



ROUND ROCK



Student-Parent
Handbook
and
Student Code of Conduct
2008-2009

ELEMENTARY SCHOOLS

Anderson Mill
Berkman
Blackland Prairie
Bluebonnet
Brushy Creek
Cactus Ranch
Caldwell Heights
Callison
Canyon Creek
Caraway
Deep Wood
Double File Trail
Fern Bluff
Forest Creek
Forest North

Gattis
Great Oaks
Jollyville
Laurel Mountain
Live Oak
Old Town
Pond Springs
Purple Sage
Robertson
Sommer
Spicewood
Teravista
Union Hill
Voigt
Wells Branch



1311 Round Rock Avenue
Round Rock, TX 78681
512.464.5000
www.roundrockisd.org

August 2008

Dear Parents and Guardians:

We welcome you and your student(s) to the start of another exciting school year. Drawing on our past successes and planning for our future ones, we expect the 2008-2009 school year to be the best yet in Round Rock ISD.

We are proud of our premier school district and the academic successes our students and teachers achieve each year, but we will continue to work hard to improve our students' math and science scores as well as narrow the achievement gap among student groups and provide adequate resources for classrooms.

In order to reach our ultimate goal of ensuring that *all* students receive a high-quality, well-rounded education, we need the support from our parents. I would like to encourage all parents to actively participate in their children's education by visiting their child's school and volunteering. At each campus we have designated a Parent Resource Center which provides a place for parents to obtain information and volunteer their time. In addition, please check the district's Web site and sign up for the district and your campus e-News to stay informed of events throughout the year.

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

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

Sincerely,

Jesús H. Chávez, Ph. D.
Superintendent

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

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464-5087

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Director of Community Relations
464-5113

Rosena Malone
Assistant Superintendent
Secondary Education
464-5092

Supervises the following campuses: *McNeil, Round Rock, Stony Point, Stony Point Ninth Grade Center, Westwood, Round Rock Opportunity Center, Success, C.D. Fulkes, Canyon Vista, Cedar Valley, Chisholm Trail, Deerpark, Grisham, Hopewell, Ridgeview, Walsh*

Beverly Helfinstein
Assistant Superintendent
Elementary Education
464-5131 or 464-5096

Supervises the following campuses: *Anderson Mill, Berkman, Blackland Prairie, Bluebonnet, Brushy Creek, Cactus Ranch, Caldwell Heights, Callison, Canyon Creek, Caraway, Deep Wood, Double File Trail, Fern Bluff, Forest Creek, Forest North, Gattis, Great Oaks, Jollyville, Laurel Mountain, Live Oak, Old Town, Pond Springs, Purple Sage, Robertson, Sommer, Spicewood, Teravista, Union Hill, Voigt, Wells Branch*

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, Dr. Mary Cardiff at 464-5149, for concerns regarding discrimination on the basis of disability.

Round Rock Independent School District Graduate Profile

The following characteristics are expected of a Round Rock ISD graduate:

Seeks Knowledge and Understanding

- Initiates own learning
- Has a foundation in core academic areas
- Knows of and appreciates the arts and humanities
- Uses effective learning techniques to acquire and apply knowledge
- Applies numerical reasoning strategies to problems
- Understands world issues and current events
- Takes intellectual risks in learning
- Exhibits enthusiasm for learning in life

Thinks Critically and Solves Problems

- Defines problems, hypothesizes, and becomes actively involved in creative problem solving
- Organizes and processes information productively
- Generates new ideas
- Analyzes and adapts to changing environments
- Makes decisions based on facts

Listens and Communicates Effectively

- Exchanges ideas and information in writing, verbally, and visually
- Communicates effectively in a second language

Uses Technology as a Tool

- Selects appropriate tools and procedures to accomplish tasks and create products
- Uses technology to access, analyze, organize, and process information
- Consistently applies technical reasoning skills

Interacts Effectively with Others

- Develops and maintains positive relationships with others
- Works successfully in teams
- Leads by communicating ideas and motivating others
- Works collaboratively with persons of different beliefs, interests and backgrounds to build consensus
- Plans and acts as a systems thinker
- Knows and appreciates cultural and linguistic diversity

Exhibits Strong Personal Qualities

- Demonstrates initiative and perseverance
- Identifies personal goals
- Accepts responsibility for his/her own actions
- Maintains wellness and balance in life
- Recognizes and responds to societal needs
- Values and participates in the democratic process
- Has an interest in issues of social justice and equity

PREFACE

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

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

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

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

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

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

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

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

PLEASE NOTE

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

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

Reviewed by the
Round Rock Independent School District Board of Trustees
June 2008

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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.

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

2007-2008 RISD SCHOOL DIRECTORY

SCHOOL	ADDRESS		PHONE	FAX	PRINCIPAL
HIGH SCHOOLS					
McNeil	5720 McNeil Rd.	Austin, TX 78729	512-464-6300	512-464-6550	Cindy Doty
Round Rock	300 Lake Creek Dr.	Round Rock, TX 78681	512-464-6000	512-464-6190	TBN
Stony Point	1801 Bowman Rd.	Round Rock, TX 78664	512-428-7000	512-428-7280	Albert Hernandez
Stony Point 9th Grade Center	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 Opportunity Ctr.	931 Luther Peterson Pl.	Round Rock, TX 78664	512-428-2900	512-428-2943	René Posey
MIDDLE SCHOOLS					
Canyon Vista	8455 Spicewood Springs	Austin, TX 78759	512-464-8100	512-464-8210	Barbara Paris
Cedar Valley	8139 Racine Trail	Austin, TX 78717	512-428-2300	512-428-2420	Jane Miller
Chisholm Trail	500 Oakridge	Round Rock, TX 78681	512-428-2500	512-428-2629	Robert Sormani
Deerpark	8849 Anderson Mill Rd.	Austin, TX 78729	512-464-6600	512-464-6740	Sonya Hayes
C. D. Fulkles	300 West Anderson Ave.	Round Rock, TX 78664	512-428-3100	512-428-3240	Nancy Guerrero
Grisham	10805 School House Lane	Austin, TX 78750	512-428-2650	512-428-2790	Mary Brinkman
Hopewell	1535 Gulf Way	Round Rock, TX 78664	512-464-5200	512-464-5349	Anthony Watson
Ridgeview	1400 Via Sonoma Trail	Round Rock, TX 78664	512-424-8400	512-424-8540	Holly Galloway
Walsh	3850 Walsh Ranch Blvd.	Round Rock, TX 78681	512-407-0800	512-407-0890	Toni Hicks
ELEMENTARY SCHOOLS					
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	Trana Allen
Blackland Prairie	2005 Via Sonoma Trail	Round Rock, TX 78664	512-424-8600	512-424-8690	Sue Hildebrand
Bluebonnet	1010 Chisholm Valley Dr.	Round Rock, TX 78681	512-428-7700	512-428-7790	Lucy McVey
Brushy Creek	3800 Stonebridge	Round Rock, TX 78681	512-428-3000	512-428-3080	Barry Ryan
Cactus Ranch	3201 Golden Oak Circle	Round Rock, TX 78681	512-424-8000	512-424-8090	Vicki Crain
Caldwell Heights	4010 Eagles Nest St.	Round Rock, TX 78664	512-428-7300	512-428-7390	Amanda Estes
Callison	1750 Thompson Trail	Round Rock, TX 78664	512-407-0700	512-407-0790	Elizabeth Sims
Canyon Creek	10210 Ember Glen Dr.	Austin, TX 78726	512-428-2800	512-428-2890	Eleece Moffatt
Caraway	11104 Oak View Dr.	Austin, TX 78759	512-464-5500	512-464-5590	Shelly Hohmann
Deep Wood	705 St. Williams Dr.	Round Rock, TX 78681	512-464-4400	512-464-4494	Meredith Perkins
Double File Trail	2400 Chandler Creek Blvd.	Round Rock, TX 78664	512-428-7400	512-428-7490	Abby Duffy
Fern Bluff	17815 Park Valley	Round Rock, TX 78681	512-428-2100	512-428-2160	Elizabeth Wilson
Forest Creek	3505 Forest Creek Dr.	Round Rock, TX 78664	512-464-5350	512-464-5430	Sheri Lehnick
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	Jana Stowe
Jollyville	6720 Corpus Christi	Austin, TX 78729	512-428-2200	512-428-2299	Sonja Howard
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	TBN
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	Edie Binns
Purple Sage	11801 Tanglebriar Trail	Austin, TX 78750	512-428-3500	512-428-3590	Cindy Walker
Robertson	1415 Bayland	Round Rock, TX 78664	512-428-3300	512-428-3370	Patricia Ephlin
Sommer	16200 Avery Ranch Blvd.	Austin, TX 78717	512-407-0600	512-407-0690	Mark Pratz
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
Teravista	4418 Teravista Club Dr.	Round Rock, TX 78665	512-407-0500	512-407-0590	Kristina Snow
Xenia Voigt	1201 Cushing Dr.	Round Rock, TX 78664	512-428-7500	512-428-7590	Christine Nemetsky
Wells Branch	14650 Merriltown Dr.	Austin, TX 78728	512-428-3400	512-428-3490	Belinda Cini



ROUND ROCK ISD
2008-2009 CALENDAR

JULY 2008						
S	M	T	W	T	F	S
	30	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		

June 30 - July 4 : Summer Break
 16: Take Our Children to Work Day

AUGUST 2008						
S	M	T	W	T	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						

12-13: New Teacher Orientation
 26: First Day of School for Students

SEPTEMBER 2008						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

1: Labor Day

OCTOBER 2008						
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12	13	14	15	16	17	18
19	20	21*	22	23*	24]	25
26	[27	28	29+	30	31	

13: Columbus Day

NOVEMBER 2008						
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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						

26-28: Thanksgiving Break

DECEMBER 2008						
S	M	T	W	T	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			

22-31: Winter Break

JANUARY 2009						
S	M	T	W	T	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

1-2: Winter Break
 16: First Semester Ends
 19: MLK Day; Second Semester Begins

FEBRUARY 2009						
S	M	T	W	T	F	S
1	2	3	4+	5	6	7
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22	23	24	25	26	27)	28

16: Presidents Day/Staff Development

MARCH 2009						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27]	28
29	[30	31				

3-6: TAKS Testing
 16-20: Spring Break

APRIL 2009						
S	M	T	W	T	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		

6-7: TAKS Testing
 10: Spring Holiday/Bad Weather Day #2
 13: Spring Holiday/Bad Weather Day #1
 27-30: TAKS Testing

MAY 2009						
S	M	T	W	T	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						

1: TAKS Testing
 25: Memorial Day

JUNE 2009						
S	M	T	W	T	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				

3: 2nd Semester Ends/Last Day of School

Legend: ● General Holiday □ Staff Development/Prep Day ◐ Staff Development/Student Holiday * TAKS Testing Dates Subject to Change
 () 6 Weeks Grading Period (secondary) [] 9 Weeks Grading Period (elementary) * Elementary Early Release Day +Middle School Early Release Day
 Calendar Revised 6/18/08

2008-2009 School Calendar

Student Holidays and Important Dates

August 26.....	First Day of School
September 1	Labor Day
October 10.....	Staff Development Day
November 26-28	Thanksgiving Holidays
December 22-31	Winter Break
January 1-2.....	Winter Break
January 16.....	Staff Development Day
January 19	Martin Luther King Day
March 16-20.....	Spring Break
April 10	Spring Holiday/Bad Weather Day #2
April 13	Spring Holiday/Bad Weather Day #1
May 25	Memorial Day
June 3	Last Day of School
June 4	Staff Development/Work Day

Early Dismissal Dates for Elementary Students

Early Release for Pre-K Students is 7:30 a.m. – 9:30 a.m. and 10:45 a.m. – 12:45 p.m.
Kindergarten to 5th Grade students will be dismissed two hours early on the following dates:

October 9, 2008	For Parent/Teacher Conference Planning
October 21 & 23, 2008	For Parent/Teacher Conferences
May 1, 2009	For Parent/Teacher Conference Planning
May 12 & 14, 2009	For Parent/Teacher Conferences

Distribution Dates for Progress Reports and Report Cards

Progress reports and report cards in the elementary schools will be distributed on or about the dates listed below:

Nine Week Grading Periods	Progress Reports	Kindergarten Report Card	Report Cards Grades 1-5
August 26 – October 24	September 24	A Parent Teacher Conference will replace the report card for 1st reporting period	October 17
October 27 – January 16	December 3	January 9	January 9
January 8 – March 7	February 18	March 3	March 3
March 17 – June 2	April 29	June 3	June 3

General Information

Asbestos Regulations

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

Attendance and Absences

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Elementary attendance is taken at 9:00 a.m.

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A child required to attend school may be excused for temporary absences resulting from any cause acceptable to the teacher, administrator, or superintendent of the school district in which the child is enrolled. (Texas Education Code 25.087a)

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

Attendance for Credit

To receive credit in a class, a student must attend at 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 will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines (see guidelines at Board Policy FEC):

1. All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments, provided the student starts or returns to school on the same day as the appointment, will be considered days of attendance for this purpose. [See policies at FEB.]
2. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
4. The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
5. The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

Examples of extenuating circumstances:

1. An excused absence.
2. Days of suspension. If a student is suspended, the absences shall be considered as excused absences if the student satisfactorily completes the assignments for the period of suspension within a reasonable time determined by the District.
3. A student who has been referred to a juvenile court for delinquent conduct or conduct indicating a need for supervision shall receive an excused absence for any missed class when:
4. The assigned juvenile judge or probation officer has detained the student or required the student to participate in activities related to the student's referral;
5. Detention or participation in such activities resulted in absence from class;
6. The probation officer communicates the cause of the absence in writing to District personnel; and
7. The student successfully completes all missed assignments.
8. Late enrollment or early withdrawal of a migrant student as defined by 34 DFR 201.3.
9. Days missed as a runaway as defined by Family Code 51.03(b)(3).
10. Late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission (TYC).
11. Absences of a teen parent due to caring for his or her child.
12. Participation in a substance abuse rehabilitation program.
13. Homelessness, as defined in federal law.
14. Religious Holy Days: The District shall excuse the student from attending school for the purpose of observing religious holy days, including traveling for that purpose. If the student satisfactorily completes the makeup work the days will be counted as days of attendance. A reasonable time will be allowed for making up school work missed due to this type of absence. (Texas Education Code 25.087)
15. A student who has been referred to the Texas Department of Human Services or a county or local welfare unit on the basis that he or she has been abused or is neglected shall be excused when:
16. The assigned caseworker has required the student to participate in activities related to the student's referral;
17. Participation in such activities resulted in an absence from class;.
18. The caseworker communicates the cause of the absence in writing to District personnel; and
19. The student successfully completes all missed assignments.
20. Extracurricular Activities: Students who are participating in an extracurricular activity approved by the Board and under the direction of a professional staff member shall not be counted absent from school.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance, in order to receive credit will depend on whether the class is for a full semester or for a full year.

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

Parent's Note After An Absence

If a student is absent from school, the parent should notify the school office in the morning to explain why the student is absent. For the student whose parent has not notified the office by mid-morning, a campus representative will make every attempt to phone the parent at home or work to determine the reason for the child's absence. Upon return to school, the student should bring a note of explanation, regardless of whether the parent has been reached by phone on the day of the absence.

Doctor's Note After An Absence for Illness

When a student's absences for personal illness exceed five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also 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.

Bicycles

A bicycle rack is provided for bicycle storage during the school day, and each student is responsible for the security of his/her bicycle. Once students arrive on campus, they should dismount and walk their bikes to the bicycle rack. Students should always remember to pick up their bicycles later, should they leave early due to illness. Bicycles should never be left at school overnight. The school is not responsible for damaged or stolen bicycles. Student driven motor vehicles are not permitted on campus.

Bullying or Taunting Behaviors

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening, or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying [See FFI(Local)]

Cafeteria Services

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

Change of Home Address, Electronic Mail Address and/or Telephone Number

Students who change home address, electronic mail address and/or telephone number must inform the school records processor in writing within three school days of the change. Failure on the part of the parents/guardians to notify the school of a change of address and/or telephone number will prevent the school from communicating with parents/guardians.

If a change of address is outside the RRISD, the student shall be permitted to remain in attendance for the remainder of the school year upon receipt of 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. Postdated 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.

Class Changes

Due to changes in student enrollment, fiscal constraints, and district/state guidelines, teachers may be reassigned to a different grade level or campus during the school year. This action may result in students having a different teacher. If it is necessary to make such a class change, parents will be notified in advance.

Complaints

When concerns arise between parents/students and the campus, all parties are encouraged to work with a good faith effort to resolve those concerns. If there is no resolution, Board Policy FNG (Local and Legal) provides a more formal process to follow. This process has required timelines which must be followed. There is a 15 working day period during which the parent must inform the principal of the concern and attempt an informal resolution. If there is no resolution, no later than the 15th 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), at each campus or at the Legal Services Department in the central administration building. The Appendix contains a copy of Board Policy FNG (Local).

Computer Access – Acceptable Use

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

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

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

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

Counseling Program and Services

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

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

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

The school counselor is available to assist students with a wide range of personal and academic concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also provide information about community resources to address these concerns.

Directory Information

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

Under FERPA, the term "directory information" means information contained in an educational 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, photographs, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities, and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency attended. A student's parent or guardian's name, address, and telephone listing 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 records processor in writing on the form provided on the back of this handbook within ten days of receipt of the handbook.**

Categories of directory information, such as name, address and telephone numbers 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.

Disciplinary Alternative Educational Program (DAEP)

The District provides a Disciplinary Alternative Education Program (DAEP) which provides for students' educational and behavioral needs. More information on placement in the DAEP may be found in the Student Code of Conduct.

Discipline

A firm and fair discipline policy has been formulated on each campus. This policy fosters good communications and a positive working relationship between the home and school. The Board recognizes that a variety of disciplinary measures must be used with students who exhibit inappropriate behavior. Our teachers, in conjunction with parents, use a variety of techniques as outlined by Board policy. See the Code of Conduct for listings of inappropriate behaviors and disciplinary measures. 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).

Doctor/Dental Appointments

Although every effort should be made to schedule appointments with doctors and dentists at times other than school hours, if a student returns to school the same day or attends part of the day prior to the doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present. We ask that students be picked up for appointments in the main office. Students will not be permitted to wait outside for their ride. Parents of students arriving at school late or returning from an appointment are asked to sign their child in at the attendance desk in the office.

Dress Policy

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 inoffensive. The student and parent share in the responsibility for proper grooming of the student, however, the campus administrator has the final authority concerning propriety of clothes, hairstyle, and jewelry.

Unacceptable Clothing and Accessories

1. Shorts, skorts or skirts shorter than mid-thigh or shorter than the tips of the fingertips, whichever is shorter
2. Spandex shorts or pants
3. Shorts that are distracting, including wind shorts, jogging shorts, bicycling shorts/pants or other tight fitting shorts
4. Extremely short shirts, halter tops, tank tops or other shirts with deep-cut openings
5. Dresses or shirts that only partially cover the shoulders, i.e. spaghetti straps
6. Shirts that do not cover the midriff*
7. Any clothing which may reveal undergarments
8. Skirts that detract from the learning environment
9. Torn, cut, ripped, frayed jeans/clothing
10. Slacks/pants/shorts worn below the waist
11. Duster coats/trench coats
12. Tight fitting clothing
13. Clothing, accessories, or tattoos with reference to alcohol, drugs, sex, tobacco, vulgar language, violence, gang-related affiliation, or other symbols that detract from the learning environment
14. Gang-related attire (colors, bandanas, shoe laces, symbols)
15. Bedroom attire (pajamas, slippers, etc.)
16. Visible body piercing, including the tongue, eyebrow, excluding the ear**
17. Caps, hats, or any other head covering in the building
18. Excessive or distinctive make-up
19. Bandanas
20. Chains which have the potential to be used as a weapon
21. Collars intended for use on animals, including spiked collars
22. Hair which is not a natural human color (yellow, blue, pink, etc.) or which may cause disruption to the school environment
23. Wheeled footwear

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

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

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

Drills: Fire, Tornado, and Other Emergencies

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

Electronic Games/Equipment/Collectibles/Toys

Electronic games/toys, cameras/equipment, radios, tape recorders, laser pointers, and portable electronic music devices will not be permitted on campus or 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. Games 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 the replacement of 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, the district office, administrators, or teachers. Such calls tie up these telephones and hinder school personnel from receiving important closing information.

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

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

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

Each student should have on record the name, address, and telephone number of a person(s) designated by the parent to pick up his/her child in the event that parents are not at home.

In Case of Evacuation

1. Sound alarm.
2. Students will be moved to designated evacuation areas.
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 signal will sound when appropriate.

In Case of Tornado/Severe Weather

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 to protect 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 signal will sound when appropriate.

In Case of Lockdown Situation

1. Sound alarm – Administrator or designee will announce lock-down situation over the public address system or through another appropriate method established by the school.
2. Students will be moved to classrooms and other secured areas.
3. Exterior and interior doors will be locked.
4. Non emergency personnel will not be allowed in or out of the building until the all-clear signal is given.

In Case of Reverse Evacuation

1. Students who are outside will be moved into a building.
2. Lock-down procedures will be followed until emergency responders determine conditions are safe to resume normal operations.

Entrance Requirements

Students residing with parents or legal guardians are eligible for admission to Round Rock schools after completion of appropriate forms. Complete immunization records, legal proof of residence and an official birth certificate, hospital certificate, or passport are required. Contract for purchase of home or lease agreement are documents required for all students before they can be admitted to school. In accordance with state law, students who are five (5) years old on or before September 1 are eligible for the kindergarten program. A child may be enrolled in the first grade if he or she is at least six years of age on or before September 1.

Exceptions to the rule are made for students who have been enrolled in the first grade in the public schools in another state prior to transferring to a Texas public school or have completed kindergarten in the public schools in another state prior to transferring to a Texas public school. Students to whom the exception applies shall be enrolled in the first grade at the time of registration.

Students who are at least five years of age and have been enrolled for at least a half year (as determined by actual school days in the current RRISD school calendar) in a public kindergarten program in another state prior to enrolling in the District may remain in kindergarten provided space is available on the home campus (or the parent can provide transportation to another campus in which space is available). Also, in order to be promoted to first grade, students must demonstrate academic achievement or proficiency in skills and abilities required in kindergarten. [Board Policy FD (Local)]

Examination for Acceleration

To more appropriately challenge students Board Policy EEJB (Local) allows students who, without prior instruction, have already mastered content and skills in a particular grade level to advance to the next level. In elementary school, students must qualify to move ahead one entire grade level, therefore they must take district sanctioned tests in language arts, mathematics, science, and social studies. To qualify, students must score 90 %or higher on each of the four district sanctioned tests. Tests are administered twice a year at district cost. If parents choose not to wait until the next district testing date, they may contact the University of Texas k-16 Education Center which has developed the tests used by the District, and pay the fees to have the tests administered at their convenience. Please note that after nine weeks of instruction, the student is considered to have had prior instruction.

Students or parents interested in more information concerning the tests, eligibility, or qualifications for credit should contact the campus counselor for additional information and registration forms. September testing is conducted on the home campus, and June testing is held at a central location in the District.

Applications Due to Counselors
August 29, 2008
June 3, 2009

Test Dates
September 23, 24 & 25, 2008
June 23, 24 & 25, 2009

Exemptions from Instruction

Parents may provide written authorization for removal of a student from any class or activity if the parent believes it conflicts with the parent's religious or moral beliefs (Texas Education Code 26.010). 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.

Field Trips

Trips may be arranged for students during the school year, either curricular or extracurricular. Students making a school trip are expected to go by bus or school-endorsed transportation. Exceptions may be made if the student's parent or guardian personally requests in writing that the student be allowed to ride with the parent(s). All district and school rules are in effect on all school trips. Eligibility for all school field trips will be determined by the school administrator.

Food on School Campuses/Student Snacks

Food on RRISD campuses are governed by the Foods of Minimal Nutritional Value (FMNV) guidelines dictated by the State Commissioner of Agriculture and overseen by RRISD Food Services (www.squaremeals.org).

Elementary classrooms may serve one nutritious snack per day in the morning or afternoon (not during regular meal periods for that class) under the teacher's guidance. The classroom snack may be provided by the school food service, the teacher, parents or other groups and should be at no cost to students. Prepackaged snacks must comply with the fat and sugar limits of the Texas Public School Nutrition Policy, and must be single-size servings. All snacks (homemade and prepackaged) may not contain any FMNVs or consist of candy or dessert type items (cookies, cupcakes, pudding, ice cream or frozen desserts, etc.). There are strict penalties in place for violations of the Texas Public School Nutrition Policy.

Fund-raising Projects

Fundraising 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 fundraising drives but must obtain permission well in advance from the administrator and the District. At no time are parents or students permitted to hire companies to raise funds or to solicit by phone. Fundraising is not permitted on the campus except as approved by the administrator and the District.

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

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

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.

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

Grading System

In kindergarten, first grade, and second grade, student progress is reported using a developmental continuum representing the knowledge and skills appropriate for the age level of the student. In grades 3-5, students receive numerical grades.

The Round Rock Independent School District encourages each student to succeed. Therefore, a nine-week grade below a 50 earned by the student will be recorded as a 50 for that grading period. [Board Policy EIA (Local)]

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

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.

Harassment

The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color religion, gender, national origin, or any other basis prohibited by law. [See policy FFH]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that it negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity' creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the superintendent's office or at www.roundrockisd.org.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

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

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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:

1. Touching (arm, breast, buttock, or other parts of the body)
2. Verbal or written comments or stories of offensive nature
3. Name-calling, including racial or sexual epithets
4. Spreading sexual rumors
5. Leers, stares, howling, catcalls, whistles, making kissing sounds or smacking sounds, licking the lips suggestively, facial
6. Sexual or "dirty" jokes
7. Cartoons, pictures, and pornography
8. Using the computer to leave sexual messages
9. Gestures with the hands and body
10. Pressure for sexual activity
11. Cornering, blocking, standing too close, following, stalking
12. Conversations that are too personal
13. "Rating" an individual on a scale from 1 to 10
14. Obscene T-shirts, hats, pins
15. "Wedgies" (pulling underwear up at the waist so it goes in between the buttocks)
16. Sexual assault and attempted sexual assault
17. Rape
18. Massaging the neck, massaging the shoulders
19. Touching oneself sexually in front of others
20. Graffiti
21. Repeatedly asking someone out when he or she isn't interested
22. "Spiking"/"Pantsing" (pulling down someone's pants)
23. "Slam books" (lists of student names with derogatory sexual comments written about them by other students)
24. "Making out" in the hallway
25. Bullying with words or actions

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or comments from a teacher that are justified by a student's academic performance in the classroom.

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Report Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH (Local) for the appropriate districts officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(Local).

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.

Health Services

General Health

Please provide written notification to the campus nurse if your child has specific or chronic health problems.

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

Bacterial Meningitis

Bacterial meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with 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 damage or death.

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

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

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

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

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

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls.

The vaccine is safe and effective (85-90% of the time). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

For more information contact your campus nurse, family doctor, and the staff at your local or regional health department office. All are excellent sources for information on all contagious 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 and the Texas Department of State Health Services: www.dshs.state.tx.us

Contagious Diseases

Exclusion and Readmission:

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

When to Keep Your Child Home From School:

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

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

Fever:

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

Nuisance Diseases:

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

Vaccine Preventable Diseases:

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

Diarrheal Disease:

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

When a Contagious Disease is Diagnosed or Suspected:

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

1. Students or adults with fever will not be readmitted until the fever subsides (See Fever).
2. Students or adults with diarrhea will not be readmitted until diarrhea subsides (see Diarrheal Disease).
3. Students or adults with conjunctivitis, bacterial meningitis, or tuberculosis will not be readmitted without a note from the campus nurse.

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

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

Emergency Medical Treatment

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

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

Immunization Requirements

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The campus nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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.

Pre-Kindergarten

Effective September 1, 2005, children attending child-care facilities, pre-kindergarten, Head Start or other early childhood programs shall be immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, rubella, rubeola, Haemophilus influenzae type b, varicella, hepatitis B, **invasive pneumococcal** and **hepatitis A**. The **pneumococcal conjugate vaccine (PCV7)** is required for all children attending school programs and child-care facilities aged 2 months through 59 months of age and the **hepatitis A** vaccine (two doses separated by 6-18 months) is required for all children who are two years of age or older. Children will be allowed 18 months from the date of the first dose to complete the series for hepatitis A

Grades Kindergarten through 12 (K – 12)

3 year olds and 4 year olds (PRE K)

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

Kindergarten – Second Grade

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

Third Grade – Twelfth Grade

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

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

- * Other Schedules may apply
- ** Polio not required for students 18 years or older
- *** Two doses of varicella are required if child is ≥ 13 years old when 1st dose is given

✓ Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.
✓ Two doses of adult hepatitis B vaccine (Recombivax ®) are acceptable. Dosage and type of vaccine **must** be clearly documented. (Two 10 mcg/1.0 ml of Recombivax ®)
✓ Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, campus 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.

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 campus 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 have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Medication Procedures

1. Medications may be administered at school with a parent's written statement that there is a need for such medication and the parent provides the medication. This includes both prescription and over-the-counter medications. A written statement from a physician must be obtained if any prescription medication needs to be administered daily for more than 10 days (fax may be accepted).
It is suggested that parents request an extra labeled bottle from the pharmacist for sending medications to school. Students and/or parents will be notified when their medication supply is low and the empty bottle will be sent home for a refill. Refills should be delivered to the school health clinic.
2. Prescription medications must be in the original container, properly labeled with the student's name, medication name, dosing instructions and ordered by a physician licensed to practice in the United States.
3. Sample medications provided by a physician may be administered if those medications are accompanied by a signed note from the physician and are appropriately labeled with the student's name, medication name, dosing instructions and ordered by a physician licensed to practice in the United States.
4. Parents/guardians must deliver and pick up all medications that are controlled substances to the school health clinic. These medications (controlled substances) will be counted by the campus nurse upon receiving them and the count will be documented. The parent is responsible for obtaining these medications from the campus nurse at the end of the school year.
5. Medications must be stored in the locked medication cabinet in the school clinic and administered by health services personnel or other trained school employees. It is the student's responsibility to come to the school health clinic at the appropriate time to take their medication.
6. Non-prescription medications must be in the original container. The dosing directions on the over-the-counter packaging regarding age, amount and frequency of medication administration will be strictly followed. Requests to alter the dosage or frequency of medications must be accompanied by a physician's written note stating the dosage of medication to be given and that it is necessary to administer an alternative dosage at school (fax may be accepted).
7. Medications prescribed or requested to be given three times a day or less will not be given at school unless a specific time of administration during school hours is prescribed by a physician.
8. A student may be allowed to self-administer inhaled asthma medication, an Epi-pen, or diabetes treatment ONLY if the following conditions have been complied with:
 - a. Written permission from the physician allowing the student to self-medicate or treat and an Individual Health Care Plan for the student is on file in the school health clinic.
 - b. The nurse has counseled the parent and the student on the school's inability to monitor the student's health condition during the school day while self-medicating or treating.
 - c. The student complies with all campus safety policies.
9. No District employee shall administer herbal substances, anabolic steroids or dietary supplements of any type except as provided in RRISD Board Policy FFAC (Local): "Herbal substances or dietary supplements may be administered as prescribed by the physician, provided by the parent, and only if required by the Individualized Education Program or Section 504 plan of a student with disabilities." Dietary Supplements and herbals are not FDA approved.
10. In accordance with the Nurse Practice Act; Texas Administrative Code, Section 217.11, the Registered Nurse and the Licensed Vocational Nurse have the responsibility and authority to refuse to administer medications that, in the nurse's judgment, are contra-indicated for administration to the student.
11. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use the prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the campus nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the campus nurse or principal.
12. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or a school-related activity. See the campus nurse or principal for information. [Policy FFAC (Legal)]

State Mandated Health Screenings

Schools are required to screen for the following:

1. Vision and Hearing problems at PPCD, Pre-K, K, 1st, 3rd, 5th, 7th grades
2. Spinal at 5th and 8th grades
3. Acanthosis Nigricans at 1st, 3rd, 5th, and 7th grades.

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

Home Access Center (HAC)

The Home Access Center is a browser-based student information system that allows parents/guardians and high school students to view student information such as: demographics, attendance data, class schedules, discipline incidents, student progress, and report card grades. In addition, the Home Access Center allows the student and counselor, at the secondary level, to manage the student's four-year high school plan on-line.

Each high school 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.

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

Home Schooling

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

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

Identification Cards – Students

Each student is provided an ID without charge upon enrollment at an RRISD elementary school. A fee is charged for replacement IDs. Students use IDs to access lunch funds deposited with the school cafeteria and/or to check out library materials. An ID card ensures accuracy and efficiency in both cafeteria and library transactions.

Information Update

It is important that the registration form data be kept current. Please notify your child's school immediately of any change of phone number, address, alternate contact persons, or medical conditions. This is particularly of concern with regard to contacting you in case of an emergency. (See also Change of Home Address, Electronic Mail Address and/or Telephone Number.)

Instructional Day – Elementary

7:45 a.m. – 2:45 p.m.

Elementary students arriving before 7:25 a.m. will be unsupervised as no certified personnel are on duty. School personnel will supervise car/bus loading after school until 3:10 p.m. After 3:10 p.m., teachers and staff are involved in meetings and planning sessions. When a child is left at school after 4:00 p.m., the Department of Human Services (Child Protective Services) and/or the appropriate law enforcement agency may be notified.

LAW ENFORCEMENT

Question of Students

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 Board Policy GRA (Local).

Students Taken Into Custody

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.

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety. Refer to RRISD Board Policy GRA (Legal and Local).

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

Notification of Law Violations

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

The District is also required by state law to notify:

1. All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile 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 was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

Learning Support Services

The District provides learning support services for students who are gifted and talented, bilingual and English for Speakers of Other Languages (ESOL) students, students with dyslexia, and students in need of additional academic support, and for those with disabilities. These services shall modify the method of instruction, pacing, or materials, as appropriate, to provide full opportunity for learning the prescribed curriculum. 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.

Bilingual/English for Speakers of Other Languages

The bilingual and ESOL services are designed to help students of limited English proficiency become proficient in English. Students are placed in regular self-contained classes taught by teachers with special training. Spanish and Vietnamese speaking students who are in the bilingual program are instructed in their native language and English, as appropriate for the individual student. Speakers of other languages not in a bilingual program, are immersed into an all English curriculum with specialized instruction in the acquisition of English.

The service your child needs may be at a school other than the one for which (s)he is now registered. Should your child be required to attend another school to receive this service, bus transportation will be provided if your child meets the District's eligibility requirements. Please contact your child's school if you want more information about either the bilingual or ESOL service.

Dyslexia

Students identified as having characteristics of dyslexia and who meet Round Rock ISD's criteria for dyslexia, are eligible for services at their home campus. These services will be provided by an interventionist trained in dyslexia or related disorders, utilizing an instructional program targeted to meet the student's needs.

Families in Transition Program

The Families in Transition Program is designed to assist students experiencing a loss of housing due to economic hardship or financial difficulties, this includes unaccompanied youth with unstable housing. Eligible students 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 at 464-5955.

Migrant Education

The term "migratory child" means a child who is, or whose parents obtain temporary or seasonal employment in agricultural or related fields. The District assures that high-quality and comprehensive educational programs for migratory children exist to help reduce the educational disruptions and other problems that result from repeated moves. The programs ensure that

migratory children are provided appropriate educational services (including supportive services) that addresses their special needs in a coordinated and efficient manner so that they may successfully meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. For more information, please contact your campus Records Processor or call 464-5955.

Parent Resources and Opportunity (PRO) Centers

Parent Resource and Opportunity (PRO) Centers are located at every RRISD campus. The centers provide an environment that fosters a strong commitment to parent and family involvement while establishing a partnership with the entire campus community. The PRO centers are staffed with a part time parent liaison that collaborates with all stakeholders to enhance positive school relationships and increase parental involvement. At the centers, parents may acquire access to educational resources, obtain schedules regarding campus programs or district events and have opportunities to attend information sessions sponsored by campus, district or community organizations. Additional PRO Center information is located on your campus web site or by contacting your school.

Intervention Support

Interventionists are available on each elementary campus. Interventionists aid in educational planning for students identified as struggling to master the core curriculum. Targeted interventions are provided. Student response to interventions is monitored frequently to aid in educational decision-making.

S.T.A.R. Center

The Student Testing and Receiving Center is a registration and assessment office for immigrant students new to the country and to the school district. The center is located at Berkman Elementary, 400 West Anderson Ave. Families of students are referred to the center through their home schools, other families and /or community organizations. A variety of services is provided by the Center in collaboration with other District programs and partnerships with community agencies. A few of these services include: immunization clinics, nutrition and ESL classes. All services are provided free to families and are user friendly. Families may call 464-8333 for more information.

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 Children's Book Week and National Library Week.

Students may search the District union catalog, *iBistro*, both at school and from home. 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.

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 time line for corrective action is established. The report is then made available in the campus office.

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

Office Hours

Elementary school office hours are from 7:30 a.m. to 4:30 p.m. Monday-Thursday and 7:30 a.m. to 4:00 p.m. on Friday.

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 account 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 club/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.

Parent Teacher Association (PTA)

The Parent Teacher Association is an organization in which parents and teachers can become involved and support their school. It is a vital element in a successful school. We encourage you to join the PTA. Please consider becoming part of our school volunteer program. It is a way to help and at the same time learn more about what your child is learning in school. Information about membership and the volunteer program is sent home shortly after school begins.

Parental Expectations, Involvement, Responsibilities, and Rights

Education succeeds 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. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the Student Handbook (including the attached Student Code of Conduct) with your child, and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the administrator.
3. Become familiar with all of your child's school activities and with the academic programs offered in the District. Discuss with the teacher or administrator any questions you may have about your child or the school. Monitor your child's academic progress and contact teachers as needed.
4. Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

Pest Control Information

According to House Bill 853 of the 77th 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).

Physical Activity for Students

In accordance with Board Policy EHAB, EHAC, and FFA, the District will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. The District will annually assess 3rd-12th grade student's physical fitness by order of the Commissioner of Education rules included in 19TAC, Chapter 103. The Texas Education Agency has mandated the use of FitnessGram®, please see the fitness testing for all districts. For additional information about the use of FitnessGram®, please see www.fitnessgram.net. For additional information on the District's requirements and programs regarding elementary and middle school student physical activity requirements, please see the school administrator.

Pledges of Allegiance, Recitations, and a Minute of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States and Texas flags 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.

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless:

You provide a written statement requesting that your child be excused, or

The district determines that your child has a conscientious objection to the recitation, or

You are a representative of a foreign government to whom the United States government extends diplomatic immunity. [Policy EHBK (Legal).]

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.

Pre-Kindergarten

The Round Rock Independent School District offers a half-day pre-kindergarten program for students who live in the district and qualify. To be eligible for enrollment, a child must be four years of age by September 1 and must:

1. have a limited ability to speak and/or comprehend the English language; or
2. be homeless, as defined by [42 USC 11302]; or
3. be economically disadvantaged based on family income, food stamp/TANF case number, or documented foster child; or
4. be children of active duty uniformed members, which includes parents or guardians, of the Army, Navy, Marine Corps, Air Force or Coast Guard who are assigned to duty stations in Texas or who are Texans who have eligible children residing in Texas; or
5. be children of Guard and Reserve-Activated / Mobilized uniform members of the Texas National Guard-Army or Air Guard or the Activated / Mobilized members of the Reserve components of the Army, Navy, Marine Corps, Air Force or Coast Guard who are Texas residents regardless of the location of the reserve unit; or
6. be children of an Active Duty Service member /Mobilized Reservist/ Guardsman who was injured or wounded while serving on active duty, also qualifies
7. be children of military parents who are missing in action or who have died.

This program may be at a school other than your home campus. Should your child be required to attend another school to receive this program, bus transportation will be provided if your child meets the District's eligibility requirements. Contact your local school for further information.

Promotion/Placement/Retention

Kindergarten

Students will be promoted from kindergarten to first grade if the student:

1. Is marked at or above grade level in reading denoting no more than two indicators below a level three.
2. Is marked at or above grade level in writing denoting no more than two indicators below a level three.
3. Is marked at or above grade level in math denoting no more than five indicators below a level three.
4. Is marked at least a level two in all areas in social studies and science.

If this standard is not met, the teacher will communicate with the principal and parent(s) regarding the development of an improvement plan for first grade.

Grades 1-2

In grades 1-2, promotion to the next grade level shall be based upon student performance as reflected on the first and second grade report card. A student shall be promoted if the student:

1. Is marked at or above grade level in reading denoting no more than two indicators below a level three Is marked at or above grade level in writing denoting no more than two indicators below a level three..
2. Is marked at or above grade level in math denoting no more than five indicators below a level three Is marked at least a level two in all areas in social studies and science.

If this standard is not met, the teacher will communicate with the principal and parent(s) regarding the development of an improvement plan for the next grade.

Grades 3-5

Promotion from one grade level to the next in grades 3-5 shall be based on an overall average 70, on a scale of 100, based upon course-level/grade-level standards for all subject areas, and a grade of 70 or above in both math and language arts, and either science or social studies.

State of Texas Promotion & Retention Policy

I. Summary of Law

Senate Bill 4 signed into law in 1999 contains provisions to eliminate social promotion. This bill requires that student performance on the state assessments, Texas Assessment of Knowledge and Skills (TAKS), be used to trigger accelerated instruction and retest opportunities. It mandates the formation of grade placement committees to determine accelerated instruction and make promotion/retention decisions.

Texas Education Code 28.0211 states that a student may not be promoted to fourth grade if the student does not perform satisfactorily on the third grade reading TAKS test. The law also states that a student may not be promoted to the sixth grade if the student does not perform satisfactorily on the fifth grade reading and math TAKS tests.

II. Consequences of Not Performing Satisfactorily on the State Assessment(s)

After initially failing to perform satisfactorily, students must have at least two additional assessment opportunities. A student may be promoted once he/she performs satisfactorily on the second or third attempt.

Accelerated instruction in the applicable subject area must be provided each time a student fails to perform satisfactorily on the assessment. After a student fails to perform satisfactorily on the second assessment administration, a grade placement committee (principal or designee, parent/guardian, and the subject area teacher) shall prescribe the accelerated instruction to be provided.

The District shall notify the student's parent or guardian of the student's failure to perform satisfactorily on the assessment, the accelerated instruction program to which the student is assigned, and the possibility that the student might be retained.

If after three attempts the student fails to perform satisfactorily on the assessment and is retained, the student's parent or guardian may appeal the student's retention by submitting a request to the grade placement committee. A unanimous decision by this committee may decide in favor of a student's promotion if it is determined that if promoted and given accelerated reading instruction, the student is likely to perform at grade level. The grade placement committee decision is final and may not be appealed.

For all students who fail to perform satisfactorily on the assessment after three attempts, accelerated instruction must be provided during the next school year, regardless of whether the student has been promoted or retained. During the school year, the student shall be monitored to ensure the student is progressing according to the student's education plan to perform at the appropriate grade level at the conclusion of the school year. The District shall administer to the student the assessment for the grade level in which the student is placed at the time the District regularly administers the assessment instruments for that school year.

PUBLICATIONS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials from Students

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in five school days.

A student may appeal a principal's decision in accordance with policy FNG (Local). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Non-school Materials from Others

Written or printed materials, handbills, photographs, pictures, films, tapes or other visual or auditory materials not sponsored by district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any non-school materials must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within five school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

1. Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
2. Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(Local) or a non-curriculum related student group meeting held in accordance with FNAB(Local).
3. Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

Reading Assignments

This school year your child will read numerous books. Some of the books will be assigned by the classroom teacher, others will be self-selected. The books will be assigned based on your child's interests, reading level, and the Texas Essential Knowledge and Skills being learned. Because your child's reading abilities and interests change throughout the year, the reading selections will vary accordingly.

Parents/guardians can contact teachers with specific questions about their child's reading assignments and request titles their child will be assigned. The parent/guardian can request an alternate reading selection for his/her child. (Board Policy EFA)

Reporting Student Progress

The primary purpose of grading and grade reporting is to communicate clearly to students and parents information regarding student progress toward educational goals. The report card is one of many ways teachers communicate with parents regarding student progress. Report cards will be mailed or sent home with students after every nine weeks grading period for grades 1-5 and three times a year for kindergarten. In addition, parents and/or teachers may schedule conferences as needed.

Report Cards (see Distribution Dates on calendar pages.)

Pre-Kindergarten teacher's conference with parents during the first nine weeks of the school year to discuss student development and anticipated growth. At the end of the first semester, a written report regarding the student's progress is provided to the parent. Teachers conference with parents again in the spring and then provide a final written summary of student progress at the end of the school year.

Kindergarten, First Grade, and Second Grade report cards are aligned to the Texas Essential Knowledge and Skills (TEKS) and represent a student's progress through that curriculum. Students are expected to reach a level three in each area by the end of the school year. However, the age and maturity level of each child, his or her experiences, as well as classroom instruction affects developmental learning. Parents should not feel that all children should show the same rate of progress in each area to be successful.

Third Grade, Fourth Grade, and Fifth Grade report cards represent student progress in the content areas through a numerical grading system (see Grading System). Grades at or above 70 are passing and grades below 70 are failing.

Progress Reports

Midway through a grading period, Interim Progress Reports shall be sent to the parents if a student's performance in a core academic subject is consistently unsatisfactory (i.e. grade average lower than 70, border-line grade average, performance not meeting grade level expectations).

The teacher will contact the parent when a student's behavior or core academic performance is showing a consistent trend toward becoming unsatisfactory. Teachers are required to request a conference with parents of students who are not meeting grade level expectations (i.e. grade averages below 70).

Formal Parent/Teacher/Student Goal Setting Conferences

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. Parents will be requested to attend formal conferences for the purposes of goal setting and reporting student progress. The conferences will be held during the first and last nine weeks of school for students in pre-kindergarten through fifth grade.

Restitution

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

Safety

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

1. Avoiding conduct that is likely to put the student or other students at risk
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the 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 who are overseeing the welfare of students

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

School Health Advisory Council

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

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 or arresting officer, they may do so by contacting the appropriate law enforcement agency. See Board Policy GRA for additional information on SROs.

Scooters, Skateboards, Rollerblades, and Wheeled Footwear

A student is responsible for the security of his/her scooter, skateboard, and rollerblades. Once students arrive on campus, they should dismount and walk or carry their scooter, skateboard, and rollerblades to a designated area. Sneakers with retractable wheels are not allowed inside the school building. Scooters, skateboards, and rollerblades should not be left overnight at school.

Searches

Student desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are responsible for the security and contents of their assigned desk. Searches of desks may be conducted at any time there is reasonable cause to believe they contain articles or materials prohibited by the District, whether or not a student is present. The parent will be notified if any prohibited items are found on a student or in the student's desk.

Signing Students In/Out

Students must sign in/out when arriving after the tardy bell or leaving before the dismissal bell. Students who have reason to leave early during the day (such as illness, appointments) must be signed out in the office by a parent/guardian or person listed as an emergency contact. Students may not sign themselves out and go home alone.

Site-Based Advisory Committee

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

Special Education Services

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

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

When appropriate, students receiving special education services:

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

Each student who received 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 Services

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling 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 the evaluation is needed, the parent will be notified and asked to provide

informed written 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 the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [Policy FDB (Legal)]

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Linda Noy, Special Education Director at 512-464-5140.

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, for either the injury or the subsequent negotiations with any insurance company. The District does make available optional low-cost student accident insurance programs designed 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.

Student Records

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

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

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

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

Student Speakers

The District provides students the opportunity to introduce the following school events: elementary morning announcements, secondary morning announcements, National Honor Society, ROTC banquets, and FFA banquets. Students are eligible to introduce these events if they are in the highest two grade levels of the school, volunteer, and are not in a disciplinary placement at the time of the speaking event.

Student Support Team

The Student Support Team is a committee that meets when a staff member has a concern about a student. The purpose of the committee is to review information about the student and, if necessary, to determine appropriate interventions and/or program placement. Committee membership varies depending on the student, the campus, and the need for information about student performance.

Students With Disabilities

Section 504 Services

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of a disability and assures that students with disabilities have educational opportunities equal to those provided to non-disabled students. Students are eligible if they have a physical or mental impairment which substantially limits one or more major life activities. Major life activities include such functions as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. If a parent, teacher, or administrator suspects a student may be in need of Section 504 accommodations, they should contact the campus Section 504 administrator for information regarding referral procedures for 504 services.

Student Success Initiative

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, and to meet the passing standard on the Grade 5 and 8 TAKS reading and mathematics tests to be promoted to sixth and ninth grade respectively. The requirements also apply to students served by special education who take TAKS-I and TAKS-M Assessments.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

Talented and Gifted (TAG) Programs

The TAG programs are designed to meet the unique needs of each student identified for program services 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. Contact the campus TAG Specialist for specific information on the program including nomination deadlines.

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

Tardies

Parents are expected to ensure that their children arrive on time. A student is tardy if he/she is not in the classroom when the tardy bell rings at 7:45 a.m. Students must report to the office or designated school area when tardy. Parents will be notified when tardies are excessive. Perfect attendance awards may be impacted by tardies. Excessive tardies will be referred to the District Community Liaison. (Texas Education Code 25.094)

Telecommunication Devices

Any paging device, personal digital assistant (PDA), portable phone, 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 (7:30 a.m. – 3:00 p.m.).

Condition of use: Some electronic devices may be used in the classroom with teacher supervision.

If a student's electronic communication device emits an audible sound and/or the student is text messaging during the school day, he/she shall be disciplined.

Violations will be handled as follows:

1. Confiscation of the electronic communication devices; **and**
2. Notification to the parents that they may retrieve the electronic communication device; **and**
3. Charge to the owner of the device or to the student's parent an administrative fee of \$15 before the administrator releases the device (Education Code 37.082); **and**
4. In the event the student is uncooperative and/or disrespectful, assignment of disciplinary action if the student is uncooperative and/or disrespectful

Students will not be permitted to have cell phones or other electronic communication devices in the classroom during administration of any state assessment. Violations will be subject to the penalties noted above, and students violating this policy may have their test results invalidated. (Board Policy FNCE)

Testing

In addition to routine testing and other ongoing assessment of student progress, students at certain grade levels will take specific district and state tests:

1. *Developmental Reading Assessment (DRA)* – A diagnostic reading assessment is administered to all students in grades kindergarten through five.
2. *Otis-Lennon School Ability Test* is given to all students in grades two and four to measure the cognitive abilities that relate to a student's ability to learn in school.
3. *Texas Assessment of Knowledge and Skills (TAKS)* – Reading and mathematics tests are administered to all students in grades three, four, and five. Writing is administered in grade four and science is administered in grade five.
4. TAKS Modified (TAKS-M), - TAKS Accommodated (TAKS-A), and TAKS Alternative (TAKS-Alt) are assessments for special education students for whom the TAKS is not appropriate. These tests are administered at the same grade levels and subjects as the TAKS test.
5. *Texas English Language Proficiency Assessment System (TELPAS)* for reading, formerly Reading Proficiency Tests in English is an assessment for grades two through five for students who are designated as Limited English Proficient (LEP).
6. *Linguistically Accommodated test (LAT)* is an assessment for whom the TAKS tests are not appropriate for students who are LEP. LAT tests in reading and mathematics are administered to appropriate LEP students in grades three, four and five. Science is administered in grade five.

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

Textbooks

Textbooks, furnished free to all students, may be either issued individually or used as a class set. As mandated by state law, every textbook must be covered. Students are required to pay for any damaged or lost books. 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)

Transfer (In-District)

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

The legal residence of a student and his or her parent(s) or legal guardian establishes the school in which the student is eligible for completion in school-sponsored contests. The legal residence requires that the parent(s) 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. The required entry point for academy students is the freshman year. 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 into 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 transfer requested is between two high schools of different UIL classifications.

Transfer academy student 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.

The appropriate assistant superintendent 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 transfers requested 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 of in-District transfer requests are as follows:

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

Transfer (Out of District)

With the exception of non-resident children enrolled prior to May 31, 2007 and the children of District employees, RRISD does not accept out-of-district transfers.

An exception to this policy occurs if a nonresident family has leased, purchased, or contracted to build a residence in the District, with intent to move there, the District shall allow the children to enroll.

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

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if you child has been determined by the campus administrator to have been a victim of bullying as the term is defined by Education Code 25.0341 the principal's determination may not be appealed. Transportation is not provided for a transfer to another campus. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(Legal) and (Local).]

Transportation

General Information

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

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

Students who request to ride a bus different than their own or use a different bus stop, must obtain a Bus Rider permit from an administrator. A note signed by the parent or guardian requesting the change must be attached to the completed Bus Rider Permit and pre-approval obtained by an administrator. Permits must be given to the bus driver upon entering the bus. Buses scheduled as "full" may refuse to accept additional students even though a Bus Rider Permit has been issued.

Bus Rules

For the safety of students, driver and other persons, the following rules are to be enforced by the bus driver. Student riders are expected to obey these rules for their welfare. Misbehavior on the school bus will result in the student being referred to his/her

administrator for appropriate disciplinary measures, which may include being deprived of the privilege of riding the school bus. In the event a video monitoring system is in use on the bus, the film may be used as a basis for determining disciplinary action.

1. Passengers shall enter and exit the bus in an orderly manner.
2. Passengers will remain seated in an orderly manner while the bus is in motion and until the bus comes to a complete stop. Students must sit in their assigned seats at all times.
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, throw objects, or possess/use laser pointers inside or outside the school bus and 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. Blades or knives, or any kind must not be displayed at any time while passengers are on the bus. School officials may approve certain small animals in cages for school projects. Glass containers that would cause injury to passengers if broken should be enclosed in another protective container.
12. Passengers should always be at designated stops and are expected to arrive at the stops 5 minutes before scheduled bus pick-up times.
13. Passengers shall use appropriate language while on the bus and shall not engage in conversation or activities considered to be vulgar, abusive or demeaning.
14. Passengers shall wear classroom acceptable attire while on the bus.

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

First Bus Report in a School Year: The student will have a conference with the administrator or designee. Appropriate disciplinary action will be taken and the student at the administrator's discretion may be placed back on the bus. The parent will be notified of the offense, the conference or the disciplinary action taken.*

Second Bus Report in a School Year: If the student receives a second bus report, the student may have his/her bus privilege revoked for up to ten days.*

Third Bus Report in a School Year: If the student receives a third bus report, the student may have his/her bus privilege revoked for a minimum of 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, student may lose bus privileges for an undetermined length of time. A major offense includes any offense that does or could lead to unsafe operation of the bus or injury to a student, driver or other individual.

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

Vending Machines

The District has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. Vending machines are not available for student access at elementary level.

Videotaping/Recording

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

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

The Round Rock Independent School District uses the V-Soft Raptor visitor management system (commonly called Raptor) to allow schools to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The goal of this system is to better control access to all RRISD schools; thus providing enhanced protection for our students and staff. All visitors are asked to present photo identification when visiting a school for the first time and check in and out through the front office on every visit to the campus. Visitors must wear badges on the campus at all times.

Students are not allowed to bring unauthorized visitors to school. Parents are always welcome, but we request that they make an appointment to see a teacher, administrator, or to visit a classroom. Due to supervision and safety concerns during school hours, please do not bring students' siblings or other young children when visiting the classrooms, on field trips, class parties or other school functions unless specifically invited.

Withdrawal of Students

Please notify the school office prior to the day of withdrawal of your child in order for withdrawal papers to be prepared. Parents are responsible for clearing textbooks and library books prior to withdrawal.