



round rock



Student-Parent  
Handbook  
and  
Student  
Code of Conduct  
2005-2006

HIGH SCHOOLS

McNeil High School  
Round Rock High School  
Stony Point High School  
Stony Point Ninth Grade Center  
Westwood High School



## PREFACE

The 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 center and an alternative secondary school. Our teachers and administrators are dedicated professionals who are committed to providing your children 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** contain 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.

More information about the high school may be obtained from the High School Course Catalog and other sources of information. 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.

### 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 three forms which are the last two pages of this booklet and return the signed forms to school within ten school days of 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  
July 2005



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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) (a link is provided for the policy manual).

Since 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.

# Board of Trustees

Raymond Hartfield, President

Brig Mireles, Vice President

Vivian Sullivan, Secretary

Dr. Mike Alderson

Diane Cox

Elizabeth Elleson

Diana Maldonado

## Administration

**464-5000**

Superintendent & Chief Executive Leader  
464-5022

**Mike Jolly**

Associate Superintendent & Chief  
Financial Leader, Business Support  
464-5082

**Dr. Paul Cruz**

Executive Team Leader,  
Stony Point Learning Community  
464-5092

**Dr. Steve Flores**

Executive Team Leader,  
Round Rock Learning Community  
464-5468

**Toni Garcia**

Executive Team Leader,  
Learning Support Services  
464-5089

**Beverly Helfinstein**

Executive Team Leader,  
Westwood Learning Community  
464-5131

**Matt Matthys**

Executive Team Leader,  
For Innovative Programs  
464-5986

**Dr. Romelle Parker**

Executive Team Leader,  
McNeil Learning Community  
464-5096

**Dr. Waide Robinson**

Executive Team Leader,  
Human Resource Services  
464-5038

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.

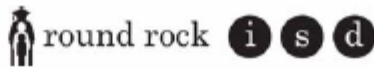
Contact Title IX Coordinators, Jim Loerwald, Director of Athletics, at 464-5480, or Pat Peterson, Director of Legal Services, at 464-5036, for concerns regarding discrimination on the basis of gender.

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

2005-2006 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	Nelson Coulter
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	John Weishaar
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	Terrence Eaton
Grisham	10805 School House Lane	Austin, TX 78750	512-428-2650	512-428-2790	Malinda Grosch
Hopewell	1535 Gulf Way	Round Rock, TX 78664	512-464-5200	512-464-5349	Azul Terronez
Ridgeview	1400 Via Sonoma Trail	Round Rock, TX 78664	512-424-8400	512-424-8540	Ann O'Doherty
<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	Mary Villarreal
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	Lucy McVey
Canyon Creek	10210 Ember Glen Dr.	Austin, TX 78726	512-428-2800	512-428-2890	Eleece Moffatt
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	David Wells
Fern Bluff	17815 Park Valley	Round Rock, TX 78681	512-428-2100	512-428-2160	Rosena Malone
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
Kathy Caraway	11104 Oak View Dr.	Austin, TX 78759	512-464-5500	512-464-5590	Shelly Hohmann
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	Deborah Taylor





## 2005-06 School Calendar

### July 2005

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### August 2005

S	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			

### September 2005

S	M	T	W	Th	F	S
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### October 2005

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23	24	25	26	27	28	29
30	31					

### November 2005

S	M	T	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30			

### December 2005

S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JULY 2005

- 4\* Independence Day
- 4-8\* Summer Break
- 20 Take Our Children to Work Day

### AUGUST 2005

- 1-4\* New Teacher Orientation
- 5\* Staff Development Comp Day
- 8-12, 15\* Staff Development/Prep Days
- 16 First Day of School for Students

### SEPTEMBER 2005

- 2, 20 & 22 Elementary Early Release for Parent/Teacher Conference Planning & Conferences
- 5\* Labor Day

### OCTOBER 2005

- 10\* Staff Development Day

### NOVEMBER 2005

- 23-25\* Thanksgiving Break

### DECEMBER 2005

- 15 Semester Ends
- 16 Staff Preparation Day
- 19-30 Winter Break

### JANUARY 2006

- 2\* Winter Break
- 3\* Staff Development Day
- 4 Second Semester Begins
- 16\* MLK Day

### FEBRUARY 2006

- 21 TAKS Testing
- 27\* Staff Development Day

### MARCH 2006

- 13-17\* Spring Break

### APRIL 2006

- 13\* Bad Weather Day/Spring Holiday (if bad weather make-up day is not required)
- 14\* Spring Holiday
- 18-21 TAKS Testing
- 24\* Bad Weather Day/Holiday (if bad weather make-up day is not required)
- 28 Elementary Early Release for Parent/Teacher Conference Planning

### MAY 2006

- 2 & 4 Elementary Early Release for Parent/Teacher Conferences
- 25 Semester Ends/Last Day of School
- 25 & 26 High School Graduations (Tentative)
- 26\* Staff Development/Preparation Day
- 29\* Memorial Day

Instructional Days 175 (1<sup>st</sup> sem.: 83, 2<sup>nd</sup> sem.: 92)  
 Staff Dev./Prep Days 12  
 Total Teacher Days 187

### January 2006

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February 2006

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28				

### March 2006

S	M	T	W	Th	F	S
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26	27	28	29	30	31	

### April 2006

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23	24	25	26	27	28	29
30						

### May 2006

S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June 2006

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2- General Holiday / 3- Staff Development/Prep Day / \* Student Holiday /  
 ( ) 6 Weeks Grading Period (secondary) / [ ] 9 Weeks Grading Period (elementary) / ■ Elementary Early Release  
 Adopted by RRISD Board of Trustees on Feb. 17, TEA waiver approved on March 3, 2005

# 2005-06 SCHOOL CALENDAR

## FIRST SEMESTER

1st Six Weeks - Aug. 16 - Sept. 23  
 2nd Six Weeks - Sept. 26 - Nov. 2  
 3rd Six Weeks - Nov. 3 - Dec. 15

## SECOND SEMESTER

4th Six Weeks - Jan. 4 - Feb. 15  
 5th Six Weeks - Feb. 16 - Apr. 7  
 6th Six Weeks - Apr. 10 - May 25

## ROUND ROCK INDEPENDENT SCHOOL DISTRICT STUDENT HOLIDAYS & IMPORTANT DATES

(\* Indicates student holidays)

August 16.....	First Day of School
September 5.....	Labor Day
October 10.....	Staff Development Day
November 23-25.....	Thanksgiving Holidays
December 16.....	Staff Preparation Day
December 19-January 2.....	Winter Break
January 3.....	Staff Development Day
January 16.....	Martin Luther King Day
February 27.....	Staff Development Day
March 13-17.....	Spring Break
April 13.....	Bad Weather Day/Spring Holiday
April 14.....	Bad Weather Day/Spring Holiday
April 24.....	Bad Weather Day/Spring Holiday
May 25.....	Last Day of School
May 26.....	Staff Preparation Day

## **ACADEMICS**

### **ACADEMIC AWARDS**

Academic awards are given in the spring of each year based on the cumulative average of the first semester of the current year and all previous years (9-11). Awards will be granted on the basis of a student having a 4.0 weighted average for all core courses plus other languages.

### **ACTIVITIES ELIGIBILITY AND WAIVERS (No Pass-No Play)**

A student may be eligible for a waiver to allow participation in any extra-curricular activity sponsored or sanctioned by the District or UIL after a six-weeks grading period in which a student received a grade lower than a "70," but no lower than "60" in an identified class. An "I" (Incomplete) grade counts as an "F" for eligibility purposes until the teacher resolves it to a passing grade of 70 or above and has recorded that grade with the administrator's office. This one-time-a-semester waiver for identified classes may also be used at the three weeks progress report time to restore eligibility. However, parents and students should be advised that the waiver is good only for the remainder of the three weeks if used then, whereas, if the waiver is used at the end of a six weeks grading period, the waiver is good for the entire six weeks.

The following criteria is the basis for the approval or disapproval of the request for an eligibility waiver:

1. Student initiation of the waiver request.
2. Parent and sponsor approval of the request.
3. Teacher information regarding the student's satisfactory participation in class activities, and attendance at tutoring.
4. The student's grade in an advanced class is lower than a "70", but not lower than a "60."

The principal will make the final determination on the approval or disapproval of a waiver request.

For purposes of eligibility, students in grades 9-12 will be allowed only one exemption per semester in an advanced class listed in the UIL-TEA document *SIDE by SIDE* or which has been approved by the Board of Trustees. The first semester exemption will not be transferable to the second semester. Approved TEA classes include English Language Arts, Fine Arts, Languages other than English, Mathematics, Science, and Social Studies.

### *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 advanced 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.*

**NOTE:** A chart of important dates for UIL eligibility for the 2004-2005 school year is located in the Appendix of this handbook.

### **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Copying another person's work, such as homework, classwork, or a test, is a form of cheating. Plagiarism, is also a form of cheating. Plagiarism is defined as using another person's original ideas or writing, without giving credit to the true author, as use of one's own work. Students guilty of cheating, plagiarism, or other forms of academic dishonesty will be subject to academic and/or administrative disciplinary action that may include loss of credit for the work in question.

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

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. Each year the District provides the opportunity for parents to restrict Internet access and/or electronic publication of students' 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 76 of this handbook.

Students are expected to observe network etiquette. Students are prohibited from pretending to be someone else; 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. (See Appendix, Policy CQ Local, Exhibit E and G, Appropriate Use of the Internet K-12 on page 94.

All copyright laws and federal and state laws regarding electronic data transfer or communication will be strictly enforced. This includes, 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 and parent will be held financially responsible for any damage to RRISD equipment caused by that student.

## **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 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.

## **CORRESPONDENCE COURSES**

All correspondence courses must be taken from Texas Tech University or the University of Texas at Austin. Application forms may be obtained from the counselor. Applications for correspondence courses must be approved by the administrator or counselor. To be used for graduation credit, a correspondence course should be completed and the grade received 30 days prior to graduation. **Students who complete work by correspondence or credit by exam during a semester will not be removed from classes until the semester ends.** NCAA Clearinghouse does not accept correspondence courses in core subjects.

Courses tested by the TAKS may not be completed by correspondence. Students who enroll in the district and have achieved credit in a TAKS tested course will have their correspondence credit honored.

## **DUAL CREDIT COURSES**

High school credit in a TAKS tested course may not be obtained through a dual credit course.

### *Dual or Concurrent Credit Students and the Texas Success Initiative*

High school juniors and seniors may be eligible to earn college credit while they are still in high school by enrolling in dual or concurrent credit courses. Dual credit courses are college courses that also count toward high school requirements. To receive credit, the grade in the course must be a C or better; to receive Distinguished Achievement program credit, the grade must be a B or better. If all conditions are met, credit is given for the course but is not used to determine the student's grade point average or class rank. Concurrent courses are college courses taken by a student outside of high school hours. Prior to enrolling in either dual or concurrent courses, students must satisfy Texas Success Initiative (TSI) requirements.

### *How Can the TSI requirements be satisfied?*

Students wishing to enroll in college-level courses are required by law to be assessed for basic reading, writing, and mathematics skills prior to enrolling in college coursework. THEA, ASSET, COMPASS and ACCUPLACER are the tests higher education institutions may use to assess incoming students. The college or university the student plans to attend will have information on which assessment is available at that particular school. Students may take college-level courses related to the area(s) of the test they pass.

High school students may be exempt from the state-mandated TSI assessment if they meet the qualifying standards on the SAT, the ACT or the 11<sup>th</sup> grade Texas Assessment of Knowledge and Skills (TAKS). The standards are:

SAT – 1070 combined, with 500 or higher math and verbal

ACT – 23 composite, with 19 or higher math and English

TAKS – 2200 in math and/or 2200 with a writing subscore of at least 3 in English/Language Arts (ELA)

SAT and ACT scores are valid for five years from the date of testing; TAKS scores are valid for three years.

### **Qualifying TAKS Scores**

Sophomores who score 2200 on the TAKS math and/or ELA (with writing subscore of 3) may use those scores to enroll in dual or concurrent credit courses without taking a state-mandated TSI assessment through their senior year. Sophomores who meet the standard in one area may take dual or concurrent courses related to the area of the test they passed. If the qualifying standard is not met on either section of the 10<sup>th</sup> grade TAKS, but the student wants to take college-level courses during his or her junior year, the student must take one of the assessment instruments approved for TSI purposes. Once again, the student may take college-level courses related to the area(s) of the test he or she passed. There may also be institutional requirements students must meet.

Juniors who score 2200 on the exit-level (11<sup>th</sup> grade) TAKS math and/or ELA (with writing subscore of 3) are exempt from state-mandated TSI testing and may enroll in dual or concurrent credit college courses their senior year. Juniors who meet the standard in one area may take dual or concurrent courses related to the area of the test they passed. If the qualifying standard isn't met on either section of the 11<sup>th</sup> grade TAKS, but the student wants to take college-level courses during his or her senior year, the student must take one of the assessment instruments approved for TSI purposes. Once again, the student may take college-level courses related to the area(s) of the test he or she passed.

Students who meet the qualifying standard on one section (math or ELA) of the 10<sup>th</sup> grade TAKS, and then meet the qualifying standard on the other section (math or ELA) when they take the exit-level TAKS, will have satisfied their TSI requirements.

Keep in mind that these exemptions excuse students from having to take a state-mandated TSI test only. They may still have to meet institutional prerequisites or testing requirements.

**EARLY GRADUATION**

A RRISD 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" form, 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 scholarships the student must:

1. Graduate from a public high school in Texas on or after September 1, 2003;
2. Complete the recommended or distinguished high school curriculum;
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 in either fewer than 36 continuous months or more than 36, but fewer than 41 continuous months.

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

1. Be eligible for a 36-month Early Graduation scholarship and graduate high school with at least 15 college hours; or
2. Be eligible for a 41-month Early Graduation scholarship and graduate high school with at least 30 college hours; or
3. Meet all the requirements for an Early Graduation scholarship, 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
36 through 41 months	\$500	\$1,000 for 30 hours

**EXAMINATION FOR ACCELERATION AND CREDIT BY EXAMINATION (without prior instruction)**

To more appropriately challenge students, 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. In high school, 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, but is not included in the GPA.

Tests are administered two times 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 qualification 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.

**Applications Due to Counselors**

August 19, 2005

May 5, 2006

**Test Dates**

September 20, 21, 22, 2005

June 6, 7, 8, 2006

### Credit by Examination with Prior Formal Instruction

A student who has had sufficient prior formal instruction as determined by the District on the basis of a review of the student's educational records may be eligible to regain credit by examination. When taking an examination to earn credit for a failed course, a student must have received a grade of at least 60 in the course failed. However, a student may not use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination. Students are not responsible for the cost of the examination if taken on the specified district test dates. Students must score 70% or better on each test taken. The score will be entered on the transcript, although it is not used to determine the student's grade point average (GPA) or class rank.

### **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).

### **GRADE POINT AVERAGE (GPA)**

Total GPA is calculated for each student using a simple unweighted four point system (commonly used by colleges and universities). Grade points are awarded based on the grading system used in RRISD:

90	-	100	=	A	=	4.0
80	-	89	=	B	=	3.0
75	-	79	=	C	=	2.0
70	-	74	=	D	=	1.0
	<	70	=	F	=	0.0

A student's cumulative Grade Point Average (GPA) begins at the end of the first semester of the Freshman year. A student's GPA does not change until the end of each semester since only the semester grade has grade points attached to it. The semester grade is the average of each of the three six week grades and the semester exam grade. The exception occurs when a grade is corrected or summer school is accumulated into the grade average.

NOTE: The reported GPA does not necessarily predict class rank. A student may have a lower GPA but a higher class rank than other students due to the weighted grades used for class rank. See Class Rank/Academic Average.

### **GRADING AND CREDIT**

- A 90-100
- B 80-89
- C 75-79
- D 70-74
- F 69 and Below (Failure)

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.

All semester grades are recorded as numerical grades. The following method is used to determine course credit.

1. Credit will be awarded for an average of 70 or higher in each course.
2. The District requires the recording of a 50 for any numerical grade earned that is lower than 50 if the following conditions exist:
  - a. The recording option applies to a six week grading period average only.
  - b. The option applies to students who have not been absent more than three days for elementary, or three class periods for secondary, during the six-week grading period. An appeals process for extenuating circumstances for absences of more than three days shall be established by the administration.
3. Credit for individual semesters shall be earned by a student who earns a passing grade for one semester, but whose average for both semesters is less than 70 percent. (Board Policy EI LOCAL)
4. In determining the final semester grade, the semester average counts  $\frac{3}{4}$  (1/4 per six-weeks) and the final exam counts  $\frac{1}{4}$ .
5. A weighted grade point system shall apply for all students. Grades on report cards will reflect actual grades earned in courses. The grade point average will reflect weighted factors and will determine class ranking.

### Credit Class Load

Students in grades 9 and 10 must be enrolled for eight scheduled credit class periods. Dependent on credit earned and TAKS passing status, 11<sup>th</sup> and 12<sup>th</sup> graders may be considered for enrollment in no less than six scheduled credit class periods.

### Grade Classification

Freshman: A student must have been promoted from the 8<sup>th</sup> grade.

- Sophomore: A student must have satisfactorily completed 6 credits and one year of high school.
- Junior: A student must have satisfactorily completed 12 credits and two years of high school or completed 12 credits and have an Early Graduation Plan on file.
- Senior: A student must have satisfactorily completed 18 credits and three years of high school or have an Early Graduation Plan on file.

Classification is based on the number of credits actually completed at registration. Students are not reclassified during the school year unless they are graduating, and then only at the semester. A correspondence course is not considered completed until the final grade is recorded in the registrar's office. Seniors must have 21 credits for reclassification at semester.

#### Grade Corrections

Student requests for grade corrections on report cards should be timely. Errors on the report card should be reported to the teacher **within ten days** after receipt of the report card.

#### 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 level exam before receiving a diploma.

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

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.

#### Progress Reports

Interim Progress Reports are issued the middle of each six-week grading period to students who are borderline or failing a class. The student is responsible for delivery of the progress report to the parent or guardian. The lack of receipt of a progress report is not justification for an automatic passing grade; students whose grades drop to failing during the last part of the six-week grading period may receive an "F" without having received a progress report. Parents wishing to obtain student grades may do so by requesting grades from the appropriate administrator. Students and parents are responsible for being aware of a student's progress in class at all other times (See Home Access Center (HAC).

#### Report Cards

Report cards will be issued at the end of each six-week period. **The student is responsible for delivery of the report card to the parent unless the card is mailed.** Only the final report card at the end of second semester is mailed.

### **GRADUATION REQUIREMENTS FOR STUDENTS RECEIVING SPECIAL EDUCATION SERVICES**

The secondary program of a student receiving special education services shall terminate either with graduation or when the student no longer meets the age requirement for eligibility in the Texas Education Code. A student receiving special education services who has not reached his or her 22<sup>nd</sup> birthday on September 1 of a scholastic year shall be eligible for services through the end of that scholastic year or until graduation.

1. Graduation constitutes a release from services and is a change in placement. A student may be graduated according to the provisions specified in either paragraph (2), (3), or (4) of this subsection.
2. A student receiving special education services may graduate and be awarded a high school diploma if:
  - a. The student has satisfactorily completed the state's or district's (whichever is greater) minimum curriculum and credit requirements for graduation applicable to students in general education, including satisfactory performance on the exit level assessment instrument; or
  - b. The student has satisfactorily completed the state's or district's (whichever is greater) minimum curriculum and credit requirements for graduation applicable to students in general education and has been exempted from the exit-level assessment instrument under TEC, §39.027(a)(2)(B).
3. A student receiving special education services may also graduate and receive a regular high school diploma when the student's admission, review, and dismissal (ARD) committee has determined that the student has successfully completed:
  - a. The student's individualized education program (IEP) and met one of the following conditions:
    - i. Full-time employment, based on the student's abilities and local employment opportunities, in addition to sufficient self-help skills to enable the student to maintain the employment without direct and ongoing educational support of the local school district;
    - ii. Demonstrated mastery of specific employability skills and self-help skills which do not require direct ongoing education support of the local school district; or
    - iii. Access to services which are not within the legal responsibility of public education, or employment or educational options for which the student has been prepared by the academic program;
      - b. The state's or district's (whichever is greater) minimum credit requirements for students without disabilities; and
      - c. The state's or district's minimum curriculum requirements to the extent possible with modifications/substitutions only when it is determined necessary by the ARD committee for the student to receive an appropriate education.
4. A student receiving special education services may also graduate and receive a regular high school diploma upon the ARD committee determining that the student no longer meets age eligibility requirements and has completed the requirements specified in the IEP.

## **NATIONAL HONOR SOCIETY**

High school students who have maintained a minimum of 4.0 RIC during their high school career are eligible for nomination to the school's local chapter of the National Honor Society. Students seeking admission should contact the sponsor for admission guidelines. The student must have been enrolled in the current school for at least one semester. Selection for membership is based upon a student's evidence of scholarship, service, citizenship, leadership, and character. Selection will be made by a faculty council comprised of five faculty members appointed by the principal. Discipline referrals and excessive absences will constitute evidence of deficiencies in character and leadership. Service contributions are determined by completion of a service form by the nominee and scored by the faculty council. Induction is held only once during each academic year.

## **PROGRAM PLACEMENT CRITERIA**

Screening for placement in TAG, Honors, and regular courses is subject to the criteria as set forth in the RRISD High School Course Catalog available in the registrar's office.

## **RANK IN CLASS (RIC)/ACADEMIC AVERAGE**

Rank in Class (RIC) is figured by computing the overall Academic Average for each student using a graduated five point system and a graduated six point system for Honors, Pre-AP, AP, IB, and TAG courses. This Academic Average includes all semester grades earned in foundation courses (English, math, science, and social studies) and languages other than English. All students shall be ranked for academic purposes on the school-of-record campus.

Class rank is determined by a computer listing which begins with the #1 place awarded to the student with the highest cumulative Academic Average that semester. The Academic Average is then ranked in descending order for all students in the class. The top 10% of the senior class is calculated to determine automatic entry into Texas public colleges and universities.

A class ranking is computed at the end of each semester after the ninth grade. Class rank cards are provided to students in the fall of the sophomore year, fall and spring of the junior and senior years, and a final class rank is determined at the end of the fifth six weeks of the senior year. Final transcripts will reflect the final Grade Point Average GPA and class rank from the end of the fifth six weeks. Students should be aware that the second semester grades will be on the "Final Transcript" which must be sent to colleges. College acceptance is based on proof of graduation and completion of courses required by those institutions for admissions. Therefore, all second semester grades will be important.

Credits earned through correspondence courses, credit by examination, with or without prior instruction, dual/concurrent enrollment courses, or district administered equivalency examinations for home schooling will not be included in the GPA or Academic Average for class rank.

The number of grade points included in any average for both GPA and Academic Average is cumulative from ninth grade and is carried out to five decimal places, i.e., 4.12345. See also GPA.

## **READING SELECTIONS**

In RRISD high school English classes, multiple reading selections are provided within the curriculum. Parents and students are provided reading lists, which include brief annotations about each book on the list. Parents and students will provide a signed form to the teacher indicating their reading preferences. Each parent or student has the right to request an alternative reading selection; such requests should be made by the parent or student to the student's teacher. The teacher and parent or student will work together to determine the alternative reading selection.

For additional information about a book, standard review sources are available for public access in secondary school library media centers and the District Professional Library. (Policy EFA Regulation)

## **TEXAS EXIT-LEVEL EXAMS**

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

#### Applicable to 12<sup>th</sup> Grade Students:

Students graduating in spring 2005 or later will be required to pass the English language arts, mathematics, science, and social studies sections of the 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.

### Texas Higher Education Coordinating (THEA) Board Standard

Students who take the exit-level TAKS test may earn an exemption from the Texas Higher Education Assessment (THEA), an exam required of all students prior to enrolling in a Texas public college or university. The exemption may be earned with the following minimum scores on the exit-level TAKS: 2200 in math and/or 2200 with a writing subscore of at least 3 in English/Language Arts (ELA).

### Available Help

Students who experience difficulty passing the tests are eligible for remedial programs. Student needs may be addressed through a variety of interventions, such as special remedial classes and/or tutorial programs. Counselors and administrators will work with students to develop a program that is appropriate to meet the needs of each student.

### Objectives Tested on TAKS

#### Reading – Grade 9

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

### Objectives Tested on TAKS

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

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

### Objectives Tested on TAKS

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

1. The student will describe functional relationships in a variety of ways.
2. The student will demonstrate an understanding of the properties and attributes of functions.
3. The student will demonstrate an understanding of linear functions.
4. The student will formulate and use linear questions and inequalities.
5. The student will demonstrate an understanding of quadratic and other nonlinear functions.
6. The student will demonstrate an understanding of geometric relationships and spatial reasoning.
7. 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.

### Objectives Tested on TAKS

#### 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.

### Objectives Tested on TAKS

#### 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.

## **TEXAS HIGHER EDUCATION ASSESSMENT (THEA)**

The Texas Higher Education Assessment (THEA) provides information about the reading, writing, and math skills of students entering Texas public colleges and universities. The THEA consists of a test, advisement and placement, and developmental education for students who do not pass one or more sections of the test. The THEA test is not an admissions test and will not limit college access.

Students enrolling as full-time or part-time students in a Texas public community or technical college or university must be assessed in reading, writing, and math skills unless exempted.

Students who are exempted include students who have:

1. A composite score of 23 with a minimum of 19 on both the English and the math ACT tests **or**

2. A combined verbal and math score of 1070 with a minimum of 500 on both the English and the math SAT tests **or**
3. Scored 2200 in math and/or 2200 with a writing subscore of at least 3 in English/Language Arts (ELA).

SAT and ACT scores must not be more than five years old, and TAKS scores must not be more than three years old. Also, students cannot be exempt from a specific section of the THEA test based on a score on a specific section of these other tests.

See the counselor for more information about the THEA and how to register for it.

### **VALEDICTORIAN, SALUTATORIAN AND HONOR GRADUATES**

The valedictorian and salutarian will be determined by rank in class (RIC) not grade point average (GPA). Only students who have been enrolled in the district for the last four semesters prior to graduation and who have completed one of the two highest graduation plans will be eligible to be valedictorian or salutarian. NOTE: (Graduation plan eligibility is under review and may be revised for students entering high school for the first time in 2004-2005 due to changes in graduation plan requirements for those students.) In case of a tie, the following factors, in descending order, will determine the valedictorian:

- The student who has taken the greater number of classes counted toward RIC.
- The student who has been in the district longer.

The top ten percent of the class (except for the valedictorian and salutarian) will be based on RIC, regardless of graduation plan. In order to be ranked as an honor graduate, a student must be enrolled a minimum of the last semester prior to graduation.

All incoming students' GPA will be converted to the system used by the Round Rock Independent School District to determine both RIC and GPA.

## ACTIVITIES

### **APPROVAL AND SCHEDULING**

All student activities should be submitted by the appropriate sponsor to the principal two weeks in advance. All school-sponsored activities must have a school sponsor present. No changes to the approved activity or program will be made without prior approval from the sponsor. To avoid conflicts in scheduling activities, the school calendar of events should be consulted before a definite date for an activity is set. After the activity has been approved and the date has been set, the principal will put the activity on the school calendar. Student activities will not be scheduled the week prior to semester exams. Board policy bans any student activity the day before or the day of any semester final examination.

### **CLUBS AND ORGANIZATIONS – TYPES PERMITTED**

With administrative approval, RRISD high schools sponsor many clubs and organizations such as:

*Foreign Language, Literary, Math, Multi-Cultural, Business, Fine arts, Honor Societies, Science, Service, Social Studies, Student Council, and Career and Technology.*

Each member of a school organization is expected to adhere to school rules and regulations as well as club rules on campus on and off campus when participating in school or organizational activities. Infraction of rules may result in disciplinary action and/or dismissal from the club.

All organizations must have a teacher sponsor approved by the principal. A constitution is required and must be approved by the administration and be on file in the principal's office. **Hazing and initiation are not allowed.**

### **CLUBS, GANGS, AND ORGANIZATIONS – TYPES NOT PERMITTED**

*"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 parts of students of public primary or secondary schools that seeks to perpetuate itself by taking in additional members from the student 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)*

### **CODE OF CONDUCT MAY BE MORE STRINGENT**

Sponsors, directors, and coaches of student clubs and performing groups such as the band, choir, cheerleading, drill and athletic teams may establish standards of behavior—including 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 or by local policy will apply in addition to any consequences specified by the organization. Students and parents are expected to be knowledgeable of these requirements for membership and participation. Students should understand that participation in extracurricular activities/programs is a privilege and certain behavior standards will apply to those who desire to be a part of it.

### **ELECTIONS**

Only those students who are currently enrolled in a RRISD high school and in its feeder schools may try out for, campaign for, or be elected to positions for the following academic year. This policy includes club officers, cheerleaders, and others elected in the spring to serve for the following academic year.

Students who violate school rules, regulations, or policies, or who are guilty for flagrant or serious violations may be required to forfeit the privilege of campaigning for or holding school office, positions of honor or any elected office or position.

### **FEES**

#### **Instrument Usage Fees**

Students who use school owned instruments will be charged an annual usage fee of \$50.00 (\$25.00 per semester). Students who share an instrument are charged one-half of this amount. Students qualifying for free/reduced price lunch and students who change from a privately-owned instrument to a school-owned instrument at the director's request are exempted from paying the fee. (Policy FP Regulation)

#### **Waiver of Fees (Policy FP Local)**

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.

## **FORFEITURE OF HONORS, OFFICES, AND MEMBERSHIP**

Any student who withdraws from school or school activities for any period of time forfeits claims to offices, honors, membership, or any other situation for which student status is necessary.

All school activities are based on their contributions to educational objectives. The privilege of participation or of holding offices or positions of honor shall require maintaining high standards of conduct and strict observance of rules, regulations, and policies. Circumstances of the violation, the welfare of the individual involved, and the effect on the other participants who have conscientiously observed the rules, standards, and policies, will be considered in any punishment or suspension. All students holding offices or positions of honor must meet eligibility requirements as stated in the organization's constitution/by-laws.

## **FUND-RAISING PROJECTS**

Each class or club is allowed two fund-raising projects with vendors during the school 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 for them or to solicit via phone. Except as approved by the administrator and district, fund raising is not permitted on the campus.

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

## **GIFTS**

### **Gifts – Students**

Students are asked to discourage organizations or groups within the community from presenting them, as individuals, 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.

### **Gifts – Community Service**

The Board realizes that community service is an integral part of the instruction process. It is permissible for a group of students to adopt a community project on an annual basis. However, gifts shall not be monetary and shall not benefit a special individual (Policy FJ Regulation).

## **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 this fund in the same form 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.

## **SCHOOL SPIRIT AND SPORTSMANSHIP**

School spirit is PRIDE in everything the school endeavors to accomplish and has accomplished. Courtesy toward teachers, fellow students, and the officials of school, athletic, and other activities is important.

Spirit and cheering at competitive school events should be positive for the school's team and never be negative against officials or opponents. Booming is never acceptable. NOISEMAKERS ARE NOT ALLOWED AT ANY SCHOOL EVENT. Posters/signs must have prior approval from the appropriate administrator before they can be displayed.

Student spectators are not allowed on the court/field or to cross to the other side of the playing field unless specifically permitted.

## **SCHOOL 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 (FMG LOCAL). 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 be 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.

## **STUDENT ACTIVITIES**

All student activities must be submitted by the appropriate sponsor to the principal. 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 COUNCIL**

The Student Council acts as a nucleus of the student body and allows students to develop a deep realization of their part in the conduct of the school and to strengthen their use of self-direction and self-control. The Student Council is a representative group of high school students. Care should be taken to elect well-qualified students to the council. Requirements for eligibility for officers are set forth in the constitution of the Council. During the spring, candidates are elected for the following year. Freshmen, sophomores, and juniors vote in the election.

## **UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) CONTESTS**

All students who meet the necessary requirements are encouraged to participate in UIL contests. Students should contact the coaches if they are interested in participating. Generally, all school-related activities will operate by UIL guidelines whenever possible, whether or not the UIL sanctions them.

Examples of UIL activities include: band, choir, orchestra, football, basketball, baseball, golf, soccer, volleyball, track & field, tennis, swimming, softball, cross country, keyboarding, number sense, science, informative speaking, debate, poetry interpretation, one-act play, prose reading, persuasive speaking, computer science, current events, journalism, calculator applications, spelling and vocabulary, literary criticism, ready writing, mathematics, accounting, computer applications, and orchestra. Other events may be added in the future.

Students who are interested in participating in one or more of these activities should meet the following eligibility criteria:

1. Age Limit—Students 19 years of age or older as of September 1<sup>st</sup> preceding the contest are ineligible to participate. Students becoming 19 after September 1<sup>st</sup> remain eligible throughout the season.
2. Scholarship—See Activities Eligibility and Waivers (No Pass-No Play), page 11, in this handbook.

## ATTENDANCE

### **ABSENCE DUE TO SCHOOL-RELATED ACTIVITIES**

State law and RRISD Board Policy FM (Local) stipulates that students may not miss school for extra-curricular activities more than ten days during the school year. Students are required to make up work missed during school-related activities. All absences due to school-related activities must meet eligibility requirements.

### **ABSENCES – EXCUSED**

The only excused absences are personal illness, death in the immediate family (parent, sibling, grandparent or a member of the immediate household), or school-related absence.

### **ABSENCES – UNEXCUSED**

A student absent from school for any reason other than personal illness, death in the immediate family, or a school-related absence will be assigned an unexcused absence. There is no academic penalty for an unexcused absence unless the unexcused absence is due to truancy. Excessive absences can result in loss of credit.

### **APPOINTMENTS –HEALTH CARE PROFESSIONAL**

In order for a student to be released for a medical appointment, the student must be picked up by the parent or guardian at the appropriate administrator's office or the parent may send a note to have the student released to go to the medical appointment. Upon return after the appointment, the student must present a doctor's note stating the time and date the student was there.

If it becomes necessary to leave school for an appointment, the student must present a parent note before school on the day of the appointment. The attendance clerk will issue a slip to allow the student to be dismissed from class. The student should be at the grade level/attendance clerk's office at the specified time.

Students arriving at school late or returning from an appointment are to sign in at the attendance desk in the grade-level/attendance clerk's office.

If a student begins classes and/or returns to school on the same day of a documented appointment with a health care provider during the regular school hours, the absence will be coded as a medical visit. The appointment must be supported by an original document signed by the health care professional. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student satisfactorily completes the homework, the days of absence shall be counted as days of compulsory attendance. A student whose absence is excused for an appointment with a health care professional shall not be penalized for the absence. *Education Code 25.087; 19 TAC 129.01*

Campus administrators may verify health care professional appointments. Students found guilty of forgery or other falsification of parent notes, doctor/dentist notes, or other documents will be disciplined.

### **ATTENDANCE COMMITTEE APPEALS**

Attendance committees will be established during the school year to hear appeals with regard to absences, which do not allow a student to attend the required number of days. If the attendance committee finds that there are no extenuating circumstances for absences, or if the student does not meet the conditions to regain credit, the student will not receive credit for that class. If that student has established a questionable pattern of absences, the attendance committee may require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. A list of certain extenuating circumstances of absences are approved by the RRISD Board of Trustees will be considered. Parents and students must provide all documentation **prior** to the appeal process.

The Attendance Committee may require the student to perform certain activities approved by the Board in order to retain credit. Documentation of these activities shall be the responsibility of the student and parent and shall be a major criterion in the determination of credit(s) awarded or denied by the Attendance Committee.

### **COLLEGE VISITS**

Seniors and juniors may have an excused absence from school for the purpose of visiting colleges/universities for a total of three days per year. Upon return from the visit, the student must give the appropriate administrator documentation from a college official. College visits count against exam exemptions.

### **DRIVER'S LICENSE ATTENDANCE VERIFICATION**

To obtain a driver's license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus.

### **EXEMPTIONS FROM SEMESTER EXAMS**

Students may be exempted from three semester exams for classes in which they have a semester average of 85 or above, have no more than two absences that semester from that class, and are present on the exam days when attendance is taken.

The second semester courses exempted shall not be the same courses exempted the first semester.

For exemption purposes only, three tardies count as an absence no matter where they occur across the schedule. To see how a combination of tardies and absences can affect exam exemption, consult the chart on the following page.

Regardless of the reason for the absence, two days are the limit. There are no exceptions.

<u>ABSENCES BY PERIOD</u>	<u>AND/OR</u>	<u>TARDIES CUMULATIVE</u>	<u>STATUS</u>
0	AND/OR	6	Exempt
0	AND/OR	9	Not Exempt
1	AND/OR	3	Exempt
1	AND/OR	6	Not Exempt
2	AND/OR	2	Exempt
2	AND/OR	3	Not Exempt

### **MAKING UP MISSED WORK**

Make-up assignments or tests shall be made available to students after any absence (Board Policy EIAB LOCAL). Teachers shall inform their students of the time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining the assignments and for satisfactorily making up the work within the allotted time.

Students who miss a class due to illness or any other approved absence generally have one class day for each day missed to make up work. Previously assigned work for which they have had adequate notice and time to complete, even with the absence, should be handed in on time unless the delay is approved by the teacher. Any test missed due to absence will be made up immediately upon return or at the earliest possible day at the teacher's discretion.

Different tests may be administered to students who miss the regularly scheduled tests. Written assignments may be required over and above what was done in class.

Students who miss a class for a previously scheduled school-sponsored event, such as a basketball game or band trip, may be required to take a test or submit make-up work prior to the event.

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.

### **MANDATORY ATTENDANCE AGE**

Students must attend school until their eighteenth birthday.

A student who voluntarily attends or enrolls after his/her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment.

### **MINIMUM ATTENDANCE REQUIREMENT (STATE MANDATED)**

To receive credit in a class, a student must by state law attend a least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered regardless of whether the absences are excused or unexcused cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. Students whose excess absences warrant the loss of credit as noted above may only regain the lost credit by fulfilling the requirements established by the campus attendance committee in accordance with Board Policy FEC (LOCAL). The attendance committee may use any of the following options as ways to allow students to regain credit lost for lack of attendance: tutorials, additional assignments, research projects, individual papers or oral reports, library activity, laboratory activity, computer-assisted instruction, peer tutoring, assessment of classroom objectives, daily or Saturday guided study, alternative education assignment, study hall, community or campus service, summer school, examinations to earn credit in accordance with Board Policy EEJA (LOCAL). In all cases, the student must also earn a passing grade in order to receive credit.

Students who are required by the attendance committee to attend Saturday School to receive attendance credit are required to remit a \$20.00 attendance fee to the campus business office prior to attendance at a Saturday School session. 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. The campus principal may waive fees for Saturday School.

Students denied credit due to excessive absences should contact their grade level principal if they desire to appeal the denial of credit.

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.***

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 in effect from 9 a.m. to 2:30 p.m. on weekdays.

### **NOTIFICATION BY PARENT TO SCHOOL**

Since attendance has a direct relationship to learning, there should be a close partnership between the school and home. If a student is absent, the parent should call the appropriate administrator's secretary/attendance office clerk in the morning to explain why the student is absent. If the parent has not called, the school will attempt to call the parent at home or at work to determine the reason for the absence. Should the parent know where the student is and the reason for the absence is not illness, death in the family, or a rare, serious extenuating circumstance as designated by Board Policy FD (LEGAL) and (LOCAL), the absence is unapproved. Should the parent not know the student is absent, the student is considered to be truant and a note from the parent requesting an approved absence will not be accepted. Students who want to be excused from school in order to attend a religious retreat must submit a letter on letterhead from an appropriate representative no less than five days prior to the anticipated absence.

Within 48 hours following an absence, a student must present a note from his/her parent/guardian to the designated attendance person explaining why he/she was absent. **Note:** A note signed by a student who is under 18 years of age, even with the parent's permission, will be considered a forgery and the student will be disciplined.

If the student is absent five or more consecutive school days, he/she will be required to provide a doctor's or dentist's note as verification of illness. Failure to present this note will result in the days missed being counted as unexcused.

To be classified as chronically ill, a student must present to the administrator a written notice from his/her physician stating the nature of his/her illness.

### **NOTIFICATION TO PARENT BY SCHOOL**

The school will make good effort to contact parents regarding their student's absence. All notification to parents concerning student absences is a courtesy to the parent and shall not be a condition for a student not receiving credit. A total of five absences from any class, approved or unapproved, may result in a required conference with the parent and student and possible loss of credit.

### **PARTICIPATION IN ACTIVITIES**

Students may not be allowed to participate in school activities on days they are absent from school for any length of time, except with the special permission of the principal.

Students who are absent without school approval and permission to prepare for school activities will not be allowed to participate in those activities. (Example: Missing school for a hair appointment to go to the prom.) This policy is in effect even if parents have given students permission to be absent from school.

Students may not participate in any school activity on days they skip any part of the day, or on weekends or holidays following any school day of which they skipped any part.

Similarly, students who are suspended from school may not participate in activities during the term of their suspension; furthermore, if the suspension includes the day before a weekend or holiday, the student may not participate in any activity until the school day he is eligible to return to school from the suspension. (Example: A student receives a two-day suspension on a Thursday morning; the suspension is for Thursday and Friday. The student is to return to school Monday morning. The student may not participate in any activity until 12:01 a.m. Monday.)

### **TARDIES – REPORTING ERRORS TO SCHOOL**

Any error in marked absences or tardies must be reported to the attendance clerk and teacher within ten days of the student's knowledge of the error or within ten days of receipt of the student's report card. Corrections may not be made after this time. Parents should maintain accurate records of the date and reason for each absence of the student. (See Tardy Policy below.)

### **TARDY POLICY**

The school office will maintain records of the number of times a student is tardy for class. Teachers will be responsible for marking students tardy on attendance sheets. Penalties for tardies will be assessed. Students are marked absent 10 minutes after the bell.

Penalties for tardies are established, posted, and enforced by each campus. Excessive, persistent tardies will be considered a serious offense.

Note: Three tardies, no matter where they occur across the schedule, count as one absence for exam exemption purposes.

### **TRUANCY**

A student absent from school without approval of school officials and parents will be considered truant and subject to disciplinary action. Truancy is a serious infraction of school policy. 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. (See Making Up Missed Work on page 23.)

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:

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

See the Education Code 25.095 – Warning Notices in the Appendix.

### **WITHDRAWING FROM SCHOOL**

Students who wish to withdraw from school will proceed as follows:

1. Present to the registrar written authorization from parent/guardian and pick up a "Withdrawal Form" from the appropriate office. Parents may be requested to come to school to sign the withdrawal form.
2. Turn in all textbooks and school equipment. If a textbook is not returned or paid for, the District or school may withhold the student's report card.
3. Have each teacher assign a withdrawal grade and sign the form.
4. Have the librarian clear library records. All fines and books must be cleared.
5. Take the form to the administrator. If all records are cleared, the administrator will sign the withdrawal form.
6. No student will be issued a report card or transcript until the student has paid all fees and is officially withdrawn.

# DISCIPLINE

## **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.

## **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 parent share in the responsibility for proper grooming of the student, however, the campus principal has the final authority concerning propriety of clothes, hairstyle, and jewelry.

### *Unacceptable Clothing and Accessories*

1. Shorts or skirts shorter than mid-thigh or shorter than the tips of the fingertips, whichever is shorter
2. Spandex short 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 or shirts that do not cover the shoulders and/or midriff\*
5. Any clothing which may reveal undergarments
6. Skirts that detract from the learning environment
7. Torn, cut, ripped, frayed jeans/clothing
8. Slacks/pants/shorts worn below the waist
9. Duster coats/trench coats
10. Tight fitting clothing
11. 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
12. Gang-related attire (colors, bandanas, shoe laces, symbols)
13. Bedroom attire (pajamas, slippers, etc.)
14. Visible body piercing, including the tongue, eyebrow, excluding the ear\*\*
15. Caps, hats, or any other head covering in the building
16. Excessive or distinctive make-up
17. Chains which have the potential to be used as a weapon
18. Collars intended for use on animals, including spiked collars
19. 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. Students who violate those standards may be removed or excluded from the activity for a period determined by the administrator or sponsor and may be subject to other disciplinary action(Board Policy FNCA LOCAL).

## **GANG MARKINGS, GRAFFITI, INSIGNIAS, ETC., AND PERMANENT FELT-TIP MARKERS**

Gang, gang-related, or gang-type marking is banned; items with such markings on them may be confiscated and released only to parents in conference in which the nature of the markings will be explained. Appropriate disciplinary action will be taken.

Permanent felt-tip markers, which are often used to make such markings, are banned from the campus. These items may be confiscated and released only to parents. The only felt-tip markers allowed on campus are pastel highlighters.

## **GRADUATION PARTICIPATION**

The fact that academic requirements for graduation have been met does not guarantee participation in the graduation ceremony. Final authority rests with the campus principal regarding a student's participation in the graduation ceremony. Participation is a privilege, not a right.

Students will be required to wear proper graduation attire.

## **HARASSMENT**

All students have the right to attend RRISD schools and school-related activities without any discrimination motivated by race, color, sex, religion, national origin, disability, or sexual preference. 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. 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
- Bullying with words or actions

Sexual harassment of other students may result in the full range of disciplinary options, 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 (Policy FNCJ 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.

## **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 RRISD 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's order, under the condition set out in the Family Code relating to the student's physical health or safety. Refer to RRISD 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 custody action, notification will most likely be after the fact. Refer to 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 courts 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.

## **LEAVING THE CAMPUS**

Once a student arrives at school, he/she is not permitted to leave campus at any time during the school day without administrative permission, except students classified as seniors who may leave during their respective lunch periods, or students who have completed their school day. Students who are enrolled in a work cooperative program may leave campus when their instruction day is completed. Seniors departing and returning from lunch must be prepared to wear or show their ID's while doing so, and when requested while off campus. Senior privilege of leaving campus for lunch may be revoked (for themselves or for the entire senior class) for any violation of closed campus rules.

Should any student need to leave the campus for any reason, he/she must have the permission of an administrator and **MUST SIGN OUT IN THE OFFICE**. Failure to obtain such permission and/or failure to sign out will result in an unexcused and/or truancy absence.

## **LUNCH POLICY**

All RRISD high schools are closed campuses except for seniors who are allowed to leave campus for lunch. Seniors must show their Senior ID to leave campus for their lunch periods. If they do not have a valid Senior ID, they will not be permitted to depart the campus. If a senior attempts to take an underclassman off campus, he or she may lose his or her off-campus rights for the rest of the school year and may be subject to other disciplinary actions deemed appropriate by the campus principal or principal designee.

All freshmen, sophomores, and juniors must remain on campus for lunch. Eating or drinking outside of the designated eating area will result in disciplinary action. Students in grades 9-11 who violate closed campus rules during their underclassmen years may lose their off-campus privilege as a senior.

Seniors who leave campus during their lunch periods and fail to return and who have not signed out shall be counted as having an unexcused absence unless the parent/guardian notifies the school office or the student's administrator before 4:00 p.m. of the afternoon of the absence. For safety reasons, seniors should plan to depart the campus only once and return to the campus only once during their lunch periods; there should be no unnecessary movement "back-and-forth" into and across streets.

Theft from the school cafeteria will result in disciplinary consequences and may include notification of law enforcement.

## **SEARCHES - USE OF TRAINED DOGS, METAL DETECTORS, STUDENTS' DESKS AND LOCKERS, VEHICLES 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 common areas, around student lockers, and around vehicles parked on school property. The dogs will not be used with students. If a dog alerts on a locker, a vehicle, 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 there exists a reasonable suspicion 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.

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

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

## **STUDENT RECEIVING SPECIAL EDUCATION SERVICES**

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).

# OPERATING PROCEDURES

## **ANNOUNCEMENTS**

All announcements to be made over the public address system should be written in the form in which they are to be made and given to the administrator no later than 9:00 a.m. each day. Announcements will be made at a designated time.

## **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 and Risk Management Department at 464-5459.

## **BULLETIN BOARDS**

Before placing 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 if the bulletin board is in a hall. Notices should never be attached to glass or surfaces that may be damaged by tape or tacks.

## **CARS/VEHICLES**

All students who are permitted to park cars/vehicles on campus must purchase a parking permit decal/tag from the administrator's office. This decal/tag shall be displayed as specified in the school parking policy. School personnel who issue decals will distribute individual campus parking guidelines when decals/permits are purchased. Towing of vehicles, fines, and/or disciplinary action will be enforced for vehicle violations. Students may return to their cars only with prior permission from the appropriate administrator.

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

Students who change home address, telephone number, or email address must inform the school registrar's office in writing within three school days of the change. Failure on the part of 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 the student(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.

## **COMMUNICABLE DISEASE**

It is requested that parents of a student with a communicable or contagious disease notify the school health care worker/administrator so that other students who have been exposed to the disease may be alerted. A student who has had a communicable disease should check with the school health care worker to insure that s/he may return to school.

Students with fever of 100° or more must be free of symptoms and fever for 24 hours before returning to school to prevent the spread of a communicable disease

## **COMPLAINTS – PARENTS/STUDENTS**

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 16<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).

## **DIRECTORY INFORMATION**

RRISD recognizes students' inherent right to privacy. The District adheres to all requirements of the Family Education Rights and Privacy Act of 1974 (FERPA) 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 the 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 (not limited to yearbooks), 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 or institution 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 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.

## **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, compact disc players, MP3 players, and cassette players 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 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, 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 during emergency situations while students are at school, 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.

**HALL PASS – LIMITATIONS**

Class time is important to teaching and learning time. Students should be present in class from the opening bell to the closing bell. Only students with an emergency situation may be excused from class to use the water fountains and/or restrooms; students must have an official written hall pass from that teacher. The student must use facilities nearest the classroom from which he/she is excused. Students with medical problems necessitating frequent bathroom use should present a doctor's note.

**HOME ACCESS CENTER (HAC)**

Home Access Center (HAC) provides online 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/her own data. Parents will receive a password for each of their students. Instructions for obtaining the passwords are posted on HAC page on the District's website: [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 (POLICY FEA LEGAL)**

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.

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.

**IDENTIFICATION CARDS – STUDENTS**

Each student is provided an ID without charge upon enrollment at a RRISD high 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 at all times. A campus may require students to display their student ID's. Failure to provide identification to a school official is against Texas law.

**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.

**Grades Kindergarten through 12 (K – 12)**

<b>Vaccine</b>	<b>Required Doses<sup>1</sup></b>
<b>Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTP, DTaP, DT, Td)</b>	Five doses of any combination DTaP/DTP unless 4th dose was given on or after 4th birthday <b>Students 7 years or older</b> <ul style="list-style-type: none"> <li>• Three doses of any combination Td/DT/DTP/DTaP/DT vaccine (pertussis vaccine is not required)</li> <li>• One dose of Td required ten years after last dose of DTP/DTaP/DT</li> </ul>
<b>Polio (IPV)</b>	Four doses unless the 3rd dose was on or after 4th birthday
<b>Measles, Mumps, Rubella (MMR)<sup>2</sup></b>	Two doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose by age 5 or entry into kindergarten
<b>Hepatitis B<sup>2,3</sup></b>	Three doses are required for the following grades in the following school years: 2004-05 K-5 and 7-10 2005-06 K-11 2006-07 K-12

<b>Varicella</b> <sup>2,4</sup>	<p>One dose on or after 1st birthday for the following grades:  2004-05 K-4 and 7-10  2005-06 K-5 and 7-11  2006-07 K-12  (Two doses if vaccine given at 13 years of age or older)</p>
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<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> 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.

<sup>3</sup> 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 ®))

<sup>4</sup> 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."

Exclusions from compliance are allowable on an individual basis for medical contraindications and reasons of conscience, including religious belief.

### **LASER POINTERS**

Due to their potential danger and distraction to the learning environment, laser pointers are not permitted on campus. When collected from a student, a laser pointer will be returned only to the parent of the student.

### **LOCKS AND LOCKERS**

Every effort will be made to assign each student an individual locker and lock; however, in case of a shortage of lockers, some students may be assigned to share a locker and lock. The school may require an annual deposit and/or fee for locks. Only school-furnished locks will be allowed on school lockers. Students must not write on lockers, place stickers in or on lockers, or decorate the front of lockers except with permission from the administrator for special events. Students are responsible for damage to the locker and will be assessed fines. Any item found in a locker that is forbidden by district policy is subject to confiscation.

### **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.

### **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.

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

Any paging device, personal digital assistant (PDA), portable phone, Palm Pilot, camera phone, or any other type of electronic or imaging device shall be allowed during the school day provided they are not activated, visible or used during the school day (8:15 a.m. – 4:10 p.m.).

Condition of use: PDA and Palm Pilot may be used in the classroom with teacher supervision.

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

Students with electronic communication devices emitting 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 disruption to the occasion.

Violations will be handled as follows:

1. Confiscation of the electronic communication devices and
2. 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 the assignment of school detention (Policy FNCE Local).
3. Assignment of appropriate disciplinary action(Board Policy FNCE LEGAL and LOCAL).

## **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 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. Attend board meetings to learn more about district operations, including the procedure for addressing the Board when appropriate.
3. Review the information in the Student Handbook (including the attached Student Code of Conduct) with their student; and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the administrator.
4. Become familiar with all of their student'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 academic progress and contact teachers as needed.

## **PERMANENT RECORDS**

Permanent records compiled in high school include the student's grades, test scores, courses taken, rank in class, and overall average. These records are important in decisions made by colleges, employers, and military officials. A student and his/her parents may review the student's record by appointment. Information not considered part of the permanent record includes discipline referrals, tardies, and notes from home.

## **PEST CONTROL TREATMENT**

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 the school to lead the students in 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.

## **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 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 Policy GKDA (Local).

### Approval Required

All material over which the school does not exercise control and 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. The principal or designee shall approve or reject submitted material within five school days of the time the material is received. Refer to Policy FNAA (Local). Refer to Policy GDKA(Local) for specific limitations

## **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 student'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 administrator 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 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. Should it become necessary to call EMS, the expense will be incurred by the parent, guardian or managing conservator.

### **SCHEDULE CHANGES**

It is very important that students and parents give careful consideration to selecting appropriate courses. The choices students make on the course selection sheets determine the master schedule of course offerings available. The master schedule, though never perfect, is designed to maximize student opportunities and minimize scheduling conflicts.

In order to provide staff and schedule efficiently, student schedules will not be changed to select different teachers, lunch periods, a previously selected elective, or a course in which the student enrolls with a waiver. Schedule corrections will be considered during the first five class meeting days of each semester and only if a student fails to satisfy prerequisites, if the school has made an error; if a scheduling conflict exists; for a student who successfully completes summer school, correspondence courses, and/or credit-by-exam; or for other compelling educational circumstances. Since parents are involved in the initial selection of courses, requests for changes in schedules should be signed by parents. All schedule changes must be approved by the principal or designee.

Requests to change a schedule after the first five class meeting days will only be considered for a compelling educational circumstance. The student and parent requesting the change must meet with a school counselor to discuss implications. Following the counselor conference, the campus scheduling committee will meet to review the request and make a recommendation to the campus principal or designee. Final approval for a change must be given by the Principal or designee.

### **SCHOOL-ISSUED PROPERTY**

Students are responsible for all school-issued property, including, but not limited to, athletic equipment, music instruments, textbooks, printed music, uniforms, and calculators. In some cases, an equipment use fee or cleaning fee is charged.

### **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.

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

Each campus has a site-based advisory committee. This committee serves in an advisory role to assist the principal in implementing planning processes in accordance with Board policy and administrative procedures. Guidelines for site-based committees are available at each campus in the district.

### **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

### Additional Services

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

### SUBSTITUTE TEACHERS

The school is fortunate to have capable people to help whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of the school will be carried into the community. Students should be as polite, helpful, and considerate as they would be to any regular teacher. Substitute teachers operate with the authority of the regular teacher.

### TELEPHONES

The school has a telephone system 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 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.

### TRANSFERS

#### In-District (FDB Regulation)

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 Executive Team Leader for each Learning Community. Walk-through transfers are not permitted.

The legal residence of a student and his or her parents or legal guardian establishes the high school in which the student is eligible for competition in school-sponsored contests. The legal residence requires that the parent, parents, or legal guardian actually live in the attendance area, receive their mail at their residence, and plan to continue to live there.

Students who desire full-time enrollment for an academy program not offered on their home campus must submit a transfer to the campus where the academy is placed. The academy campus becomes the student's school-of-record. Students may enroll in only one academy at a time.

A high school student who, with his or her parent(s) or legal guardian, moves to another high school attendance area within the district shall be ineligible for varsity competition in UIL school-sponsored athletics in the receiving high school for one year from the date of entry in the receiving school. This applies only to those sport areas participated in by practice and/or competition at the ninth-grade level or above for the preceding 12 months. If a school is moved into a new UIL classification, the new classification begins one day after completion of the previous school year. An exception to this regulation will be granted if the transfer requested is between two high schools of different UIL classifications.

An exception to this restriction is a student who chooses to enroll in a district academy at the first possible opportunity. All academy students shall be eligible to compete as a part of their school-of-record team.

Students who change their school-of-record after their first opportunity to enroll in an academy shall lose eligibility in varsity athletics for one year from the date they change their school-of-record. This particular rule applies only to varsity athletics and does not affect eligible students in fine arts or academic competition.

Transfer academy students who fail to enroll in or drop all academy courses must return to their home campus, which will result in a change in their school-of-record.

A student who, with his or her parent(s) or legal guardian, moves to another high school attendance area within the district, may transfer back to the original high school, and must bear the transportation expense to and from the original high school if attendance is desired to maintain his or her eligibility in UIL school athletics. This applies only to those sport areas participated in by practice and/or competition at the ninth-grade level or above, the preceding 12 months. (FDB Regulation)

The Executive Team Leader for each Learning Community must make transfer decisions on an individual basis and may not consider as a factor in arriving at any decision regarding assignments any matter relating to the national origin of the student or the student's ancestral language.

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.
4. Excessive absences and/or tardies.
5. Does not meet academic expectations.

In-District student transfer request will be revoked based on the student's behavior, academic effort, attendance, including tardies, or failure to meet academic expectations.

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

Timelines for approval 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 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.

#### 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 which 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 exceptions 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.

#### **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 recordings 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 schools by following the appropriate check-in procedure. Any person not enrolled in the high school who has appropriate business on the campus must register in the office with the receptionist, be approved by the administrator, and wear the visitor's pass issued. Parents who wish to visit a classroom must receive permission from the appropriate administrator. The parent cannot interfere with classroom instruction.

Students may not bring visitors to campus with them, including relatives, family visitors, or students from other schools. Social visitation is not permitted on high school campuses.

## SERVICES

### **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 level 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. 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. You may also use PAMS Lunchroom to set up an email reminder. For Secondary students who have a low balance or a negative balance they 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.

### **GUIDANCE AND COUNSELING**

The Round Rock counseling program is staffed by certified counselors at each campus. The goal of the program is to provide academic and personal guidance that facilitates good decision-making and planning. The goal is accomplished through classroom guidance sessions, small group activities, or individual sessions. When appropriate, the counselor will assist parents to obtain outside counseling resources for family issues.

The counselor coordinates referrals for special education services, assists with the talented and gifted testing, tests bilingual students, assists with all standardized testing, and works with students to develop academic and career plans.

Counselors meet with students in classes to discuss school curriculum, testing, course descriptions, graduation requirements, college entrance requirements, and other post-secondary programs. Counselors also provide information about opportunities for employment, technical schools, college programs, entrance requirements, scholarships, financial aid, and other special programs. Counselors meet individually with students who have problems in adjusting or succeeding in the school environment.

### **HEALTH**

#### **General Information**

Parents should provide written notification to the school nurse or health assistant if their child has specific 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 1 year old) and adults with meningitis may have 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 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, utensils or cigarettes).

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 other 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 7 to 10 days after the vaccine is given and lasts for up to 5 years.

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

The 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).

#### Control of Communicable Diseases

District schools conform to the *Sanitary Code of Texas* in controlling communicable diseases.

The rules of the code provide for the promotion of protection of the public health; for the general reduction of infectious and contagious diseases; and for the proper enforcement of quarantine, isolation, and control of communicable diseases. The school health care worker may exclude any student from school suspected of having a communicable disease.

Children excluded from school for a communicable disease may be readmitted by a written note from a health care worker (physician, local health authority, advanced practice nurse or physician's assistant). The school administrator requires a note from a parent or health care worker for readmission to school regardless of the reason for the absence.

- Exclusion from school during illness: students suffering from diseases listed below shall be readmitted on the certificate of the attending physician attesting to the recovery and non-infectious status of the student:
  1. Conjunctivitis, bacterial or viral (Pink Eye)
  2. Meningitis, bacterial
  3. Meningococcal Infections
  4. Mononucleosis, infectious (Epstein Barr virus)
  5. Tuberculosis, pulmonary
  
- Exclusion from school during illness: students suffering from the diseases listed below shall be excluded from school during such illness and shall be readmitted when free of symptoms:
  1. Chickenpox
  2. E. coli Infection
  3. Fever
  4. Gastroenteritis, viral
  5. Giardiasis
  6. Head Lice
  7. Hepatitis A
  8. Impetigo
  9. Influenza (flu)
  10. Measles (rubeola)
  11. Mumps
  12. Pertussis (whooping cough)
  13. Rash
  14. Ringworm of the Scalp
  15. Rubella (German Measles)
  16. Salmonellosis
  17. Scabies
  18. Shigellosis
  19. Streptococcal Sore Throat and Scarlet Fever

#### Health Clinic

When a student becomes ill at school, s/he should report immediately to the health clinic for evaluation. If the severity of the illness makes it necessary for the student to leave school to receive medical/other care, the clinic personnel will attempt to inform the student's parents so arrangements for transportation and care can be made.

Ill students must check with their teachers when leaving the class and with their grade-level offices if leaving campus after being evaluated in the health clinic. Departing without following proper procedure will result in a student being considered truant and subject to discipline according to school policy.

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

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.

**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.

**Grades Kindergarten through 12 (K – 12)**

<b>Vaccine</b>	<b>Required Doses</b>
<b>Diphtheria Tetanus Toxoid and Pertussis Vaccine (DTP, DTaP, DT, Td)</b>	Five doses of any combination DTaP/DTP unless 4th dose was given on or after 4th birthday <b>Students 7 years or older</b> <input type="checkbox"/> Three doses of any combination Td/DT/DTP/DTaP/DT vaccine (pertussis vaccine is not required) <input type="checkbox"/> One dose of Td required ten years after last dose of DTP/DTaP/DT
<b>Polio (IPV)</b>	Four doses unless the 3rd dose was on or after 4th birthday
<b>Measles, Mumps, Rubella (MMR)<sup>2</sup></b>	Two doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose by age 5 or entry into kindergarten
<b>Hepatitis B<sup>2,3</sup></b>	Three doses are required for the following grades in the following school years: 2004-05 K-5 and 7-10 2005-06 K-11 2006-07 K-12
<b>Varicella<sup>2,4</sup></b>	One dose on or after 1st birthday for the following grades: 2004-05 K-4 and 7-10 2005-06 K-5 and 7-11 2006-07 K-12 (Two doses if vaccine given at 13 years of age or older)

1 Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

2 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.

3 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 ®)

4 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

Medication may be administered at school under the following conditions:

1. A parent's written request that there is a need for such medication and the parent provides the medication. This includes both prescription and over-the-counter medications.

Parents should ask the pharmacist for an extra-labeled bottle for sending medication to school. Students will be notified when medication is running low and the bottle may be sent home for a refill. Refills need to be given to the school health care worker prior to school starting on the day the refill is returned. If medications need to be cut in half, they should be cut in half by the pharmacist or parent before sending medication to school.

2. Prescription and over-the-counter medications must be in the original container, in a properly labeled bottle with the student's name, medication name, and directions for dispensing the drug, and the prescription must be written by a physician licensed to practice in the United States.
3. Medications must be kept in the school clinic and administered by the school health care worker or other school employee.
4. A written request from a physician must be obtained if medication needs to be given for longer than thirty days. (Fax may be accepted.)
5. Directions on over-the-counter packaging regarding age, dose, and frequency will be strictly followed. Requests to alter dosage or administration frequency of medications must be accompanied by a physician's written instructions stating the dosage, frequency of administration of medication and that it is necessary to be administered at school. (Fax may be accepted.)
6. Medications prescribed or requested to be given three times a day or less will not be given at school unless a specific time during school hours is prescribed by a physician.
7. The initial dose of a medication should be administered at home. Subsequent doses of medication may be administered by the school health care worker, or other school employee.
8. Medications (controlled substances) will be counted by school health care worker upon arrival at school and documented as to the number of pills received. Medications (controlled substances) should be delivered and picked up by parents/guardians. These medications will require a parent's signature to be sent home with the student at any time including the end of the year.
9. A student may be allowed to self-administer asthma medication if each of the following conditions have been met:
  - a. Written permission and instructions from the physician allowing the student to self-medicate is on file in the school health care worker's office, and;
  - b. The school health care worker has counseled the parent on the school's inability to monitor the student's health condition during the school day while self-medicating.
10. Herbal substances, Homeopathic medications or dietary supplements of any type will not be administered unless 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.

### State Mandated Health Screenings

Schools are required to screen for the following:

1. Vision and hearing – 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 – 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades

If parents do not want their child screened at school, they must notify the school health care worker in writing before the date 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 receiving treatment, if needed, for the mandated screenings.

## **LEARNING SUPPORT SERVICES**

The District provides special services for gifted and talented students, students who are English Speakers of Other Languages (ESOL) student with dyslexia, students in at-risk situations, and for those 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 and programs and services offered in the district or by other organizations.

### Dyslexia

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 student's teacher(s). Students appearing to have severe dyslexia are then 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 instruction courses include math, science, social studies, and language arts. Eligible students from RRISD are served at their respective high school.

### 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 who are considered homeless children and youths, visit [www.roundrockisd.org/academics/Homeless\\_Assistance/index.htm/](http://www.roundrockisd.org/academics/Homeless_Assistance/index.htm/)

### Section 504 Services

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 that have a physical or mental impairment, which **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 a physical or mental impairment, there must be **substantial limitation** on a major life activity, i.e. a serious problem requiring accommodation within the 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 checkout 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 online subscription databases that complement the curriculum. Encyclopedias, magazines, newspapers, almanacs, maps, primary source documents, news transcripts and other reference materials are included in these online 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.

## **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 that 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.
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. 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 Special Education Director at 464-5140 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 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. 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 parents of their rights if they disagree with the District. Additionally, the notice must inform parents 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 the Special Education Director at 464-5140.

#### **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 with the insurance carrier. Each campus administration office will distribute student insurance information at the beginning of each school year. Additional claim forms are available by contacting the campus office.

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, choir, forensics, orchestra, ROTC, FFA, FCCLA, and other groups or organizations that will make a trip away from the campus during the year.

All students, regardless of whether or not they belong to a group, are encouraged to take advantage of this insurance coverage. 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.

#### **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 require high levels of cognition and production. Testing is available in Summer, Fall, and Spring. Contact the campus TAG testing coordinator for specific information on the program including nomination deadlines.

#### **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. Any student who is not an eligible bus rider may not ride a bus to or from school.

Students who request to ride a bus different than their own or to use a different bus stop must obtain a Bus Rider Permit from an administrator. A note signed by the parent or guardian requesting a 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, drivers 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 used 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 shall 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 or 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 alike 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 should 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.

1. **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 and/or the disciplinary action taken.\*
2. **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.\*
3. **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 ten 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 student may return to riding the bus.

### TUTORIALS

Teachers offer tutorials to students who are failing or who need extra help. Students should consult their teachers or counselors for tutorial information and schedules.

### TEXTBOOKS

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

In each book issued, a student should put his/her name and the teacher's name in ink in the front in the space provided. No other mark should be made in the book and bar codes must not be tampered with 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)

