

Appendix

ROUND ROCK INDEPENDENT SCHOOL DISTRICT
Appropriate Use of Internet in K-12

The Internet can be a powerful teaching and learning tool for students of all ages. The Round Rock Independent School District has developed the attached matrix of appropriate use for classrooms, libraries, and labs. These procedures for student use of the Internet are designed to serve as guidelines. Following these guidelines will help minimize the possibility that students will be exposed to, or be producers of, inappropriate Internet material. As with any learning tool, students must have appropriate instruction and supervision while using Round Rock ISD's electronic communication system tools. Teachers must use their professional judgment to make instructional decisions based on their own knowledge and the developmental level of the individual child.

There are five rules for Round Rock ISD Internet use that must be followed:

1. Use of Round Rock ISD's Electronic Communication System (ECS) must be to support the mission and goals of the Round Rock ISD.
2. All Internet use by students must be supervised by adults. (The student should have permission to use the Internet and be supervised by Round Rock ISD staff).
3. No student should type their own or anyone else's name, address, phone number or other personal information into anything on the Internet without teacher supervision.
4. All staff must have a signed Acceptable Use permission form on file every year.
5. Only students who have a signed Internet Denial Form, or students whose ECS privileges have been suspended for disciplinary action, will be denied Internet access.
6. Student ID is required to use the internet.

Students must develop appropriate behavior when using technology and the Internet .

In the attached table, activities marked with "yes" are appropriate at the given grade level (always with teacher knowledge, supervision and prior instruction). Activities with "possible" may be something that teachers want to do with students provided there is close supervision and the activity supports the mission and goals of the Round Rock ISD. Activities that are marked "no" are not deemed appropriate for that age level. It is the student's responsibility to make sure that the Internet and the ECS are used in a safe and responsible manner.

Round Rock ISD

Appropriate Use of the Internet in Grades K-12

Grade Level	K-2	3-5	6-8	9-12
Specific Use of the Internet				
Teachers use the Internet for teacher professional development.	Yes	Yes	Yes	Yes
Teachers use the Internet for curriculum resources or classroom demonstration.	Yes	Yes	Yes	Yes
Teachers preview web sties before introducing them to class. (No searching with students present.)	Yes	Yes	Yes	Yes
Substitute ¹ and student ¹ teachers use the Internet with classes.	Possible*	Possible*	Possible*	Possible*
Students contribute to class or school web pages/publications.	Yes	Yes	Yes	Yes
Class participation in teacher-supervised, live electronic chat.	Yes	Yes	Yes	Yes
Students use bookmark lists built or approved by teachers.	Yes	Yes	Yes	Yes
Students use teacher-designed web pages.	Yes	Yes	Yes	Yes
Students browse ² teacher-selected web pages with staff supervision.	Yes	Yes	Yes	Yes
Students search ³ subject directories (e.g. Ask Jeeves, Yahoo!igans).	Yes	Yes	Yes	Yes
Students search ³ the Internet with search engines (e.g. Alta Vista, Excite, Google).	Possible*	Yes	Yes	Yes
Students type teacher-approved URL's directly into the Locator Bar.	No	Possible*	Yes	Yes
Students use their own individual electronic mail ⁴ accounts for research and in accordance with AUP ⁵ .	Possible*	Possible*	Possible*	Yes
Students work independently to build web pages as a school-sponsored, curriculum-related project.	Possible*	Possible*	Yes	Yes
Students build their own curriculum-related web pages under teacher supervision. (See AUP ⁵ for permissions.)	Possible*	Possible*	Yes	Yes
Students engage in individual real-time, curriculum-related chatting online.	Possible*	Possible*	Possible*	Possible*
Students must have an educational purpose for using the Internet.	Yes	Yes	Yes	Yes
Students and staff may upload educational materials to Internet sites.	Possible*	Possible*	Possible*	Possible*
Students and staff may download educational materials from the Internet.	Possible*	Possible*	Possible*	Possible*

*Possible means with close staff supervision and campus approval.

¹Substitutes and student teachers MUST have completed RRISD Acceptable Use Training and have a signed staff AU form on file.

²Browsing means clicking through the pages of a specific web site to view the content of those pages.

³Searching means typing a keyword into a search engine and conducting a search for information.

⁴Electronic mail means web-based email (i.e. Yahoo or Hotmail).

⁵See RRISD Policy CQ (exhibit) Exhibits E & G.

Modified with permission from Boulder Valley School District, Colorado

Revised 4/05

EXHIBIT E

EXPECTATIONS AND GUIDELINES FOR ACCEPTABLE USE OF THIS SYSTEM

All users must complete the necessary forms agreeing to follow these guidelines in order to use this system. Violation of guidelines or policies of the Round Rock Independent School District may result in disciplinary action and loss of the privilege of using the system, and/or criminal prosecution.

System user:

This system is to be used for administrative and educational purposes only.

Respect the property rights of others by obeying all copyright regulations and regulations for use of software, electronic resources, and equipment.

You may not use this system for any illegal purposes.

You may not use this system for selling products or services, or for lobbying.

You may not use another user's ID or password.

You may not upload or download programs to or from this system without proper supervision.

You may not read, delete, copy, or change the electronic mail of other system users or interfere with their ability to receive/send electronic mail. E-mail communications may be monitored at times and are not considered confidential.

The materials, equipment, and services may not always be available, and they may not always meet your needs.

You may not harm, misuse, or destroy any of the equipment, software, or programs that are part of this system or any other agency or network accessible through this system. Any such harm or misuse is subject to disciplinary action and/or criminal prosecution.

If you identify or know of a security problem on the system, you must notify a teacher and you must not demonstrate the security problem to other users.

You must follow proper etiquette (netiquette) when using this system.

Exemplary behavior is expected on "virtual" field trips, video conferences, or screen-sharing communication sessions. Remember that you are representatives of your school and the Round Rock Independent School District.

Teachers and other employees of the Round Rock Independent School District will monitor your use of this system to ensure that you are following the guidelines.

The Round Rock Independent School District is not responsible for any inaccurate or objectionable material which users may access.

The Round Rock Independent School District does not guarantee the authenticity or accuracy of any information provided by this system.

The ultimate success of this system is dependent upon the honor, integrity, and exercise of good judgment by each individual user.

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EXHIBIT G

ESC Netiquette

Round Rock Independent School District
Addition to the Student Code of Conduct

NETIQUETTE ON THE INTERNET

All users of the Round Rock public schools' computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for communication on the Internet and other online services. Breaches can result in "flaming" – harsh criticism by others on the Net – or restricted access to some resources on the Internet. These rules of behavior include the following:

Be polite. Do not become abusive in your message to others.

Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

Do not reveal your personal address or phone numbers or those of other students or colleagues.

All communications and information accessible via the network should be assumed to be private property.

Keep paragraphs and message short and to the point. Focus on one subject per message. Always include a subject line in e-mail. Abbreviate when possible and edit out when you are quoting others in e-mail. Try to conserve space whenever possible.

Include your signature at the bottom of e-mail message. Your signature footer should include your name and Internet address.

Capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word may also be used to make a stronger point.

Remember that humor and satire can be misinterpreted. Be judicious in your choice of words.

Minimize spelling errors and make sure your message is easy to understand; however, remember that many people all over the world use the Internet. Please do not criticize another person's use of grammar or spelling.

Cite all quotes, references, and sources. Copyright applies to electronic information.

Never send chain letters through the Internet.

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STUDENT
HANDBOOK-
STUDENT CODE OF
CONDUCT

The District's rules of conduct and discipline, maintained in the student handbook and/or the Board-adopted Student Code of Conduct, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. [See FO series]

EXTRACURRICULAR
ACTIVITIES:
STANDARDS OF
BEHAVIOR

With the approval of the principal and Superintendent, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. [See FO (LOCAL)]

BEHAVIORAL
STANDARDS

The following specific policies address student conduct in the areas of:

1. Attendance - FEC
2. School-sponsored publications - FMA
3. Appropriate attire and grooming - FNCA
4. Damage to school property - FNCB
5. Prohibited organizations and hazing - FNCC
6. Tobacco use - FNCD
7. Telecommunications devices - FNCE
8. Drug and alcohol use - FNCF
9. Weapons - FNCG
10. Assault - FNCH
11. Disruptions - FNCI, GKA
12. Harassment - FNCJ, FNCL

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG
(LOCAL)

PURPOSE	The purpose of this policy is to provide individuals an orderly process for the prompt and equitable resolution of student and parent complaints. The Board intends that complaints be resolved at the lowest possible administrative level.
GUIDING PRINCIPLES	
INFORMAL PROCESS	<p>The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate staff member or other campus administrator.</p> <p>Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.</p> <p>Participation in this informal resolution process is mandatory prior to the filing of a Level I complaint.</p>
FORMAL PROCESS	<p>If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>All complaints shall be resolved expeditiously. However, time lines may be extended at the discretion of the Superintendent or Superintendent's designee when circumstances warrant such extensions.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.</p>
FREEDOM FROM RETALIATION	Retaliation for filing a complaint is not permitted by the District and therefore it is not necessary to request in a complaint that there be no retaliation.
NOTICE TO STUDENTS AND PARENTS	The principal of each campus shall inform students and parents of this policy.
EXCLUSIONS	<p>Complaints regarding instructional materials, education of gifted and talented students, and loss of credit on the basis of attendance are covered in separate policies. [See EFA, EHBB, and FEC, respectively] Complaints regarding removal to alternative education programs, expulsion, and prior review of nonschool materials intended for distribution to students are covered under policies FOC, FOD, and FNAA, respectively. Individuals desiring to appeal decisions pertaining to FOC, FOD, and FNAA shall comply with procedures in these policies before bringing a complaint to the Board under Level III of this policy.</p> <p>Complaints regarding the special education program shall be handled in accordance with the procedures set out in the Explanation of Procedural Safeguards provided to the parents of all students referred to special education. Special education matters shall be heard by impartial special education hearing officers, not District employees or the Board.</p> <p>Complaints with respect to actions regarding the identification, evaluation, or educational placement of a student with a disability or a suspected disability who is not eligible for special education shall be handled in accordance with the procedures in FB(LEGAL) and (LOCAL) for Section 504</p>

complaints.

Concerns regarding sexual abuse or sexual harassment of students are addressed in accordance with FNCJ(LOCAL). The principal or the District's Title IX coordinator for students, listed in policy FB(LOCAL) and in the student handbook, can provide additional information.

DEFINITIONS	For purposes of this policy, terms are defined as follows:
COMPLAINT / GRIEVANCE	The terms "complaint" and "grievance" shall have the same meaning.
DAYS	"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."
FILING	Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the campus/department administrator or the legal services department by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
RESPONSE	At Levels I and II, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the student or parent or designated representative no more than three days after the response deadline.
PRINCIPAL	Where appropriate, "principal" shall mean the direct supervisor of a person involved in the complaint.
REPRESENTATIVE	"Representative" shall mean any person/organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint. The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, pending the District's decision on whether to have representation. In addition, other persons may attend informal administrative conferences held in connection with the complaint process if the supervisor and the individual agree that the person may attend.
GENERAL PROVISIONS	Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. When two or more complaints are sufficiently similar in nature and remedy sought, the District may consolidate the complaints in one proceeding. Supervisors and hearing officers hearing and responding to complaints should consider all information provided by the parties involved in the complaint, applicable laws, regulations, policies, and directives from the Superintendent or other supervisors, and information within the knowledge of the supervisor or hearing officer hearing the complaint. Unless directed by the Superintendent, supervisors and hearing officers shall not undertake independent investigations or studies.
UNTIMELY FILINGS	If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.
COSTS INCURRED	Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT FORM

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. After the Level I conference, no new documents may be submitted at Level II unless the Level II hearing officer agrees to accept the documents for the Level II response. After the Level II conference, no new documents may be submitted in the appeal process.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refileing is within the designated time for filing a complaint.

INFORMAL RESOLUTION

PRE-LEVEL I

From the date the complainant knew or should have known of the concern, there is a 15-day period during which the complainant must inform the principal of the concern and attempt an informal resolution. If there is no informal resolution, no later than the 15th day from the date the complainant knew or should have known of the concern, the complaint must be filed.

Participation in this informal resolution process is mandatory prior to the filing of a Level I complaint. All parties must make a good faith effort to informally resolve a complaint. It is the expectation of the Board that every reasonable effort will be made to resolve a complaint at the informal level. At the informal resolution stage, there shall be an in-person meeting or telephone conference between the principal and the individual to discuss the possible complaint. The principal may obtain the assistance of other administrators in an effort to reach an informal resolution of the complaint. The principal shall have the right to unilaterally extend the time for filing a complaint in the event the principal is continuing the process of informal resolution of the complaint.

LEVEL I

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level I complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level II. However, the Level I complaint form must be completed by following the procedure, including deadlines, for filing the complaint form at Level I. The Superintendent or designee shall determine if the complaint will begin at Level II.

If the principal took the action or failed to take the action that is the subject of the complaint, and the principal has attempted to resolve the complaint through the informal process, the principal may recommend that the complaint begin at Level II. The determination of whether the complaint commences at Level I or II will be made by the Superintendent or Superintendent's designee.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

If relief sought in the complaint is relief that cannot be granted by the administrator or the District due to violation of policy, regulation, or law, the administrator shall communicate with appropriate references that such relief is not available.

The parent or student shall describe in the initial Level I complaint the efforts made towards informal resolution of the complaint. If the principal determines that the parent or student has not made a good faith effort to resolve the complaint informally, the principal, in writing, may reject the

complaint, instruct the complainant to seek informal resolution, and set a new date for filing of the complaint.

The appropriate administrator shall hold a conference with the student or parent within ten days after receipt of the written complaint.

The administrator shall have ten days following the conference to provide the student or parent a written response.

LEVEL II

If the student or parent did not receive the relief requested at Level I, the student or parent may appeal the Level I decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response.

If, in the opinion of the Superintendent, decisions on complaints appear to conflict with other decisions on complaints, law or regulations, or District policy, the Superintendent may direct that the conflicting decisions may be reconsidered or may be the subject of additional consideration by the Superintendent or designee. In the event of such a determination by the Superintendent, the Superintendent will direct the procedure and time lines for resolving the conflict. The Superintendent may also choose to refer conflicts to the Board for consideration.

In connection with the consideration of a complaint at Level II, the Superintendent may appoint an independent hearing officer to hear a complaint and render a recommendation to the Superintendent. At the time of appointment of the independent hearing officer, the Superintendent shall direct the type of investigation and hearing, if any, that would be appropriate in connection with consideration of the complaint.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the remedies and facts contained on the Level I complaint form, information provided at the Level I and Level II hearings, and supporting documentation. This documentation shall include information provided prior to or at the Level I hearing. If however, after Level I, the student or parent or administration has documentation that they want the hearing officer to consider as attachments to the complaint filing, these documents may be submitted for the hearing officer's consideration. The hearing officer shall determine whether the documents will be added to the complaint. No new issues may be raised.

LEVEL III

If the student or parent did not receive the relief requested at Level II, the student or parent may appeal the decision to the Board. Provisions for placement of items on the agenda listed in BE (LOCAL) do not apply to complaints.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response of the Level II conference.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the hearing officer. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level III presentation. The Level III presentation, including the presentation by the student, parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level II.

Once the Board has communicated its decision, the matter is concluded.

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HIGH SCHOOL GRADUATION REQUIREMENTS
2005-2006 Freshmen, Sophomores, and Thereafter
(entered 9th grade 2004 and thereafter)

Curriculum Subject Areas Or Equivalent Proficiency	Summa Cum Laude Program +4 advanced measures	Distinguished Achievement Program +4 advanced measures	Round Rock Advanced Program	Texas Scholars Recommended Program ^L
English/Language Arts ^A	4 credits	4 credits	4 credits	4 credits
Mathematics ^B	5 credits	4 credits	3 credits	3 credits
Science ^C	5 credits	4 credits	3 credits	3 credits
Social Studies ^D	4 credits	4 credits	4 credits	4 credits
Physical Education ^E	1.5 credits	1.5 credits	1.5 credits	1.5 credits
Health ^F	.5 credit	.5 credit	.5 credit	.5 credit
Technology Application ^G	1 credit	1 credit	1 credit	1 credit
Languages other than English ^H	3 credits	3 credits	2 credits	2 credits
Fine Arts ^I	1 credit	1 credit	1 credit	1 credit
Speech (Communication Applications) ^J	.5 credit	.5 credit	.5 credit	.5 credit
Electives ^K	6.5 credits	4.5 credits	5.5 credits	3.5 credits
Total Credits^M	32 credits	28 credits	26 credits	24 credits

I. Specifications for course requirements:

A. English/Language Arts: English I, II, III, & IV are required for all plans except as noted.

English I & II for Speakers of other Languages may be substituted for English I & II only for immigrant students with limited English proficiency (LEP).

B. Mathematics:

- *Texas Scholars Recommended Program:* Algebra I & II and Geometry required.
- *Round Rock Advanced Program:* Algebra I & II and Geometry required.
- *Distinguished Achievement Program:* Algebra I & II, Geometry, and one additional advanced math course required.
- *Summa Cum Laude Program:* Algebra I & II, Geometry, and two additional advanced math courses required.

Note: Students who successfully complete Algebra I and/or Geometry prior to high school receive high credit for each course and are encouraged to take 3 additional years of mathematics.

C. Science:

Required for all graduation programs:

- 1 credit from the following area: Biology, Pre-AP Biology, AP Biology, or IB Biology
- 2 credits from the following areas (not more than one credit may be chosen from each of the areas to satisfy this requirement):
 - A. Integrated Physics and Chemistry (IPC)
 - B. Chemistry, Pre-AP Chemistry, AP Chemistry, or IB Chemistry
 - C. Physics, Principles of Technology, Pre-AP Physics, AP Physics, or IB Physics

Additional requirements for DAP and SCL programs:

- *Distinguished Achievement Program:* 1 additional laboratory science credit required
- *Summa Cum Laude Program:* 2 additional laboratory science credit required

D. Social Studies: All plans require completion of World Geography, World History, United States History, United States Government, and Economics.

E. Physical Education: Students must earn one and one-half credits for graduation. Students may count no more than two credits in Physical Education toward state graduation requirements. See section regarding courses which waive physical education.

F. Health: All plans require either Health Education or Health Science Technology I.

G. Technology Applications: All plans require one credit from the following list:

- Computer Science I/II
- Desktop Publishing
- Independent Study in Technology Application
- Business Computer Information Systems I/II
- Internet Communications and Web Design
- Business Image Management/Multimedia
- Computer Animation Design

H. Languages other than English: The credits must be in the same language.

- *Texas Scholars Recommended Program:* 2 credits
- *Round Rock Advanced Program:* 2 credits
- *Distinguished Achievement Program:* 3 credits

- *Summa Cum Laude Program*: 3 credits
- I. **Fine Arts**: All plans require one credit of any course listed in the Fine Arts section of this catalog.
- J. **Speech**: All plans require Communication Applications.
- K. **Electives**: All state-approved graduation-credit courses. Students are expected to select rigorous electives that provide advanced training in selected educational/career fields as reflected on the 4-year plan in effect at the time of the course selection.
 - *Texas Scholars Recommended Program*: 3.5 credits
 - *Round Rock Advanced Program*: 5.5 credits; (two local academic credits maximum may be counted towards graduation)
 - *Distinguished Achievement Program*: 4.5 credits; (two local academic credit maximum may be counted towards graduation)
 - *Summa Cum Laude Program*: 6.5 credits; (one local academic credit maximum may be counted towards graduation)
- L. **Texas Scholars/Recommended High School Program Notes**:
 - Students are encouraged to use their electives to complete an additional math course and an additional laboratory science course.
 - Students completing a Texas Education Agency approved Tech-Prep program would meet the RHSP and Texas Scholars criteria as long as the Tech-Prep program meets the 20.5 credit core course requirements of the RHSP and provides the equivalence of a 24-credit program.
 - Advanced Placement and concurrent enrollment courses may be substituted for requirements in appropriate proficiency areas.
- M. Students graduating under the Texas Scholars Recommended Program, the Round Rock Advanced Program, the Distinguished Achievement Program, and the Summa Cum Laude Program will be Recognized as Texas Scholars and will be academically eligible to receive the **Texas Grant**, if financial need

is shown.

II. Advanced Measures *(required for the Distinguished Achievement Program and Summa Cum Laude Program)*

- A. **Description**: This program recognizes students who achieve levels of performance equivalent to college work or work done by professionals in the arts, sciences, business, industry, or community service.
- B. **Requirements**: Students must complete the course requirements and receive **any combination of four** of the following **advanced measures**:
 1. Original research/project:
 - Judged by a panel of professionals in the field that is the focus of the project; or
 - Conducted under the direction of mentor(s) and reported to an appropriate audience
 2. Test Data:
 - A score of 3 or above on The College Board Advanced Placement examination;
 - A score of 4 or above on an International Baccalaureate examination;
 - A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of the College Board; or as a part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student;
 3. College courses:
 - A grade of (B) or higher on courses that count for college credit, including Tech Prep programs.
- C. **Additional requirements for the Summa Cum Laude Program**:
 - Complete at least 4 AP/IB classes and receive a 3 or above on the AP exam for each or a 4 or above on the IB exam. (These may be counted as the advanced measures)
 - Complete at least 5 elective credits along a pathway
 - Maintain a grade point average of 2.0 or above on a 4/0 scale

III. Blueprint for Excellence Certificates

Students may earn a Blueprint for Excellence Certificate by concentrating courses in a select pathway.

- Students following the Texas Scholars Recommended graduation plan and receiving three (3) credits in a pathway will receive a *Recommended Blueprint for Excellence Certificate*.
- Students on the Round Rock Advanced graduation plan and earning three and a half (3.5) credits in a pathway will receive the *Advanced Blueprint for Excellence Certificate*.
- Students following the Distinguished Achievement graduation plan and earning four (4) credits in a pathway will receive the *Distinguished Blueprint for Excellence Certificate*.

Students following the Summa Cum Laude graduation plan and earning five (5) credits in a pathway will receive the *Summa Cum Laude Blueprint for Excellence Certificate*

HIGH SCHOOL GRADUATION REQUIREMENTS 2005-2006 Juniors and Seniors (entered 9th grade 2002,2003)

CURRICULUM SUBJECT AREAS OR EQUIVALENT PROFICIENCY	DISTINGUISHED ACHIEVEMENT PROGRAM (DAP) +4 Advanced Measures ^L	RECOMMENDED HIGH SCHOOL PROGRAM
English/Language Arts ^A	4 credits	4 credits
Mathematics ^B	3 credits	3 credits
Science ^C	3 credits	3 credits
Social Studies ^D	4 credits	4 credits
Physical Education ^E	1.5 credits	1.5 credits
Health ^F	.5 credit	.5 credit
Technology Applications ^G	1 credit	1 credit
Languages Other than English ^H	3 credits	2 credits
Fine Arts ^I	1 credit	1 credit
Speech ^J	.5 credit	.5 credit
Electives ^K	4.5 credits	5.5 credits
Total Credits	26 credits	26 credits

I. Specifications for course requirements:

- A. English/Language Arts:** English I, II, III, & IV are required for all plans except as noted.
English I & II for Speakers of other Languages may be substituted for English I & II only for immigrant students with limited English proficiency (LEP).
- B. Mathematics:** Algebra I & II and Geometry are required for the Recommended and DAP.
Seniors who have not passed the Math section of TAKS should enroll in a math class.
- C. Science:** Required for the Recommended and DAP programs:
- 1 credit from the following area: Biology, Pre-AP Biology, AP Biology, or IB Biology
 - 2 credits from the following areas (not more than one credit may be chosen from each of the areas to satisfy this requirement):
 1. Integrated Physics and Chemistry (IPC)
 2. Chemistry, Pre-AP Chemistry, AP Chemistry, or IB Chemistry
 3. Physics, Principles of Technology, Pre-AP Physics, AP Physics
- D. Social Studies:** All students are required to complete World Geography, World History, United States History, United States Government, and Economics.
- E. Physical Education:** Students may earn no more than two credits in Physical Education toward state graduation requirements; RRISD students may choose additional PE credits for local elective credit.
- F. Health:** Satisfied by either Health Education or Health Science Technology I.
- G. Technology Applications:** One credit chosen from the following list:
- Computer Science I/II
 - Desktop Publishing
 - Independent Study in Technology Application
 - Business Computer Information Systems I/II
 - Internet Communications and Web Design
 - Business Image Management/Multimedia
 - Computer Animation Design
- H. Languages other than English:** The credits must be in the same language.
- I. Fine Arts:** Any course listed in the Fine Arts section of this catalog can be used.
- J. Speech:** Communication Applications required.
- K. Electives:** All state-approved graduation-credit courses.

II. Advanced Measures

- A. Description:** This program recognizes students who achieve levels of performance equivalent to college work or work done by professionals in the arts, sciences, business, industry, or community service.
- B. Requirements:** Students must complete the course requirements and receive **any combination of four** of the following **advanced measures**:
4. Original research/project:
 - Judged by a panel of professionals in the field that is the focus of the project; or
 - Conducted under the direction of mentor(s) and reported to an appropriate audience
 5. Test Data:
 - A score of 3 or above on The College Board Advanced Placement examination;
 - A score of 4 or above on an International Baccalaureate examination;
 - A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of the College Board; or as a part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student;
 6. College courses:
 - A grade of (B) or higher on courses that count for college credit, including Tech Prep programs.

Distinguished Achievement Program

Purpose of the Distinguished Achievement Program	The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students or work done by professionals in the arts, sciences, business, industry, or community service.
Standards for Approval of Requirements	<p>* Advanced measures focus on demonstrated student performance at the college or professional level.</p> <p>* Student performance is assessed through an external review process.</p>
Requirements of the Distinguished Achievement Program	<p>Students must complete the requirements found in 19 TAC '74.13 and receive any combination of four of the following advanced measures – (examples: two AP/IB examinations, one college course, one research project; four AP/IB examinations). Advanced measures include:</p> <p>Original research/project:</p> <ul style="list-style-type: none"> * judged by a panel of professionals in the field that is the focus of the project; or * conducted under the direction of mentor(s) and reported to an appropriate audience; <p>Test data:</p> <ul style="list-style-type: none"> * a score of three or above on The College Board Advanced Placement examination; * a score of four or above on an International Baccalaureate examination; * a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of the College Board; or as a part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student; <p>College courses:</p> <ul style="list-style-type: none"> * a grade of (B) or higher on courses that count for college credit, including tech prep programs;

EXAMPLES:

Student completed course requirements and:

- four AP exams with grades of three or higher

Student completed course requirements and:

- one AP exam with a grade of three or higher
- two college courses with a 3.0 GPA
- a one-year mentorship program conducting a school-approved research product

Student completed course requirements and:

- a two-year science project reviewed by hospital
- one college science course with a 3.0 GPA
- National Merit Scholar

Student completed course requirements and:

- two AP exams with score of three or higher
- two college courses as part of tech-prep program receiving a B

**Round Rock ISD
Dates for UIL Eligibility
2005-2006**

Grading Period	End of Six Weeks Grading Period	Lose Eligibility for 3 Weeks or Regain Eligibility for Six Weeks	3 Week Evaluation Period for Students Ineligible at end of Six Week Grading Period *	Regain Eligibility After 3 Week Evaluation Period **
1st Six Weeks	Friday - Sept. 23	Friday - Sept. 30	Monday Sept. 26 - Friday Oct. 14 (For students ineligible after 1st six weeks)	Friday - Oct. 21
2nd Six Weeks	Wednesday - Nov. 2	Wednesday - Nov. 9	Thursday Nov. 3 - Wednesday Nov. 23 (For students ineligible after 2nd six weeks)	Wednesday - Nov. 30
3rd Six Weeks	Thursday - Dec. 15	Wednesday - Jan. 11 ***	Wednesday Jan. 4 - Tuesday Jan. 24 (For students ineligible after 3rd six weeks)	Tuesday - Jan. 31
4th Six Weeks	Wednesday - Feb. 15	Wednesday - Feb. 22	Thursday Feb. 16 -Wednesday March 8 (For students ineligible after 4th six weeks)	Wednesday - Mar. 22
5th Six Weeks	Friday - April 7	Friday - April 14	Monday April 10 - Friday April 28 (For students ineligible after 5th six weeks)	Friday - May 5
6th Six Weeks	Thursday - May 25		All Students are Academically Eligible During Summer Recess	

* Grades are not cumulative. Only grades taken during the three week period should be considered.

** Students must be passing all classes. Students may be granted a waiver for certain identified classes including Accelerated math, TAG classes, Pre-AP classes, and classes that may give high school credit; i.e. foreign language, Algebra I, etc. All waivers must comply with UIL Rules and RRISD policies.

*** All students are eligible during Winter Holidays and Spring Break.

RIGHTS OF PARENTS AND STUDENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. § 1232g (FERPA)

The Round Rock Independent School District maintains general education records required by law. The district makes available to parents information concerning their child enrolled in school unless the district is notified that the parent does not have that authority under state law. When the student reaches 18 years of age and is no longer dependent, all rights of the parent are transferred to the student.

Parents, the student, and officials of the district with legitimate educational interests are the only persons with general access to the records. "School official" means any employees, agents, or trustees of the district, cooperatives, or contractual placement facilities. "School officials" have a "legitimate educational interest" in a disciplinary or academic action, the student's case, or a disabled student's individual education plan; compiling statistical data; or investigating or evaluating programs. The district also forwards education records on request to a school in which a student seeks or intends to enroll.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is 1311 Round Rock Avenue, Round Rock, Texas 78681. The addresses of the principals' offices are listed in the office of community relations and available upon request. Certain other officials from various governmental agencies may have limited access to the records.

A record of disclosure of personally identifiable information is maintained and available for the parent's inspection. Some items of information are directory in nature and may be released to anyone without consent, unless the parent objects to its release in writing within ten school days of receipt of this notice. The following is directory information: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attended. Objections to release of any or all directory information without consent should be directed to the campus.

If a parent believes that the student records should be corrected, the parent may request amendment of the records. If the district refuses to amend the records, the parent has the right to a hearing and to place in the student's record a statement commenting on the information.

The parent has the right to file a complaint if she/he feels that the district is not in compliance with the law regarding student records.

Copies of records are available, payable in advance, at a rate as published annually by the General Services Commission. Parents may be denied copies of records after their children reach the age of 18 and are no longer dependent, when their children are attending an institution of post-secondary education, or if they fail to follow proper procedure and pay the copying charge.

Please contact the principal or office of legal services if you have questions regarding this notice. Copies of the district's student records policy may be obtained at each campus, the office of legal services, or at our web site at www.roundrockisd.org.

**The name and address of the Office that administers FERPA is:
Family Policy Compliance
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
(202) 260-3887**

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED) —
 - 1. Political affiliations or beliefs of the student or student’s parent;
 - 2. Mental or psychological problems of the student or student’s family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or parents; or
 - 8. Income, other than as required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of* —
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use —
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes, and
 - 3. Instructional material used as part of the educational curriculum.

Individual campuses will notify parents of approximate or specific dates of surveys or screenings pertaining to the Protection of Pupil Rights Amendment.

Education Code 25.095—Warning Notices

- (a) A school district or open-enrollment charter school shall notify a student’s parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period:
 - (1) the student’s parent is subject to prosecution under Section 25.093; and
 - (2) the student is subject to prosecution under Section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.
- (b) A school district shall notify a student’s parent if the student has been absent from school, without excuse under Section 25.087, on three days or parts of days within a four-week period. The notice must:
 - (1) inform the parent that:
 - (A) it is the parent’s duty to monitor the student’s school attendance and require the student to attend school; and
 - (B) the parent is subject to prosecution under Section 25.093; and
 - (2) request a conference between school officials and the parent to discuss the absences.
- (c) The fact that a parent did not receive a notice under Subsection (a) or (b) does not create a defense to prosecution under Section 25.093 or 25.094.
- (d) In this section, “parent” includes a person standing in parental relation.

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Directory Information

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Round Rock ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days of the receipt of the handbook. Round Rock ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photographs (not limited to yearbook), date and place of birth, major field of study 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, and student's parent or guardian's name, address, telephone listing and email address and similar information defined as "directory information" by the Family Educational Rights and Privacy Act.

DIRECTORY INFORMATION		
Initial _____ (circle one)	I object to the release of all directory information except to/for:	
Yes	No	School or district communications (such as yearbook, student directory, district publications).
Yes	No	Educational institutions (such as colleges, trade school, or other post-secondary institutions).
Yes	No	Media requests (such as for publication of academic or athletic achievements, yearbook photos, or participation in school activities)

MILITARY INFORMATION	
Initial _____	I object to the release of my secondary students' names, addresses, and telephone numbers to military recruiters.

Student Signature:	Date:
Parent/Guardian Signature:	Date:

DENIAL OF INTERNET ACCESS/ELECTRONIC PUBLICATION

Dear Parents/Guardians,

Your student has an opportunity to access the Internet using the Round Rock Independent School District's electronic communications system (ECS). The Internet is a connection between many computers that enables users to share many resources. Through the district's electronic communication system, your student will have access to hundreds of databases, libraries, and computer services all over the world. During lessons, students will be accessing specific Internet sites pertaining to their research topics.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your student may run across areas of adult content and some material you may find objectionable. While the district will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible to absolutely prevent such access.

With this educational opportunity also comes responsibility. Inappropriate system use as stated in the Acceptable Use Guidelines will result in loss of the privilege to use the district's ECS and the Internet. You may review these guidelines in the Appendix of the handbook.

Each year the district provides the opportunity for parent(s)/guardian(s) to restrict Internet access and/or electronic publication of their student's photographs and student work. **(If students are identified, it will be by first name only.) If you do not want your student to have access to the Internet or ECS while at school or you do not want his/her photograph or his/her works to be published on the Internet, please indicate below by checking the appropriate statement.**

Request for Denial of Internet Access/Electronic Publication for	
Student Name:	Grade Level:
Signature of Parent/Guardian:	Date:
<input type="checkbox"/>	I do NOT give permission for my student to access the Internet
<input type="checkbox"/>	I do NOT give permission to electronically display or publish a photograph of my student.
<input type="checkbox"/>	I do NOT give permission to electronically display the work of my student.

If you checked any of the above statements, this form must be returned to the school within ten school days from receipt of this handbook.
FAILURE TO RETURN THIS FORM WILL BE CONSIDERED PERMISSION FOR YOUR STUDENT TO ACCESS THE INTERNET AND TO ELECTRONICALLY DISPLAY OR PUBLISH THE PHOTOGRAPH OR WORK OF YOUR STUDENT.



round rock **i s d**

Request to Restrict Student Involvement in Publicity/Media Coverage for 2005-06

The Round Rock ISD Community Relations Department and campuses regularly invite the news media to publicize student, school and district accomplishments and events. RRISD also attempts to cooperate with media requests to interview, photograph, audiotape, and/or videotape students or staff when the coverage will not cause excessive disruption to the instructional process and when the coverage supports the school district's public information responsibilities and/or provides positive public relations opportunities.

State and federal laws do not require the school district to obtain the permission of parents or guardians prior to a child being photographed, videotaped, or interviewed for the following reasons:

- News media coverage;
- Publicity related to participation in co-curricular or extracurricular activities (such as athletics, band, or PTA programs);
- Instructional or staff development purposes; or for
- Safety or disciplinary reasons.

Whenever possible, district and campus staff will notify parents/guardians if an individual student has been interviewed, photographed, or videotaped by the new media.

Although not required by law, RRISD makes every effort to honor requests from parents/guardians to prevent their students from being included in school or district media coverage. Please sign and return this form **ONLY** if you do **NOT** want your student to be photographed, videotaped and/or interviewed for new media coverage.

____ I do **NOT** want the student listed below to be photographed, videotaped, and/or interviewed for media coverage of the school or school district.

Note: Signing this form does NOT guarantee that photographs, videotapes, and/or interviews of the student will not be conducted by news media without district knowledge or consent.

Student Name _____ Date _____

Student Grade _____ School _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

This form must be returned to the school within ten days of receipt.

Failure to return this form will be considered permission for your student to be included in news media coverage of the school and/or school district.

**PLEASE RETURN THIS COMPLETED PAGE TO YOUR SCHOOL WITHIN 10
SCHOOL DAYS FROM RECEIPT OF THE HANDBOOK**



Print Student's Name: (Last Name, First)		Grade:
Student's ID#:		
Yes	No	This is to verify that I have received a copy of the Round Rock Independent School District Student-Parent Handbook, including Appropriate Use of the Internet in K-12 and Code of Conduct for the 2005-2006 school year. I understand I will be held accountable for the contents of this handbook.
Yes	No	As a parent/guardian of the above named student, I understand that the handbook I received contains specific school district information, rules, and consequences that are extremely important to me to discuss with my student. I also understand that any changes to district policy or law could cause changes to the content of this handbook.
Yes	No	I hereby certify that the above named student resides with his/her parents or legal guardian within the boundaries of the Round Rock Independent School District.
Yes	No	I grant permission for my student to go on school –sponsored trips.
Yes	No	I understand that falsification of information may be a Class A misdemeanor and can lead to legal action.

2005-2006 SCHOOL STUDENT DIRECTORY
****For Campus Use Only****

Complete the information below as you would like for it to appear in the school student directory. By leaving a section blank, you deny permission for that information to be printed in the school directory. Please PRINT CLEARLY.

Name of Student: (Last Name, First)		Parent/Guardian Name(s):	
Home Address:			Zip Code:
Student's E-Mail:		Home Phone No.:	Student's Phone No.:
Yes	No	You may publish my student's photograph in the school book	

Student Signature:	Date:
Parent/Guardian Signature:	Date:

