459.

### **BACKPACKS**

Backpacks may be used to transport necessary school items to and from school but may not be taken from class to class. Backpacks must be stored during the day in a school locker.

### **BICYCLES**

A bicycle rack is provided for bicycle storage during the school day, and each student is responsible for the security of his/her bicycle. Once students arrive on campus, they should dismount and walk their bikes to the bicycle rack. **STUDENTS SHOULD ALWAYS REMEMBER TO PICK UP THEIR BICYCLES LATER, SHOULD THEY LEAVE SCHOOL EARLY DUE TO ILLNESS. BICYCLES SHOULD NOT BE LEFT AT SCHOOL OVERNIGHT. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED OR STOLEN BICYCLES. STUDENT DRIVEN MOTOR VEHICLES ARE NOT PERMITTED ON CAMPUS.**

### **BULLETIN BOARDS**

Before putting a notice on the bulletin boards in any of the classrooms or hallways, permission should be obtained from the teacher in charge of that room or from an administrator. Notices should never be attached to glass or surfaces that may be damaged by tape or tacks.

### **BULLYING OR TAUNTING BEHAVIORS**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in appropriate disciplinary action.

### **CAFETERIA SERVICES**

RRISD serves nutritious meals each school day in accordance with the Texas Department of Agriculture and the United States Department of Agriculture. Students may purchase breakfast (where it is offered), lunches, and a la carte snacks at prices that are set by the Board of Trustees. The District participates in the National School Lunch Program and offers free and reduced-priced meals at both breakfast and lunch, based on the income of the household. A student's prior year status will remain with them for a temporary period of 30 days into the next school year. Once a new application is submitted, the food service is given ten days to process the application. If the student has a full price status, the student will be responsible for meal payment until the application has been processed. All students will receive a Free/Reduced Application on the first day of school. If you have any questions or need help in completing the application form, please contact Gladys Karris at 464-8382.

RRISD also has a charging policy for Elementary and Secondary students. Elementary students can charge two regular lunches and students will be offered a sandwich and milk at 80 cents charge for up to three days. The charges must be paid in full before a regular meal is offered. Notes will be sent home when a child reaches a low balance or a negative balance. Students may also use PAMS Lunchroom to set up an email reminder. Secondary students who have a low balance or a negative balance are offered a sandwich

and milk for lunch at 80 cents. After three charges the school office will be notified. No meals will be offered after five charges. All charges must be paid before a regular meal is offered. Charges are not allowed two weeks prior to the end of each school year. All charges need to be cleared up before leaving for the summer. Any unpaid charges will be carried over to the following year. Money may be sent to the campus cafeteria to be placed in a student's account, or money may be paid via the web. To access web payments, visit the Food Service home page through the RRISD website.

### **CARE OF BUILDING**

The building is kept clean and attractive as possible at all times and students are asked to cooperate in maintaining this standard. There are a number of wastebaskets conveniently placed, so it is not necessary to throw waste material on the floor or the school grounds. The desktops have a hard, smooth finish to provide a good writing surface. Writing or marking on any school property will not be tolerated. In instances where school property is marked on, broken, or otherwise abused, responsible students will be expected to pay replacement or repair costs. In addition, vandalism may be reported to local law enforcement.

### **CHANGE OF HOME ADDRESS, ELECTRONIC MAIL ADDRESS, OR TELEPHONE NUMBER**

Students who change home address, electronic mail address, or telephone number must inform the school registrar's office in writing within three school days of the change. Failure on the part of the parents/guardians to notify the school of a change of address and/or telephone number will prevent the school from communicating with parents/guardians. If a change of address is outside RRISD, the student shall be permitted to remain in attendance for the remainder of the school year upon receipt on an Application for Non-Resident Student form, provided attendance, behavior, and academic expectations are met. Non-resident students shall follow all rules and regulations of the District, including, but not limited to, District policies and regulations, the Student Code of Conduct, and attendance requirements. Failure to fulfill any of these responsibilities will result in the immediate revocation of the transfer agreement. The District reserves the right to discontinue this practice should it be determined that it is no longer economically feasible or that space is no longer available. Using or giving a false address is against Texas law and can result in legal action against an adult and/or disciplinary action against a student.

### **CHECK POLICY**

Checks written to the school or any school organization must include on the front of the check the name(s) of students(s) involved in the transaction. Post-dated checks are not accepted.

In the event that a check written to any RRISD campus, club or organization is returned unpaid by your bank, RRISD or its agent will redeposit your check electronically. Additionally, RRISD may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

### **CLUBS AND ORGANIZATIONS**

Extracurricular clubs and organizations such as athletics and cheerleading, as well as curricular organizations with extracurricular components such as dance, orchestra, band, and choir, 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 Student Code of Conduct will apply in addition to any consequences specified by the organization.

"Fraternity" or "Sorority" type clubs where the club selects its members rather than membership being open to all students are forbidden. Secret societies and "gangs" are also forbidden. *Texas Education Code § 37.121 (d)*

A "public school fraternity, sorority, secret society, or 'gang' means an organization composed wholly or in part of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization." The term does not include an agency for public welfare, scholarship societies, or other similar education organizations sponsored by state or national education authorities. *Texas Education Code § 37.121 (d)*

Gang type insignia, marking, dress, membership, and other activities are strictly prohibited.

Any student who is a member of, pledges to become a member of, joins or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang shall be recommended for placement in an alternative education setting. *Texas Education Code § 37.121 (a) (c)*

### **COLLECTIBLES**

Collectibles and other valuable items should only be brought to school for a special purpose and with the permission of the teacher or an administrator. If brought to school the items will remain the responsibility of the student.

### **COMPLAINTS**

When concerns arise between parents/students and the campus, all parties are encouraged to work with a good faith effort to resolve those concerns. If there is no resolution, Board Policy FNG (Local and Legal) provides a more formal process to follow. This process has required timelines which must be followed. There is a 15 working day period during which the parent must inform the principal of the concern and attempt an informal resolution. If there is no resolution, no later than the 15<sup>th</sup> working day from the day the parent knew or should have known of the concern, the Level I form must be filed. Complaint forms may be found at the Legal Services Department link to the RRISD Home Page ([www.roundrockisd.org](http://www.roundrockisd.org)), at each campus or at the Legal Services Department in the central administration building. The Appendix contains a copy of Board Policy FNG (Local).

## **CONFERENCES**

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or has a question or concern **should talk first with the appropriate teacher, counselor, or administrator**. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student is a behavior problem, or (3) in any other case the teacher considers necessary.

## **COUNSELING AND GUIDANCE**

The Round Rock Guidance and Counseling program is based on TEA's Comprehensive Guidance Program for Texas Public Schools, the American School Counselor Association National Model, National Career Development Guidelines, and the Texas Essential Knowledge and Skills. It is designed to encourage optimum development of each student in the areas of academic, career, and personal/social development. The developmental guidance program is provided to **all** students and includes four components:

1. **Guidance curriculum** in the areas of self-knowledge and acceptance, interpersonal and communication skills/appreciation of diversity, responsible behavior/personal safety, conflict resolution, decision making/problem solving, motivation to achieve, and goal setting/career planning;
2. **Responsive services** for the immediate needs of students, usually through individual or group counseling;
3. **Individual planning** in the development of academic and career plans; and
4. **System support** for program management and parent/community support activities.

The program is staffed by certified counselors or social workers at each campus. Questions regarding the specific program on your child's campus should be referred to the school counselor or the campus administrator. Questions regarding the overall program may be referred to District guidance and counseling staff.

## **DIRECTORY INFORMATION**

RRISD recognizes students' inherent right to privacy. The District adheres to all requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974 and State and Federal open records laws. (See the Appendix in this handbook.) Parents of students have the right to file formal complaints concerning alleged failures by the District to comply with the requirements of these laws.

Under FERPA, the term "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photographs, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency attended. A student's parent or guardian's name, address, telephone listing, and electronic mail address will be considered as directory information. Directory information is considered to be public information and may be released without consent; however, parents of students have the right to refuse the release of directory information. **Notice of this refusal should be given to the campus registrar in writing on the form provided on the back of this handbook within ten school days of receipt of the handbook.**

Categories of directory information, such as name, address and telephone number, are included in the campus student directories unless parents refuse the release of this information. Once information is published in the campus student directory, the information becomes public and may be obtained by parties both inside and outside the school environment.

## **DRESS CODE**

There is a close relationship between high standards of dignity and pride and proper grooming which all contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire shall be clean and unoffensive. The student and parents share in the responsibility for proper grooming of the student; however, the campus administrator has the final authority concerning propriety of clothes, hairstyle, and jewelry.

### Unacceptable Clothing and Accessories

1. Shorts, skorts or skirts shorter than mid-thigh or shorter than the tips of the fingertips, whichever is shorter
2. Spandex shorts or pants
3. Shorts that are distracting, including wind shorts, jogging shorts, bicycling shorts/pants or other tight fitting shorts
4. Extremely short shirts, halter tops, tank tops or other shirts with deep-cut openings
5. Dresses or shirts that only partially cover the shoulders, i.e. spaghetti straps
6. Shirts that do not cover the midriff\*
7. Any clothing which may reveal undergarments
8. Skirts that distract from the learning environment
9. Torn, cut, ripped, frayed jeans/clothing
10. Slacks/pants/shorts worn below the waist
11. Duster coats/trench coats
12. Tight fitting clothing
13. Clothing, accessories, or tattoos with reference to alcohol, drugs, sex, tobacco, vulgar language, violence, gang-related affiliation, or other symbols that detract from the learning environment
14. Gang-related attire (colors, bandanas, shoe laces, symbols)
15. Bedroom attire (pajamas, slippers, etc.)
16. Visible body piercing, including the tongue, eyebrow, excluding the ear\*\*

17. Caps, hats, or any other head covering in the building
18. Excessive or distinctive make-up
19. Bandanas
20. Chains which have the potential to be used as a weapon
21. Collars intended for use on animals, including spiked collars
22. Hair which is not a natural human color (yellow, blue, pink, etc.) or which may cause disruption to the school environment

\*Sheer shirts covering unacceptable clothing are NOT acceptable and do NOT meet the standards of the dress code.

\*\*Covering body piercing with band-aids, tape, or any other temporary covering is NOT acceptable and does NOT meet the standards of the dress code.

The administrator, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity (or curricular activity such as a concert), may regulate the dress and grooming of students who participate in the activity.

### **DRILLS – FIRE, TORNADO, AND OTHER EMERGENCIES**

Students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner. Order rather than speed will be stressed. Definite instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

### **ELECTRONIC GAMES, TOYS, EQUIPMENT**

Electronic games/toys, cameras/equipment, radios, tape recorders, laser pointers, and portable electronic music devices will not be permitted on campus or on school-provided transportation at any time except by permission from the school administrator. Any of the above items brought to school by a student will be kept in the school office and may be picked up by a parent. Items may be held in the school office until the conclusion of the school year. Replicas, fakes, and/or look-a-like weapons are forbidden on any campus. Game cards and other items commonly traded or exchanged are also not permitted on campus. Buying, selling or trading anything of this nature on campus is prohibited. The school is not responsible for any confiscated, lost, or stolen items.

### **EMERGENCY MEDICAL TREATMENT**

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. Should it become necessary to call EMS, the expense will be incurred by the parent, guardian, or managing conservator. See also Emergency Care page 33.

Should a student's or adult's condition warrant, the Emergency Medical System will be initiated. Every effort will be made to contact the parent or legal guardian in a timely manner to determine their preferences for treatment.

### **EMERGENCY PROCEDURES**

#### ***In Case of Inclement Weather***

**School Closing While Classes Not in Session** – In the event of bad weather or emergency conditions necessitating the closing of schools before or after the school day, the media will broadcast the information; parents and students should tune to local radio and television stations to receive this information. Local TV and radio stations will be notified by 6:30 a.m. Since school personnel usually receive emergency closing information from the media at the same time as everyone else, parents and students should not call the schools, the District office, administrators, or teachers. Such calls tie up these telephones and hinder school personnel from receiving important closing information.

During inclement weather conditions, parents may call the RRISD Administration at 464-5000 to hear an updated message regarding school closings or delays.

If the District must cancel school for a day, the first (in calendar year order) "bad weather day" designated on the RRISD School Year Calendar will become an instructional day. If the District must subsequently cancel school for another day, the second "bad weather day" designated on the calendar will also become an instructional day. If school is canceled for more than two days, the District will either add days at the end of the school year or follow directives from the Texas Education Agency.

**School Closing While Classes in Session** – If schools are closed due to emergency situations while students are in attendance, the announcement of the closing will be made to the media as quickly as possible. Instructions will be provided as to what arrangements parents should make to pick up their students or provide for their students' security when buses reach home.

#### ***In Case of Fire***

1. Sound fire alarm.
2. Students will be moved to designated safety zone.
3. The administrator or office personnel will call the proper fire department and the RRISD Superintendent's office.
4. All students and school personnel will remain outside the building
5. The all-clear bell will sound when appropriate.

### ***In Case of Tornado***

1. Sound alarm – Administrator or designee announces severe weather alarm over the school public address system or through another appropriate method established by the school.
2. Students will be moved to designated safety zone.
  - a. Students will sit facing the interior wall. When danger is imminent, they will assume a protective posture, kneeling with head down and hands protecting the back of the head and neck.
  - b. Students will not leave the area until instructed to move.
  - c. All students in portable buildings will be sheltered in the main building.
3. The all-clear bell will sound when appropriate.

### ***In Case of Bomb Threat***

1. When a threatening call is received, attempts will be made to learn as much information as possible.
2. If threat warrants:
  - a. Sound alarm.
  - b. Police will be notified.
  - c. Superintendent's office will be notified.
  - d. All students and school personnel will evacuate the building.
3. The all-clear bell will sound when appropriate.

### ***In Case of Utility Emergency***

1. Should a gas leak, gas line break, or electrical emergency occur, staff members will be stationed at exits or in hallways to direct evacuation.
  - a. The immediate danger area will be cleared. Students will be evacuated away from the building.
  - b. Fire officials will be notified.
  - c. Superintendent will be notified.
2. Students will remain away from the building until notified by the fire department that the danger is over.
3. The all-clear bell will sound when appropriate.

### **FEES – WAIVER**

Fees shall be waived for district students enrolled in the free and reduced lunch program or for those who show that they qualify for the free and reduced lunch program.

Other hardship situations for activity and instrument usage fees shall be reviewed by the District Fee Review Committee to determine eligibility for fee waiver. [Board Policy FP (Local)]

### **FIELD TRIPS**

Many trips are arranged for students during the school year, either curricular, or extra-curricular. Students making a school trip are expected to travel by bus or school-endorsed transportation. RRISD field trip permission forms are required for all school trips. All district and school rules are in effect on school trips. Eligibility for all school field trips will be determined by the school administrator. Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a **written request to the principal the day before the scheduled trip** that the student is allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. [Board Policy FMG (Local)]

### **FORFEITURE OF HONORS**

All school activities are based on their contribution to educational objectives. The privilege of participation in extracurricular activities or holding offices or positions of honor shall require the maintenance of high standards of conduct and strict observance of rules, regulations, and policies.

Students who repeatedly violate school rules, regulations, or policies, or who are guilty of flagrant, serious violations thereof, may be required to forfeit the privilege of attending extracurricular activities or of holding school offices, positions of honor, or any elected office or position.

Participants in athletics and other school programs or activities may be suspended from the activity for flagrant violation or repeated failure to observe the established rules, standards, and policies of these programs and activities. The administrator will take into consideration the circumstances of the violation pending any punishment or suspension.

### **FUND-RAISING PROJECTS**

Each class or club may be allowed two fund-raising projects involving a vendor per year to obtain money for class or club needs. These fund-raising projects must be approved by the appropriate sponsor and by the administrator and central office designee. Students may not be involved in any door-to-door or "can shake" solicitation.

Parent groups may be permitted to organize fund-raising drives but must obtain permission well in advance from the administrator and the District. At no time are parents or students permitted to hire companies to raise funds or to solicit via phone. Fundraising is not permitted on the campus except as approved by the administrator and the District.

Sales or delivery of food products by a campus or outside organization must be in compliance with guidelines established by the Texas Department of Agriculture.

### **GIFTS**

Gifts to Students: Students are asked to discourage organizations or groups within the community from presenting them with gifts of value. Students engaged in UIL activities shall not accept gifts except as provided by ***UIL Constitution and Contest Rules***, Subchapter O, Section 480.

This provision is not intended to discourage acts of generosity to students in unusual situations or gifts of value to the school for use by all students. However, all gifts must be approved by the Superintendent and reported to the Board on an annual basis.

Community Service: The Board realizes that community service is an integral part of the instruction process. An established student organization may adopt a community project with an entity qualified under federal tax law to receive donations for charitable purchases. These organizations must file a copy of their approved 501c3 status with the Financial Services Department prior to the start of the fundraising activity. Adopted projects shall not benefit an individual or an organization without a 501c3 status. [Board Policy FJ (Regulation)]

### **HALL PERMITS**

A student must have a school permit to leave a classroom during a class period. Students should have hall permits visible at all times outside a classroom. Students will move through the hallways in an orderly fashion.

### **HARASSMENT**

All students have the right to attend RRISD schools and school-related activities without any discrimination on the basis of sex, including sexual harassment motivated by race, color, sex, religion, national origin, disability, sexual preference, or sexual harassment. Students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or campus administrator.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to a counselor or campus administrator. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District prohibits all forms of harassment. The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age or disability. (See Board Policy FFH). Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the superintendent's office or on the District web site. ([www.roundrockisd.org](http://www.roundrockisd.org))

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening, or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Examples of harassing conduct that may not meet the definition of sexual harassment but that may subject a student to disciplinary action include, but are not limited to the following:

- Touching (arm, breast, buttock, or other parts of the body)
- Verbal comments of offensive nature
- Name-calling, including racial or sexual epithets
- Spreading sexual rumors
- Leers, stares, howling, catcalls, whistles, making kissing sounds or smacking sounds, licking the lips suggestively, facial expressions (winking, kissing)
- Sexual or "dirty" jokes
- Cartoons, pictures, and pornography

- Using the computer to leave sexual messages
- Gestures with the hands and body
- Pressure for sexual activity
- Cornering, blocking, standing too close, following, stalking
- Conversations that are too personal
- “Rating” an individual on a scale from 1 to 10
- Obscene T-shirts, hats, pins
- “Wedgies” (pulling underwear up at the waist so it goes in between the buttocks)
- Sexual assault and attempted sexual assault
- Rape
- Massaging the neck, massaging the shoulders
- Touching oneself sexually in front of others
- Graffiti
- Repeatedly asking someone out when he or she isn’t interested
- “Spiking”/“Pantsing” (pulling down someone’s pants)
- “Slam books” (lists of student names with derogatory/sexual comments written about them by other students)
- “Making out” in the hallway or on campus
- Bullying with words or actions

Sexual harassment of other students may result in the full range of disciplinary actions, up to and including expulsion. Sexual harassment is defined as sex-based conduct that is so severe, pervasive and objectively offensive that it deprives the victim of the educational opportunities, resources and benefits of the District. [Board Policy FFH (Local)]

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked to stop.

A substantiated complaint against a student will result in appropriate disciplinary action. See the Student Code of Conduct regarding disciplinary sanctions and complaint process information.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of all incidents of sexual harassment or sexual abuse by an employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student and/or parent in a conference with the administrator may present a complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member. Ordinarily, a school staff person, who is the same gender as the student, will hold the first conference scheduled with the student. The conference will be scheduled and held as soon as possible. The administrator will coordinate an appropriate investigation. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX of the Federal Education Act. RRISD’s Title IX Coordinators are Pat Peterson, Director of Legal Services, and Jim Loerwald, Director of Athletics. Complaints under Title IX should be directed to the U.S. Department of Education, Office of Civil Rights, 1999 Bryan Street, Suite 2600, Dallas, TX 75201. Filing deadlines may be applicable. Retaliation for filing a Title IX complaint is prohibited by law.

## **HAZING**

Hazing means any intentional, knowing, or reckless act occurring on or off campus directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Students shall have prior approval from the administrator for any type of “initiation rites” of a school club or organization. No student shall engage in any form of hazing. No student shall encourage or assist any other person in hazing. The act of hazing and failure to report known hazing can result in criminal penalties as well as school disciplinary action.

## **HOME ACCESS CENTER (HAC)**

The Home Access Center (HAC) provides on-line access to parents and students to course selection, attendance data, six-week/semester grades and graduation requirements.

Each student will have a password to access his or her own data. Parents will receive a password for each of their students. Instructions for obtaining the passwords are posted on the HAC page on the District web site, [www.roundrockisd.org](http://www.roundrockisd.org).

The HAC serves to improve communication among parents, students, and school counselors regarding high school graduation and college planning. It serves to help students and parents monitor progress toward the selected graduation plan throughout the year.

## **HOME SCHOOLING**

When the District becomes aware that a student is being or will be home-schooled, the Superintendent or designee will request in writing a letter of notification from the parents of their intention to home-school using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship. [Board Policy FEA (Local)]

If the parents refuse to submit the letter of notification or if the District has evidence that the school-age child is not being home-schooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law. [Board Policy FEA (Local)]

## **IDENTIFICATION CARDS – Students**

Each student is provided an ID without charge upon enrollment at a RRISD middle school. A fee is charged for replacement IDs. While on school property, students must have a current ID in their possession and furnish it to all District employees and any law enforcement officer upon request in accordance with Texas law.

## **INSTRUMENT USAGE FEE**

Students who use school owned instruments will be charged an annual usage fee of \$50.00 (\$25 per semester). Students who share an instrument are charged half of this amount. Students qualifying for free/reduced lunch and students who change from a privately-owned instrument to a school-owned instrument at the director's request are exempted from paying this fee for the remainder of the year. (Board Policy FP Regulation) Note: Percussionists are charged \$25 for the year. Sixth grade percussionists are not charged this fee.

## **LAW ENFORCEMENT – QUESTIONING OF STUDENTS, STUDENTS TAKEN INTO CUSTODY, NOTIFICATION OF LAW VIOLATIONS**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

1. The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
2. The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
3. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
4. The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Refer to Board Policy GRA (Local).

State law requires the District to permit a student to be taken into legal custody:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety. Refer to Board Policy GRA (Legal and Local).

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, notification will most likely be after the fact. Refer to Board Policy GRA (Local).

The District is also required by state law to notify:

1. All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
2. All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

## **LEARNING SUPPORT SERVICES**

The District provides Learning Support for gifted and talented students, students who are English Speakers of Other Languages (ESOL), students with dyslexia, students in at-risk situations, and for children with disabilities. A student or parent with questions about these services should contact the teacher, counselor, or administrator, who can answer questions about eligibility requirements, programs and services offered in the District or by other organizations.

### Dyslexia Services

Students who are identified as having mild to moderate dyslexia under the Texas Dyslexia mandate are eligible for services at their home campus. A dyslexia teacher assigned to the campus provides these services. This teacher customizes services, which may include direct intervention, modifications in the classroom, and/or consultation with a student's teacher(s). Students appearing to have severe dyslexia are referred to Special Education for further evaluation.

### English for Speakers of Other Languages (ESOL)

Students are placed in the appropriate English for Speakers of Other Languages (ESOL) course by the LPAC committee based on the student's level of English proficiency. Students who speak languages other than English are at different stages of English language acquisition. Language levels are not grade specific. Student schedules reflect **ESOL** courses and sheltered courses that use second language acquisition strategies to make instruction more comprehensible and meaningful. Sheltered courses include math, science, social studies, and language arts.

### Homeless Education Program

The Homeless Education and Learning Program is designed to assist students experiencing homelessness. Students identified as homeless may qualify for help with enrollment, free meals, transportation to and from their school of origin (even if the school of origin is in another attendance zone or in another school district), access to special education services, and other education services that are available. Students experiencing homelessness are given every opportunity to become academically successful in school. A student or parent with questions regarding homelessness should contact the school counselor or the District's Homeless Liaison. For a full description of children and youth considered as homeless, visit [www.roundrockisd.org/academics/Homeless\\_Assistance/index.htm](http://www.roundrockisd.org/academics/Homeless_Assistance/index.htm).

### Section 504

Section 504 of the Rehabilitation Act prohibits discrimination and assures that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Eligible students are those who have a physical or mental impairment that substantially limits one or more major life activities including functions such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. In order to receive services, even if the student has physical or mental impairment, there must be **substantial limitation** on a major life activity, i.e., and a serious problem requiring accommodation within a school. If a student has or is suspected of having a disability or requires special services, parents, teachers, administrators or any other District employee should contact the building administrator or counselor for information concerning available programs, assessments, and services.

## **LIBRARY SERVICES**

RRISD librarians work with teachers and students to problem-solve, research curricular topics, document resources, respect intellectual ownership of copyrighted materials, and to practice the acceptable use of electronic resources (Internet). Libraries have technology rich environments that facilitate instruction. Library programs promote reading with incentives, sustained silent reading, recommended reading lists, student book reviews, storyteller and author visits, and celebrations of Teen Read Week and National Library Week.

Students may search the District union catalog, *iBistro*. This computer catalog indexes all District library resources. Students may check out a variety of resources and may request items from other schools. Parents may borrow library materials from local campuses.

Students who fail to return items in a timely fashion will be subject to disciplinary action deemed appropriate by their campus administrator. Charges will be assessed for any lost or damaged library materials.

Students have access to many electronic resources, including on-line subscription databases that complement the curriculum. Encyclopedias, magazines, newspapers, almanacs, maps, primary source documents, news transcripts and other reference materials are included in these on-line resources. Home/remote access information is available from the campus library.

Libraries subscribe to a variety of newspapers and magazines in print format. All high school libraries are equipped with coin-operated copy machines.

Because library hours may vary on each campus, please check the school web site for library hours or call the school library.

The Library Services Program maximizes student achievement and contributes to the development of a community of life-long learners.

## **LOCKERS AND LOCKS**

All students will be assigned a locker with a combination lock. Students have full responsibility for the security of their lockers and shall make certain they are locked. Students shall not place, keep, or maintain any article or material in lockers that is forbidden by District policy. Students are responsible for any prohibited items found in their locker. Any item found in the locker that is forbidden by District policy is subject to confiscation. Combinations for the lockers will be given to students when school begins. Lockers should be kept locked at all times. Students are not to share lockers or combinations with other students unless school authorized personnel give students permission to share lockers. Any problems with lockers, combinations, or other related concerns should be reported to the office. **TAPE, GLUE, STICKERS OR WRITING OF ANY KIND WILL NOT BE PERMITTED ON THE LOCKERS. LOCKER DECORATIONS FOR SPECIAL EVENTS WILL NEED PRIOR APPROVAL FROM AN ADMINISTRATOR.**

All lockers and locks are the property of the Round Rock Independent School District and are loaned to students for use. Students may lose locker privileges. Authorized school personnel have access to lockers at any time.

## **LOST AND FOUND**

Any student wishing to search through the lost and found box should check in with office personnel first. Any valuable items turned in are kept in the office. The school is not responsible for any lost/found items. All unclaimed items will be donated to a charity periodically throughout the year.

## **MIGRANT EDUCATION**

The term "migratory child" means a child who is, or whose parents obtain temporary or seasonal employment in agricultural or related fields. The District assures that high-quality and comprehensive educational programs for migratory children exist to help reduce the educational disruptions and other problems that result from repeated moves. The programs ensure that migratory children are provided appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner so that they may successfully meet the same challenging State academic content and student academic achievement standards that all children are expected to meet.

## **MOLD IN BUILDINGS**

The District addresses and prevents mold in our facilities by controlling relative humidity in the building and by eliminating sources of water intrusion. Water leaks, roofing problems and mechanical breakdowns are handled with a high priority. Campus personnel are trained to respond to all water intrusion or mechanical problems to control and limit exposures, and all maintenance actions are coordinated with the campus administrator.

When appropriate, an outside consulting firm specializing in Indoor Air Quality is contracted by Maintenance to investigate air quality concerns and to recommend possible solutions. The campus is informed of the recommended actions (if any) and a timeline for corrective action is established. The report is then made available in the campus office.

All mold is removed either by in-house or contracted services, with the type of mold found dictating how it is removed. Some molds are very common to the environment (and harmless to people) while other types are more toxic and must be dealt with accordingly. In every case, the District uses trained professionals to abate and/or remove mold.

## **OFFICE BUSINESS**

**Normal office hours are from 7:45 a.m. – 4:30 p.m.** Students going to the office should be courteous and polite when conducting business. Students are expected to conduct their business in a prompt, mature manner and leave once they have finished. **Students are not to visit with friends in the office.**

## **ORGANIZATION AND CLUB FUNDS (Activity Fund)**

Each campus will maintain a unique account to manage activity funds. All funds relating to the campus and any associated school organization shall be deposited to the activity fund account in the same form as they are received.

Only organization sponsors are authorized to make purchases from the activity accounts upon approval by the campus administrator. These purchases may not exceed the account balance and must follow established policies and procedures as prescribed in the Financial Information Resource Manual (FIRM) online. At no time shall purchases be made from collected cash on hand. Students are not allowed to make purchases in the name of the school.

All financial actions of clubs/organizations must be reflected in the minutes of meetings. Organizational records and financial documentation must be maintained by the sponsor for a period of five years and may be audited at any time by the District's Internal Audit staff.

## **PAGING DEVICES/PORTABLE PHONES/OTHER ELECTRONIC COMMUNICATION DEVICES**

Any paging device, personal digital assistant, portable phone, Palm Pilot, camera phone, or any other type of electronic or imaging device shall be allowed provided they are not activated, visible or used during the school day (8:30 a.m. – 3:30 p.m.).

Students with any electronic communication devices that emit an audible sound during the school day shall be disciplined.

Students with any electronic communication devices that emit an audible sound must have them turned off during class time, ceremonies or at other school-sponsored or school-related activities on or off school property for which activation would be a disruption to the occasion.

Violations will be handled as follows:

1. Confiscation of the electronic communication devices **and**
2. Notification to the parents that they may retrieve the electronic communication device **and**
3. Charge to the owner of the device or to the student's parent an administrative fee of \$15 before the administrator releases the device (Education Code 37.082) **and**
4. the assignment of appropriate disciplinary action. [Board Policy FNCE (Legal)].

## **PARENT EXPECTATIONS, INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS**

Parents are expected to be role models for students while on campus and at all school events. Parents must check in with the main office upon entering a building prior to visiting with a teacher or team. If a parent chooses to observe in a classroom, a request to observe must be made at least 24 hours in advance.

Education works best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

1. Put a high priority on education and commit to making the most of the educational opportunities the school provides for their child/children.
2. Review the information in the Student-Parent Handbook (including the attached Student Code of Conduct) with their child/children, and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the administrator.
3. Become familiar with all of their child's/children's school activities and with the academic programs offered in the District. Discuss with the counselor any questions, such as concerns about placement, assignment, or early graduation, and the options available to their child/children. Monitor their child's/children's academic progress and contact teachers as needed.
4. Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

### **PEST CONTROL INFORMATION**

According to House Bill 853 of the 77<sup>th</sup> Texas Legislature, school districts are required to notify parents, guardians or managing conservators of children attending school of the following data found in the "Texas Structural Pest Control Act":

1. The school periodically applies pesticides indoors and outdoors; and
2. Information on the application of the pesticides is available at the campus upon request of the parents, guardians or managing conservators.

Notice will be posted in the school 48 hours prior to the usage of pesticides. The Maintenance Department of RRISD will continue to take careful health precautions in administering such materials. Contact the Director of Maintenance for further information (464-8340).

### **PLEDGE OF ALLEGIANCE AND A MINUTE OF SILENCE**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or disturb others.

### **POSTERS**

A campus administrator must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

### **PUBLICATIONS**

#### **School Sponsored**

All publications edited, printed, or distributed in the name of or within the District schools shall be under the control of the school administration and the Board. All publications approved and issued by individual schools shall be part of the instructional program, under the supervision of a faculty sponsor, and shall be carefully edited to reflect the ideals and expectations of the citizens of the District. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure, subject to the Superintendent's approval. Refer to Board Policy FMA (Legal and Local).

#### **Non-School Materials**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on any District campus without approval in accordance with District policy. Refer to Board Policy GKDA (Local).

#### **Approval Required**

All material, over which the school does not exercise control and that is intended for distribution to students, must be submitted for approval. After approval by the Superintendent or designee, material shall be submitted to the principal's office for review. Limitations on the content of non-school literature can be found in Board Policy GKDA (Local). Refer to Board Policy FNA (Local).

### **RESTITUTION**

The school is responsible for disciplinary action as a result of vandalism to any personal property located at school. It is the parent's responsibility to seek monetary restitution for their child's vandalized property either privately or through the appropriate law enforcement agency. If property belonging to an employee is vandalized, the employee may seek monetary restitution from the student or his/her family. If school property is vandalized, both disciplinary action and monetary restitution may be levied by school officials.

### **SAFETY**

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

1. Avoiding conduct that is likely to put the student or other students at risk

2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers
3. Remaining alert to and promptly reporting safety hazards, such as intruders on campus
4. Knowing emergency evacuation routes and signals
5. Following immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students

Parents can assist by keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Please contact the school health care worker to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

For your child's safety, all visitors must report to the office upon entering the building. Visitors are to sign in when entering and sign out when leaving. It is required that all visitors wear identification while on campus which they should return to the office when signing out. Students are not allowed to bring unauthorized visitors to school. Parents are always welcome, but we request that they make an appointment to see a teacher, administrator, or to visit a classroom. Due to supervision and safety concerns during school hours, please do not bring students' siblings or other young children when visiting the classrooms, on field trips, or to other school functions.

See EMERGENCY MEDICAL TREATMENT, page 19.

### **SCHOOL DANCES**

Only students from the sponsoring school are allowed to attend. School rules will be followed. Students may be prohibited from attending school dances due to disciplinary actions. A parent/guardian permission form may be required in order for a student to attend dances.

### **SCHOOL-ISSUED PROPERTY**

Students are responsible for all school-issued property, including but not limited to, athletic equipment, music instruments, textbooks, uniforms, printed music, and calculators.

### **SCHOOL RESOURCE OFFICERS**

Through an agreement between the District and the Round Rock Police Department and Williamson County Sheriff's Department, secondary schools are served by School Resource Officers (SRO). SROs are stationed on campuses to provide assistance in maintaining safety and security for students and staff as well as for facilities. Additionally, they provide classroom instruction on issues such as peer pressure, chemical abuse, conflict resolution and gang involvement alternatives.

When it becomes necessary for the SRO to investigate a suspected criminal act which occurs either on or off campus, school officials will make good effort to contact a parent or guardian regarding the questioning of a student. Situations of an emergency nature which could affect the health or safety of other students will be considered exceptions. Should parents or students wish to question the actions of the SRO, they may do so by contacting the appropriate law enforcement agency, either Round Rock Police Department, Williamson County Sheriff's Department, Travis County Sheriff's Department or Austin Police Department, depending on the location of the school. See Board Policy GRA for additional information on SROs.

### **SCOOTERS, SKATEBOARDS, ROLLER BLADES**

Scoters, skateboards, roller blades (includes shoes with skates built in) and roller skates will not be permitted on campus at any time. Parents may be required to pick up these items from the office. The school is not responsible for items left in the office.

### **SEARCHES – USE OF TRAINED DOGS, METAL DETECTORS, STUDENTS' DESKS AND LOCKERS ON CAMPUS**

RRISD Board Policy FNF (Local) allows the use of drug-detecting dogs to deter drug usage/possession and to maintain a safe school environment conducive to education on secondary school campuses. Visits shall be unannounced. The dogs will be used to sniff the air in vacant classrooms, in vacant commons areas, around student lockers. The dogs will not be used with students. If a dog alerts on a locker or an item in a classroom, that area may be searched by school officials.

Students will be subject to search by an administrator with a metal detector if a reasonable suspicion exists that the student possesses a prohibited weapon. This search will be done in accordance with Board Policy FNF (Local).

Student desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found on a student or in the student's desk and/or locker.

### **SITE-BASED ADVISORY COMMITTEE**

Each campus must have a site-based advisory committee. The site-based advisory committee serves exclusively in an advisory role to assist the administrator in implementing planning processes in accordance with Board policy and administrative procedures. Guidelines for site-based advisory committees are available at each campus in the District.

## **SPECIAL EDUCATION SERVICES**

The District has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 0-21 years of age and who fall within the District's jurisdiction. If you know or suspect your child has a disability, please contact the school's counselor for information about special education services.

Special education services are specially designed to meet the unique needs of students with disabilities. These services are provided in a special education or general education setting with modifications, special education support, supplementary aids, and other special arrangements.

When appropriate, students receiving special education services:

1. Remain in the general education program with special education support, supplementary aids, or other special arrangements, if needed;
2. Are educated to the maximum extent appropriate with students who are not receiving special education services;
3. Are placed in an instructional arrangement as close as possible to the student's home;
4. Are provided opportunities to participate in school activities on the same basis as students who are not receiving special education services; and
5. Are offered an opportunity for interaction on a regular basis with students who are not receiving special education services.

Each student who receives special education services has an individual education plan (IEP) which is developed by the student's Admission, Review, and Dismissal (ARD) committee.

A student receiving special education services is subject to the school's Student Code of Conduct unless otherwise stated in the Individual Education Plan (IEP).

The Notice of Procedural Safeguards, Rights of Parents of Students with Disabilities can be obtained from the Special Education Director or at the TEA Special Education Website: <http://www.tea.state.tx.us/special.ed/>. For further information, please contact the Special Education Department at 464-5140.

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent for evaluation. The District must give a copy of the report to the parent.

If the District determines that the evaluation is not needed, the District will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Linda Noy at 464-5140.

## **S.T.A.R. CENTER**

The Student Testing and Receiving Center is a registration and assessment office for immigrant students new to the country and to the school district. The center is located at Bluebonnet Elementary, 1010 Chisholm Valley Road. Families of students are referred to the center through their home schools, other families and/or community organizations. A variety of services is provided by the center in collaboration with other District programs and partnerships with community agencies. A few of these services include: immunization clinics, nutrition and ESL classes. All services are provided free to families and are user friendly. Families may call 427-7716 for more information.

## **STUDENT ACTIVITIES**

All student activities must be approved by the appropriate sponsor and by the administrator. All school sponsored activities must have a school sponsor present. To avoid conflicts in scheduling activities, a school calendar of events should be consulted before a definite date for an activity has been approved and the date has been set. The administrator will put the activity on the school calendar.

**Normally, no student activities will be held the last week of school.**

## **STUDENT INSURANCE**

The District is not responsible for medical costs associated with a student's injury. School districts, by law, have governmental immunity against liability resulting from accidents within the confines of the school. Therefore, the school assumes no liability, either for the injury or the subsequent negotiations with any insurance company.

The District does make available optional low-cost student accident insurance programs to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying the insurance premium and submitting any claims directly to the insurance carrier. Each campus administration office will distribute student insurance information at the beginning of each school year. Contact the campus office for additional claim forms.

Groups of students that make one or more trips away from school are encouraged to have student insurance coverage. These groups include athletes (girls and boys), band members, UIL participants, and others.

All students, regardless of whether or not they belong to a group, are encouraged to take advantage of this insurance. For participation in athletics, proof of insurance or a waiver stating the parents will pay for all medical bills is required. The parent or guardian is responsible for all doctor or hospital bills above the insurance limit.

## **STUDENT RECORDS**

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependant for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Unless prior arrangements are made, the school will mail all communications to the address provided at the time the student is registered. Student records are the property of the school and must be reviewed in the presence of a RRISD employee.

A fee may be charged for copies of education records that are made for parents or students. The same fees may be charged to other parties who have written permission to access student or other school records. Standard size paper copies are ten cents per page. These charges do not automatically apply to every document requested. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

The following is a summary of charges for copies of student and public information:

<u>Services Rendered</u>	<u>Charge</u>
1. Transcript	\$3.00
2. Birth Certificate	\$1.00
<u>Additional Services</u>	
3. Standard-size paper copy	\$.10 per page
4. Postage and shipping charge	Actual cost
5. Fax charge	
a. Local	\$.10 per page
b. Long distance, same area code	\$.50 per page
Different area code	\$1.00 per page
6. Personnel charge	\$15.00 per hour
7. Other costs	Actual Cost

## **TALENTED AND GIFTED (TAG) PROGRAMS**

The TAG programs are designed to meet the unique needs of identified gifted students by providing curriculum and instruction which coordinates those needs with appropriate learning experiences. By providing a stimulating and challenging environment which assures interaction with intellectual peers, the programs develop students' skills, creativity, and intellectual abilities so that learning outcomes result in high levels of cognition and production. Contact the campus TAG testing coordinator for specific information on the program including nomination deadlines.

Round Rock ISD students, K-12, will have the opportunity to be tested for Round Rock ISD gifted services in January. Students transferring to Round Rock ISD from another school district who have already been identified as gifted will be tested for Round Rock ISD gifted services within 30 school days of enrollment in the district. Students entering Round Rock ISD after the January testing, who were not identified as gifted in their previous district, may be tested for Round Rock ISD gifted services in July.

## **TEACHER HOURS**

Teachers are on duty from 7:45 a.m. until 3:45 p.m.

## **TEEN PARENTING PROGRAM**

The Teen Parenting Program is a comprehensive program to help pregnant and/or parenting students successfully graduate from high school. Supplemental academic support services are available to assist the student meet the same challenging State academic content and student academic achievement standards that other students are expected to meet. The District provides childcare on an application basis and the parenting student must attend parenting support groups and/or enroll in Teen Parenting class. For more information, you may call 512-464-6156.

## **TELEPHONES**

The school has telephone service in the office and classrooms. The office and classroom phones will be made available to students only for emergency calls. Students will be allowed to use the pay phone, on campuses where one exists, before school, at lunch, or after school and will be expected to limit calls to two minutes. Parents are invited to call the school any time they feel there is a need. **Class will not be interrupted to deliver phone messages unless the message is from a parent and pertains to an emergency and/or is approved by an administrator.**

## **TESTING**

In addition to routine testing and other measures of achievement, students at every grade level will take an appropriate state assessment, either the Texas Assessment of Knowledge and Skills (TAKS), the State Developed Alternative Assessment (SDAA) or a Locally Developed Alternative Assessment (LDAA).

TAKS, SDAA, and LDAA assessments are administered as follows:

1. Reading and mathematics: grades 6, 7 & 8
2. Writing: grade 7
3. Social studies: grade 8

Students with limited English proficiency will be required to take the state developed Reading Proficiency Test in English (RPTE) at every grade level until the student scores "Advanced" on the exam.

Test results will be reported to students and parents. Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. For more information, see the administrator, counselor, or campus special education contact.

## **TEXTBOOKS**

State law requires that all issued textbooks be covered. Covers are provided.

In each book issued, a student should write with ink his/her name and the teacher's name in the space provided at the front of the book. No other mark should be made in the book and bar codes must not be altered or defaced. A student will be required to pay for any book that has been unduly damaged or lost.

Book records must be cleared before a student withdraws during the school year or leaves for the summer.

Students who do not clear book records or return or pay for lost school-owned property will not be issued textbooks or transcripts, or participate in school-related activities.

"Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. As provided by policy of the Board of Trustees or governing body, a school district or open-enrollment charter school may waive or reduce the payment requirement if the student is from a low-income family. The District or school shall allow the student to use textbooks at school during each school day. If a textbook is not returned or paid for, the District or school may withhold the student's records." Texas Education Code § 31.104(d)

## **TRANSFERS (In-District)**

Students shall be assigned to schools in the attendance areas in which they reside. A student who wishes to attend a school other than as assigned shall obtain prior approval from the sending and receiving principal and the appropriate Assistant Superintendent. Walk-through transfers are not permitted.

In-district student transfer requests will be granted with the following exceptions:

1. Overcrowding on the receiving campus.
2. Overcrowding at the transfer student's grade level on the receiving campus.
3. A history of inappropriate behavior by the student requesting the transfer, including excessive absences and/or tardies.

**An in-district student transfer will be revoked based on the student's behavior, academic effort, and attendance, including tardies.**

Transportation is the responsibility of the parent of any student admitted to a school on an approved in-district transfer.

Timelines for approval of RRISD in-district student transfer requests are as follows:

1. All requests approved prior to February 28 will be effective for the following year.
2. Requests received after February 28 and prior to the first day of school will be approved for the following year at the receiving principal's discretion.
3. All requests received after the first day of school will be considered on a case-by-case basis.
4. Transfer requests will not be accepted the week before and the week of the start of school. An exception will be granted to children of employees and those who meet the criteria for building or purchasing a home.
5. Transfers are granted for one year only and must be reviewed annually.

## **TRANSFERS (Out-of-District)**

Nonresidents may enroll their children in district schools with no tuition charge, according to the following stipulations:

1. Annually, the District shall designate program areas that are available for nonresident student enrollment. Upon approval, the District shall then designate an enrollment period when nonresident student enrollments shall be accepted based upon program availability.
2. The District shall then assign the student to the school of the individual's choice based on program availability. Once assigned, the student shall be classified as a resident for the current school year. In addition to serving those students who reside in the campus attendance zone, program capacity is defined as accommodating additional students without incurring additional costs in the form of teachers or classrooms.
3. In the event of a possible lack of available program space at the campus preferred by the individual, the District may assign the student to a campus with a similar program and available space.

Tuition-free enrollment is guaranteed for a one-year period only. The District reserves the right to discontinue this practice should it be determined that it is no longer economically feasible or that space is no longer available.

### **Nonresident Exceptions:**

If a nonresident family has leased, purchased or contracted to build a residence in the District with intent to move there, the District shall allow the children to enroll.

Resident students who become nonresidents during the course of the school year shall be permitted to continue in attendance for the remainder of the year provided that attendance, behavior, and academic expectations are met. Seniors who have completed their junior year as a resident of the District and have met the attendance, behavior, and academic expectations shall be permitted to enroll and complete their senior year in the District.

## **VENDING MACHINES**

The District has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines contact Tracy Hoke at 512-464-5038.

## **VIDEOTAPING/RECORDING**

An employee of a school district is **not** required to obtain the consent of a student's parent before the employee may make or authorize the making of a videotape/audio recording of a student or a recording of a student's voice if the videotape/audio recording is to be used only for:

1. Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
2. A purpose related to an extra-curricular activity;
3. A purpose related to regular classroom instruction; or
4. Media coverage of the school. (TEC 26.009)

Video/audio equipment shall be used for safety and security purposes to monitor student behavior on buses and in common areas on District controlled property.

Students and parents shall be notified regarding the use of video cameras on school buses and on campuses. Signs stating that persons, including students, may be videotaped shall be posted in District-controlled buildings and on buses. Students may not be notified when the equipment is in use.

A student found to be in violation of the District's Student Code of Conduct based on an investigation using electronic media shall be subject to appropriate disciplinary and/or criminal consequences.

## **VISITORS**

Parents and interested citizens of the community are welcome to visit the school. Visitors are requested to make an appointment to see a teacher or administrator, or to visit their children's classes. Visitation should be limited, since it may be a distraction to the instructional program. Visitor parking spaces are available. Upon arrival, visitors are REQUIRED to report to the office.

**STUDENTS MAY NOT BRING VISITORS TO CAMPUS WITH THEM. SOCIAL VISITATION IS NOT PERMITTED ON MIDDLE SCHOOL CAMPUSES.**

# **HEALTH SERVICES**

## **GENERAL INFORMATION**

Parents should provide written notification to the school Nurse or Health Assistant if their child has specific or chronic health problems.

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, a District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

## **BACTERIAL MENINGITIS**

Bacterial meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious type of meningitis. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. Bacterial meningitis is serious. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, or utensils).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Usually, the body's immune system controls the bacteria and prevents meningitis or another serious illness from developing.

Bacterial meningitis can be prevented by not sharing food, drinks, utensils, toothbrushes, or cigarettes and by limiting the number of persons kissed.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90% of the time). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

If you think you or a friend might have bacterial meningitis, seek prompt medical attention.

For more information contact your school health care worker, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web site for the Center for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

## **COMMUNICABLE DISEASE**

### **Exclusion and Re-admission**

It is requested that parents notify the school health care worker/administrator if a student is diagnosed with a communicable or contagious disease. The school administrator requires a note from a parent or health care worker (physician, local health authority, advanced practice nurse or physician's assistant) for re-admission to school when a student is excluded from attendance for a communicable disease.

### **When to Keep Your Child Home From School:**

The American Academy of Pediatrics, the Texas Department of State Health Services and the Round Rock ISD recommend that students be kept home from school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Diarrhea or stools that contain blood or mucus.
- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease, writes a note to that affect and the student is in no danger of becoming dehydrated.
- Mouth sores and drooling until a physician or the health authority does not feel the condition is infectious.
- Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

### **Fever:**

Students with a temperature of 100 or above (orally) will be sent home. To prevent the spread of a communicable disease, ill students must be symptom free and fever free without the use of temperature reducing medications for 24 hours before returning to school.

### **Nuisance Diseases:**

"Nuisance Diseases," such as scabies, head lice (pediculosis), ringworm of the body or scalp and pinworms are highly contagious and can cause problems in the school setting. Children and adults with these conditions should be excluded until proof of treatment is established. Inspection for head lice will be conducted periodically at all elementary schools.

### **Vaccine Preventable Diseases:**

Many diseases are preventable by vaccine. Schools are required to have an immunizations record on file for each child enrolled to ensure that each child has received their age-appropriate immunizations. See Immunization Requirements. For immunization information, contact your campus health care provider, local health department or call (800) 252-9152.

### **Diarrheal Disease:**

Many different viral and bacterial agents may cause diarrhea. The child must be excluded from attendance until the diarrheal illness has resolved or until the child's physician or the local health department has cleared, in writing, the child to return to school.

### **When a Communicable Disease is Diagnosed or Suspected:**

If a student becomes ill at school, there are facilities and personnel to accommodate the student until the parent can be reached to take the student home. School district personnel will adhere to the exclusion and re-admission recommendations provided by the Texas State Department of Health Services.

- Students or adults with fever will not be re-admitted until the fever subsides (See Fever).
- Students or adults with diarrhea will not be re-admitted until diarrhea subsides (see Diarrheal Disease).
- Students or adults with conjunctivitis, bacterial meningitis, or tuberculosis will not be re-admitted without a note from the health care worker.

Parents will be informed if their child has been exposed to a communicable disease that requires exclusion. The notification will include the signs and symptoms of the disease, so that immediate medical advice and treatment can be sought.

If it is necessary for a student to leave school because of an illness or injury, the student must be signed out in the main office and escorted by a responsible adult.

No student may be taken or sent home due to illness or injury unless there is a responsible adult in the home to receive the child.

### **EMERGENCY CARE**

Should a student's or adults' condition warrant, the Emergency Medical System will be initiated. Every effort will be made to contact the parent or legal guardian in a timely manner to determine their preferences for treatment. See Emergency Medical Treatment on page 19.

### **HEALTH CLINIC**

If a student becomes ill at school, there are facilities and personnel to accommodate the student. It is the general policy to notify the student's parents so that they may take the student home. If a student becomes ill during class time, s/he should ask the teacher for a pass to the school health care worker's office.

### **IMMUNIZATION REQUIREMENTS**

This chart summarizes the minimum state vaccine requirements for Texas school entrance/attendance incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code. This chart is not intended as a substitute for consulting the Texas Administrative Code, which has other provisions and details.

## **Immunization Requirements 2006-2007 School Year Reference Guide**

### **3 year olds and 4 year olds (PRE K)**

- 4 doses of DTP, DTaP, DT
- 3 doses of Polio
- 1 dose of MMR on/after 1<sup>st</sup> birthday
- 1 dose of HIB on/after 15 months **OR** 3 doses with the 3<sup>rd</sup> dose given on/after 1<sup>st</sup> birthday, and at least 2 months since dose #2
- 1 dose of PCV7\* on **OR** after 24 months of age or 4 doses of PCV7 with one given after 1<sup>st</sup> birthday
- 3 doses of Hepatitis B
- 1 dose of varicella on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)
- 2 doses of Hepatitis A
- ✓ HIB and PCV7 not routinely recommended to children  $\geq$  5 years of age.

### **Kindergarten – Second Grade**

- 5 doses of DTP, DTaP, DT with one on/after 4<sup>th</sup> birthday **OR** 4 doses if one dose is on/after the 4<sup>th</sup> birthday
- 4 doses of Polio with one on/after 4<sup>th</sup> birthday **OR** 3 doses if one dose is on/after 4<sup>th</sup> birthday
- 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1<sup>st</sup> birthday
- 3 doses of Hepatitis B
- 1 dose of varicella on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)

### **Third Grade – Twelfth Grade**

- 3 doses of DTP, DTaP, DT, Td with one on/after the 4<sup>th</sup> birthday, (If less than 7 years old, see above)
- 4 doses of Polio\*\* with one on/after 4<sup>th</sup> birthday **OR** 3 doses if one dose is on/after 4<sup>th</sup> birthday
- 2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after the 1<sup>st</sup> birthday
- 3 doses of Hepatitis B
- 1 dose of varicella\*\*\* on/after 1<sup>st</sup> birthday (if the child has NOT had chickenpox)
- ✓ Doses of DTaP/Polio administered month of or prior to 4<sup>th</sup> birthday are acceptable for students in 3- 12<sup>th</sup> grade
- ✓ Does not need a dose of Polio after the 4<sup>th</sup> birthday **IF** 4 doses of clearly documented combination IPV and OPV were given before 4 years of age.

All vaccine doses administered less than or equal to four days before the minimum interval of age shall be counted as valid.

- \* Other Schedules may apply
- \*\* Polio not required for students 18 years or older
- \*\*\* Two doses of varicella are required if child is  $\geq$  13 years old when 1st dose is given
- ✓ Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.
- ✓ Two doses of adult hepatitis B vaccine (Recombivax ®) are acceptable. Dosage and type of vaccine **must** be clearly documented. (Two 10 mcg/1.0 ml of Recombivax ®)
- ✓ Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

## **Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

The school will accept only official affidavit forms developed and issued by the Texas Department of State Health Services (DSHS), Immunization Branch. **No other forms or reproductions will be allowed.**

Schools will maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

## **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of the immunization records.

## **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **MEDICATION PROCEDURES**

1. Medications may be administered at school with a parent's written statement that there is a need for such medication and the parent provides the medication. This includes both prescription and over-the-counter medications. A written statement from a physician must be obtained if any prescription medication needs to be administered daily for more than 10 days (fax may be accepted).

It is suggested that parents request an extra labeled bottle from the pharmacist for sending medications to school. Students and/or parents will be notified when their medication supply is low and the empty bottle will be sent home for a refill. Refills should be delivered to the school health clinic.

2. Prescription medications must be in the original container, properly labeled with the student's name, medication name, dosing instructions and ordered by a physician licensed to practice in the United States.
3. Sample medications provided by a physician may be administered if those medications are accompanied by a signed note from the physician and are appropriately labeled with the student's name, medication name, dosing instructions and ordered by a physician licensed to practice in the United States.
4. Parents/guardians must deliver and pick up all medications that are controlled substances to the school health clinic. These medications (controlled substances) will be counted by the campus nurse upon receiving them and the count will be documented. The parent is responsible for obtaining these medications from the campus nurse at the end of the school year.

5. Medications must be stored in the locked medication cabinet in the school clinic and administered by health services personnel or other trained school employees. It is the student's responsibility to come to the school health clinic at the appropriate time to take their medication
6. Non-prescription medications must be in the original container. The dosing directions on the over-the-counter packaging regarding age, amount and frequency of medication administration will be strictly followed. Requests to alter the dosage or frequency of medications must be accompanied by a physician's written note stating the dosage of medication to be given and that it is necessary to administer an alternative dosage at school (fax may be accepted).
7. Medications prescribed or requested to be given three times a day or less will not be given at school unless a specific time of administration during school hours is prescribed by a physician.
8. A student may be allowed to self-administer inhaled asthma medication, an Epi-pen, or diabetes treatment ONLY if the following conditions have been complied with:
  - a. Written permission from the physician allowing the student to self-medicate or treat and an Individual Health Care Plan for the student is on file in the school health clinic.
  - b. The nurse has counseled the parent and the student on the school's inability to monitor the student's health condition during the school day while self-medicating or treating.
  - c. The student complies with all campus safety policies.
9. No District employee shall administer herbal substances, anabolic steroids or dietary supplements of any type except as provided in RRISD Board Policy FFAC (Local): "Herbal substances or dietary supplements may be administered as prescribed by the physician, provided by the parent, and only if required by the Individualized Education Program or Section 504 plan of a student with disabilities." Dietary Supplements and herbals are not FDA approved.
10. In accordance with the Nurse Practice Act; Texas Administrative Code, Section 217.11, the Registered Nurse and the Licensed Vocational Nurse have the responsibility and authority to refuse to administer medications that, in the nurse's judgment, are contraindicated for administration to the student.

### **SCHOOL HEALTH ADVISORY COUNCIL**

During the preceding school year, the District's School Health Advisory Council held seven meetings. Additional information regarding the District's School Health Advisory Council is available from **Pam Burke at 512-464-5100**.

### **STATE MANDATED HEALTH SCREENINGS**

Schools are required to screen for the following:

1. Vision and Hearing problems – PPCD, Pre-K, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades.
2. Spinal – 5<sup>th</sup> and 8<sup>th</sup> grades.
3. Acanthosis Nigricans – 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades.

If a parent does not want their child screened at school, he/she must notify the school health care worker in writing before the day of the screening procedure. It is necessary to provide the school health care worker with an affidavit stating the objections to the screening and a physician's verification that the child has been evaluated for and is receiving treatment, if needed, for the mandated screenings.

## **TRANSPORTATION**

### **GENERAL INFORMATION**

Students riding a bus should become familiar with the following bus rules as safety is extremely important on a bus. While on a bus, students are directly supervised by the bus driver. Students who violate bus rules may be deprived of the privilege of riding the school bus.

Students should be at their bus stops five minutes before the scheduled pick up time in a visible location. Buses will load at schools for seven minutes after the designated dismissal time. Once the buses have shut their loading doors to leave the school, students should not approach the buses to eliminate the potential of buses striking students.

Students who request to ride a bus different than their own or use a different bus stop must obtain a Bus Rider Permit from an administrator. A note signed by the parent or guardian requesting the change must be attached to the completed Bus Rider Permit and

be pre-approved by an administrator. Permits must be given to the bus driver upon entering the bus. Buses scheduled as "full" may refuse to accept additional students even though a Bus Rider Permit has been issued.

## **BUS RULES**

For the safety of students, driver and other persons, the following rules are to be enforced by the bus driver. Student riders are expected to obey these rules for their welfare.

*Misbehavior on the school bus will result in the student being referred to his/her administrator for appropriate disciplinary measures, which may include being deprived of the privilege of riding the school bus. In the event a video monitoring system is in use on the bus, the film may be used as a basis for determining disciplinary action.*

1. Passengers shall enter and exit the bus in an orderly manner.
2. Passengers will remain seated in an orderly manner while the bus is in motion and until the bus comes to a complete stop.
3. Passengers shall not tamper with bus windows, emergency doors and all other bus equipment. Emergency doors and exits will be used in the event of a declared emergency or evacuation drill.
4. Passengers shall keep arms, legs, heads, and all personal effects inside the bus and out of the aisle.
5. Passengers shall not mark or deface the bus and/or its equipment. Any damage done to the bus is chargeable to the parent of the student responsible for the damage.
6. Passengers shall not fight, scuffle, and throw objects or possess/use laser pointers inside or outside the school bus or at the bus stop.
7. Passengers who must cross the roadway before entering or after leaving the school bus shall cross the roadway ten feet to the front of the bus and only at the direction of the bus driver.
8. No one except school personnel, authorized adults, and school children assigned a particular route or schedule may ride a bus unless written permission is received from the appropriate school administrator.
9. Passengers shall not eat or drink, including candy and gum, or use any tobacco product while on the bus.
10. No student shall take or remove from another passenger personal effects of any kind.
11. No school bus shall transport firearms, explosives, harmful drugs, chemicals, or other prohibited weapons (replica or look-a-like weapons) or any other items that might endanger the life or health of the passengers. School officials may approve certain small animals in cages for school projects. Glass containers that would cause injury to passengers if broken should be enclosed in another protective container.
12. Passengers should always be at designated stops and are expected to meet bus pick-up times.
13. Passengers shall use appropriate language while on the bus and shall not engage in conversation or activities considered to be vulgar, abusive or demeaning.
14. Passengers shall wear classroom acceptable attire while on the bus.

Should the above rules be broken, the following consequences will be invoked:

- **FIRST BUS REPORT IN A SCHOOL YEAR:**  
The student will have a conference with the administrator or designee. Appropriate disciplinary action will be taken and the student at the administrator's discretion may be placed back on the bus. The parent will be notified of the offense, the conference or the disciplinary action taken.\*
- **SECOND BUS REPORT IN A SCHOOL YEAR:**  
If the student receives a second bus report, the student may have his/her bus privilege revoked for up to ten days.\*
- **THIRD BUS REPORT IN A SCHOOL YEAR:**  
If the student receives a third bus report, the student may have his/her bus privilege revoked for a minimum of 10 days, and may have it revoked for the remainder of the semester.\*

Additional bus reports in a school year may result in student having his/her bus privilege revoked for a minimum of six weeks.

In the event of initiation and/or participation in a serious offense at any time and/or persistent misbehavior, the student may lose bus privileges for an undetermined length of time. A major offense may include any offense that does or could lead to unsafe operation of the bus or injury to a student, driver or other individual and/or damage to a bus.

\*Restitution for any damages incurred must be made before returning to the bus.