Rosebud-Lott ISD

Parent/Student Handbook
2014-2015

Rosebud-Lott ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

ROSEBUD-LOTT ISD

2014 - 2015

Six Weeks Grading Periods
1st August 25-October 3 29 Days
2nd October 6-November 15 30 Days
3rd November 17-January 16 30 Days
Semester 1 89 Days

4th January 19-February 27 29 Days
5th March 2-April 24 34 Days
6th April 27-June 5 28 Days
Semester 2 91 Days

TOTAL 180 Days

Holidays
Labor Day September 1
Thanksgiving Break November 26-28
Christmas Break December 22-January 2
Presidents' Day February 16
Spring Break March 16-20
Memorial Day May 25

Bad Weather Days
April 3
May 22

Early Release Days
December 19
February 13
June 5

Staff In-Service Days
August 18-21
November 24-25

Staff Workdays
August 22

LEGEND

Beginning of Six Weeks	(
End of Six Weeks	)
Teacher In-Service Days	
Teacher Work Day	
Early Release Days	
School Closed/Holiday	
State Testing Days	
Bad Weather Days	

AUGUST

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JULY

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Rosebud-Lott ISD

Acknowledgment of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy of or to electronically access at http://rlisd.org the R-L ISD Student Handbook and the Student Code of Conduct for 2014-2015.

I have chosen to:

- ☐ Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- ☐ Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook [or the Code of Conduct], I should direct those questions to the appropriate campus principal at (see page 15).

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Rosebud-Lott ISD

Acknowledgment of Paper Copy of Student Handbook & Student Code of Conduct

My child and I have received a copy of the R-L ISD Student Handbook and Student Code of Conduct for 2014-2015. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook [or the Code], I should direct those questions to the appropriate campus principal at (see page 15).

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Rosebud-Lott ISD

Use of Student Work in District Publications

Occasionally, the Rosebud-Lott ISD wishes to display or publish student artwork, photos taken by the student, or other original work on the district's Web site, a Web site affiliated or sponsored by the district, such as a campus or classroom Web site, and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (**do give**) (**do not give**) the district permission to use my child's artwork, photos, or other original work in the manner described above.

Parent signature: _____

Date: _____

Notice Regarding Directory Information and
Parent's Response Regarding Release of Student Information

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want R-L ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 9, 2014/within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 25 for more information.]

For all purposes including school-sponsored, R-L ISD has designated the following information as directory information:

- Student's name
- Grade level
- Telephone Listing

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), (**do give**) (**do not give**) the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature _____ Date _____

Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 25 for more information.]

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (student's name), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature _____ Date _____

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PREFACE

To Students and Parents:

Welcome to school year 2014-2015! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The R-L ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term "parent", unless otherwise noted, is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the R-L ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook or as a separate document sent home to parents and posted on the district website or available in the appropriate campus principal's office.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the appropriate campus principal.

Campus Information:

Rosebud-Lott High School	(254) 583-7967	Todd Williams, Principal	twilliams@rlisd.org
Rosebud-Lott Middle School	(254) 583-7962	Todd Williams, Principal	twilliams@rlisd.org
Rosebud Primary School	(254) 583-7965	Boyd Rice, Principal	brice@rlisd.org
Lott Elementary School	(254) 584-4251	Natalie Parcus, Principal	nparcus@rlisd.org

Also, please complete and return to your child's campus the following forms included in this handbook or provided in the forms packet accompanying this handbook:

1. Student and Parent Acknowledgment Form;
2. Student Directory Information and Release of Student Information Form;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education Form, if you choose to restrict the release of information to these entities; and
4. Use of Student Work in District Publications

[See **Obtaining Information and Protecting Student Rights** on page 18 and **Directory Information** on page 25 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the superintendent's office or online at http://rlisd.org.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the R-L ISD Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 39 and **Academic Programs** on page 29.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the appropriate campus' school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 66.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact the Superintendent's Office.]
- Participating in campus parent organizations. Parent organizations include: Booster Clubs and PTOs.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Superintendent's Office.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 57.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Charmaine Knight and may be contacted at (254) 583-2498.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

"Opting Out" of Surveys and Activities (At the time of developing this handbook, this section does not apply to any campus.)

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

[Also see **Removing a Student from Human Sexuality Instruction** on page 19 for additional information.]

Displaying a Student's Artwork, Photos, and Other Original Work

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 23.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extra-curricular activity; or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

Removing a Student Temporarily from the Classroom

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

Scott & White Worth The Wait®

Beginning in the sixth grade and continuing through high school, the Scott & White Worth the Wait® curriculum provides factual, age-appropriate information that helps students understand that abstinence is the expected standard for teens. As students advance from grade to grade, they receive more detailed information and learn lessons that build upon knowledge acquired in previous years. Even so, each year's curriculum can also be used very effectively as a stand- along product.

6th Grade
Provides an introduction to puberty, teen pregnancy and STDs. Students also learn proactive life skills and goal setting.
7th Grade
Curriculum is more detailed, specifically regarding STDs and legal matters. Students learn refusal skills through role-playing.
8th Grade
Detailed information is given on STDs, teen pregnancy, and the laws concerning teens and sex. Role-playing is used to help students learn about peer pressure, goal setting and setting limits.
High School Health Class
Comprehensive lesson plans for older students, including an important section on healthy relationships.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

p.a.p.a. (High School Health Class)

The learning objectives of p.a.p.a. include: responsible parenting, a basic understanding of paternity and child support laws, skills for healthy relationships, financial implications of becoming a parent, impact of father involvement, benefits of stable family relationships on children, and relationship violence prevention. It should be noted that p.a.p.a. is not a sex education curriculum.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 65 and policy EC (LEGAL).]

Excusing a Student from Reciting a Portion of the Declaration of Independence

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 (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK (LEGAL).]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, submit a signed written statement to the campus principal stating this decision. A signed written request must be provided each school year.

You may choose to revoke this request at any time during the year by providing a signed written statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the superintendent or campus principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.

  [See **Bullying** on page 33, policy FDB, and policy FFI.]
- 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. [See policy FDE (LOCAL).]

- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB (LEGAL).]

Parents of Students with Disabilities with Other School-Aged Children in the Home

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. [See policy FDB (LOCAL).]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Providing Assistance to Students Who Have Learning Difficulties or Who 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 districts 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 evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, ***A Guide to the Admission, Review, and Dismissal Process***.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at http://www.texasprojectfirst.org/
- Partners Resource Network, at http://www.partnerstx.org/howPRNhelps.html

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is campus principal.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra

services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at http://www.tea.state.tx.us/index2.aspx?id=7995.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

  Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal or superintendent is the custodian of all records for students who have withdrawn or graduated.

A parent or eligible student may inspect records during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The mailing address of the superintendent's office is P.O. Box 638, Rosebud, TX 76570. The physical address is 1789 US Hwy. 77, Lott, TX 76656.

The addresses of the principals' offices are:

Rosebud-Lott High School P.O. Box 638, Rosebud, TX 76570	(254) 583-7967	Todd Williams, Principal	twilliams@rlisd.org
Rosebud-Lott Middle School P.O. Box 638, Rosebud, TX 76570	(254) 583-7962	Todd Williams, Principal	twilliams@rlisd.org
Rosebud Primary School P.O. Box 478, Rosebud, TX 76570	(254) 583-7965	Boyd Rice, Principal	brice@rlisd.org
Lott Elementary School 513 South 5th Street, Lott, TX 76656	(254) 584-4251	Natalie Parcus, Principal	nparcus@rlisd.org

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal or superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 66, and **Student or Parent Complaints and Concerns** on page 38 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at http://pol.tasb.org/Home/Index/457.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it.

However, the parent or an eligible student may prevent release of a student's directory information. This objection must be made in writing to the appropriate campus principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: school sponsored events and recognition.

For these specific school-sponsored purposes, the district would like to use your child's name; photograph; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent school previously attended; participation in officially recognized activities and sports; and weight and height, if a member of an athletic team. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the campus principal.

ABSENCES/ATTENDANCE

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. Two state laws—one dealing with compulsory attendance and the other with attendance for a student's final grade or 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 student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and may be subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

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 a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and or applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
- Mental health or therapy appointments; or

- Court-ordered family visitations or any other court-ordered activities, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences.

As listed in Section I at Accommodations for Children of Military Families, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Please see page 23 for that section.

Failure to Comply with Compulsory Attendance

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; 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:

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

For a student younger than 12 years of age, the student's parent could be charged an offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

[See policy FEA (LEGAL).]

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student in kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student 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 or a final grade lost because of absences. [See policy FEC.]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- 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.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- 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.
- 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 or a final grade.

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 or a final grade will depend on whether the class is for a full semester or for a full year.

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 9:00 a.m. during the second instructional hour.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Documentation after an Absence

When a student is absent from school, the student—upon arrival or return to school—**must bring a note signed by the parent that describes the reason for the absence**. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC (LOCAL).]

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A

verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 39 of this handbook and policies at EIF.]

ACCEPTABLE USE POLICY

I. INTRODUCTION

Internet Access, E-mail, and Videoconferencing Services for the Rosebud-Lott ISD network are provided solely for educational purposes and for use in connection with official duties, subject to these Acceptable Use Guidelines.

II. YOUR PRIVILIGES

Access to the Rosebud-Lott ISD network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system services and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension of access or termination of privileges and other disciplinary action consistent with Rosebud-Lott ISD.

As a user, right to privacy is limited in your electronic communication and work. Anything sent through electronic means is susceptible to access by others. In addition, Rosebud-Lott ISD reserves the right to periodically monitor system activities to ensure proper use of the Rosebud-Lott ISD network services.

All Rosebud-Lott ISD network users have the right to equal access to services. Some uses, however, will be given priority over other uses. For example, videoconferencing traffic will be given higher priority than Internet browsing traffic. In addition, videoconferences will be given different priorities based on a number of factors, including but not limited to partnerships involved, number of sites affected, urgency, availability, and student involvement.

You have the right to freedom from harassment. If you ever feel harassed or threatened by someone on the network, please bring it to the attention of district/site's computer network administrators.

As in any educational community, there will be intellectual freedom on the Rosebud-Lott ISD network. No viewpoint will be unfairly restricted. However, unorthodox viewpoints must take responsibility for the consequences of their words and opinions. In addition, members will be expected to abide by their district or school's policies regarding opinions, vulgarity, pornography, and other issues of professionalism. The network's objective is to provide an encouraging learning environment for students and educators, similar to a classroom setting.

III. YOUR RESPONSIBILITIES

Modeled after TASB Electronic Communication and Data Management
[See CQ (Local) for more information.]

Limited personal use of the Rosebud-Lott ISD network will be permitted if the use imposes no tangible cost to Rosebud-Lott ISD, does not unduly burden the Rosebud-Lott ISD network resources, and adheres to the following member responsibilities.

When Rosebud-Lott ISD network users agree to abide by these responsibilities, the users also agree that they will ensure that the students under their supervision will adhere to these responsibilities. In addition, users understand they will be held responsible for the actions of students, parents or community members while using Rosebud-Lott ISD network services.

To register your commitment to comply with the following acceptable use policies, you are required to submit the Rosebud-Lott ISD Acceptable Use Agreement form that matches the services that you will be using. This acknowledgement indicates your agreement with the general policies, as well as the specific policies for each particular service that you use.

These Acceptable Use Policies are subject to change. As services are added and changed, you may be asked to submit new compliance forms.

General

(These policies apply to all Rosebud-Lott ISD network users.)

1) The purpose of the Rosebud-Lott ISD network is for education and research. The main use of the network must be in support of education and research and consistent with the Rosebud-Lott ISD vision. Other uses of the network must comply with the rules and guidelines as defined herein.

2) Users shall not use the Rosebud-Lott ISD network for any unlawful purposes, such as the illegal copying or installation of software. All users must respect the legal protection provided by copyright license to software programs, web sites, books, magazine articles, music, video, film and data. The copying of Rosebud-Lott ISD software or files is prohibited.

3) Use of the Rosebud-Lott ISD network systems to attempt to gain access to remote systems is prohibited. Intentional attempts to "crash" the Rosebud-Lott ISD network systems or any other network system will be reported to the proper authorities and the district superintendent and/or campus administrator.

4) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software. Such code is often called a bug, virus, worm, Trojan Horse, or similar name. Attempts to introduce viruses into the Rosebud-Lott ISD network will be reported to the proper authorities and the district superintendent and/or campus administrator.

5) Users shall not use network services to annoy or harass others with language, images or threats. Users must respect the rights of others by not using language that is abusive, profane, or sexually offensive.

6) Users shall not deliberately access or create any obscene or objectionable information, language or images.

7) Users shall not intentionally damage the Rosebud-Lott ISD network equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

8) Users shall not physically tamper with computers, networks or other Rosebud-Lott ISD equipment.

9) Users shall not remove Rosebud-Lott ISD equipment from its location at the school without permission of the Director of Technology.

10) Users shall not distribute or post advertising for profit, for campaigns for political office, or for lobbying purposes on the Rosebud-Lott ISD network.

11) Users shall not distribute chain letters of any kind over the network.

12) Users will not attempt to hold Rosebud-Lott ISD responsible for any legal claim arising from use of Rosebud-Lott ISD network, including but not limited to claims of defamation, slander, libel, and invasion of privacy. Moreover, users agree to indemnify Rosebud-Lott ISD from any costs or losses incurred arising from such claims and/or copyright infringement claims made by third parties, including participants in videoconferencing sessions.

13) Users understand that neither Rosebud-Lott ISD is not responsible for the content or accuracy of any information transmitted over the Internet, through e-mail, or on the videoconferencing system.

14) Any Rosebud-Lott ISD network traffic that traverses another network may be subject to that network's acceptable use policy.

15) Users are responsible for the security of their individual login name and password. Users will be held responsible for any computer accessed and/or material accessed, created, or printed using their individual login name and password.

A. Internet

1) Users shall be responsible for any information submitted on or downloaded from the Internet. Rosebud-Lott ISD will not guarantee the security of any Social Security number, credit card number, bank account number, or other financial or personal information submitted on the Internet.

2) Users understand that Rosebud-Lott ISD will not guarantee the privacy of Internet browsing or other Internet communications.

3) Users will ensure compliance with the following for staff use of the Internet:
a. Staff shall not use access material that is obscene or is child pornography.

4) Users will ensure compliance with the following for student use of the Internet:

- Students shall not access material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses.

- Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.

- Students shall not engage in any illegal activities on the Internet.

- Students shall only use electronic mail and other forms of direct electronic communications for school-related purposes.

- Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

5) Any violation of school policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

B. E-mail

1) Users who apply for e-mail services must be an employee of Rosebud-Lott ISD.

2) Users shall not impersonate other Rosebud-Lott ISD network users. Applying for an e-mail user ID under false pretenses will be reported to the district superintendent or school administrator, and current Rosebud-Lott ISD network privileges will be revoked.

3) Decryption of the Rosebud-Lott ISD e-mail system or member e-mail passwords is prohibited.

4) Users understand that Rosebud-Lott ISD will not guarantee the privacy of e-mail messages.

5) Users understand that e-mail accounts will be deleted upon the termination of the user's active employment by Rosebud-Lott ISD.

6) Users understand that Rosebud-Lott ISD reserves the right to review any material on user accounts and to monitor file server space. When possible, permission will be requested in advance.

7) In monitoring, Rosebud-Lott ISD technology dept. will respect the privacy of users' e-mail accounts. Rosebud-Lott ISD technology dept. may request permission to view your e-mail files. Note that technology dept. as part of normal maintenance may access your files. This maintenance may include spot checks to ensure that inappropriate or copyrighted materials are not being kept in private folders.

C. Videoconferencing

1) Users are responsible for securing appropriate releases for all videoconference participants, including adult parent/guardian consent for releases for participants less than 18 years of age.

2) Users understand that audio or video copies of the videoconferences may be available to the public and the media under the Texas Public Information Act.

3) Users shall not hold Rosebud-Lott ISD or any of their employees responsible for costs incurred on inconveniences in the event of a videoconference that is delayed or canceled due to technical difficulties.

4) Rosebud-Lott ISD will not guarantee the privacy of videoconferences.

IV. ENFORCEMENT OF POLICY

1) Rosebud-Lott ISD will use a technology protection measure that blocks or filters Internet access to block access to some Internet sites that are not in accordance with their policy.

2) The technology protection measure that blocks or filters Internet access may be disabled by the technology dept. of Rosebud-Lott ISD for bonafide research purposes by an adult.

3) The technology dept. of Rosebud-Lott ISD may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.

4) The technology dept. of Rosebud-Lott ISD will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyber bullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **School Safety Transfers** on page 21.]

A copy of the district's policy is available in the appropriate campus' principal's office, superintendent's office, and on the district's Web site.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG (LOCAL).

[Also see **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41, **School Safety Transfers** on page 21, **Hazing** on page 54, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

Rosebud-Lott ISD Policy for Bullying Prevention

Rosebud-Lott ISD believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Rosebud-Lott ISD will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior including, but not limited to: direct

physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Rosebud-Lott ISD expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated by the reporting teacher and/or administrator. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school property Rosebud-Lott ISD will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Our school has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period whether on or off campus.

The ***Student Code of Conduct*** includes, but is not limited to:

* Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

* Students are expected to immediately report incidents of bullying to the principal or designee.

* Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

* If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

* All staff, students and their parents will receive a summary of this policy prohibiting bullying; at the beginning of the school year, as part of the student handbook and/or information packet, and as part of the school system's notification to parents.

* The school will make reasonable efforts to keep a report of bullying and the results of investigating confidential.

* Staff is expected to immediately intervene when they see a bullying incident occur.

* People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way. How is bullying being handled on each campus?

Teachers and support staff will be trained in order to be more aware of signs of bullying. Also, a reporting system is being established to inform school personnel of suspected and confirmed bullying incidents.

When a suspected incident has taken place, the student is expected to report to the nearest adult on campus. Once the report has been made, that adult will complete a form documenting the incident and give to the principal or school counselor. The school administration will then create a file to begin tracking the bullying incident.

The campus administration will take the following steps after receiving an incident report about a student committing an act of bullying:

* 1st report-The student will have a conference with the principal and receive a warning about his/her actions. Parents/guardians will be notified.

* 2nd report-The student's parents/guardians will be notified of the second incident, and the student will be suspended off campus for three days.

* 3rd report-Parents/guardians will be notified of the third incident, and the student will have a 30-day placement in the DAEP center in Marlin.

As a parent, what can I do about bullying if it occurs in the community?

Rosebud-Lott ISD strongly urges parents/guardians to report any aggressive behaviors against your child by others to the local authorities when this takes place in the community. The local law enforcement agencies need this in order to begin creating a file of these incidents.

Please remember that the key to bullying prevention is for it to be reported. Keeping silent only allows this inappropriate behavior to continue.

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in agricultural science, business, and technology education. Admission to these programs is based on student choice and schedule availability.

Rosebud-Lott ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page 64 for additional information regarding the district's efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at http://rlisd.org. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in-school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see: http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child abuse and neglect:

http://www.childwelfare.gov/pubs/factsheets/signs.cfm

http://sapn.nonprofitoffice.com

http://www.taasa.org/member/materials2.php

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports of abuse or neglect may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at http://www.txabusehotline.org).

CLASS RANK / HIGHEST RANKING STUDENT

Class Rank

The final GPA will be calculated at the end of the fifth six weeks. The sixth six weeks grades cannot be used because of lack of time. For ranking purposes only, the second semester average for the senior year will be the average of the 4th and 5th six weeks grades.

Valedictorian/Salutatorian

The student with the highest final GPA for high school work will be named the class valedictorian. The student with the second highest GPA shall be named the class salutatorian.
Students transferring from another school will be eligible for valedictorian and salutatorian honors, provided they complete the last two years at Rosebud-Lott High School and all other high school semester grade averages are available.

Honor Graduates

Students who have a final GPA of 3.0 or higher and have completed either the Recommended High School Program or the Distinguished Achievement Program shall be designated as an Honor Graduates.

Students graduating with a cumulative average of 3.5 or higher who have completed the Distinguished Achievement Program shall be designated as Summa Cum Laude Graduates (with Highest Honors-gold and white cord).

Students graduating with a cumulative average of 3.0-3.4 who have completed the Distinguished Achievement Program shall be designated as Magna Cum Laude Graduates (with Great Honors-blue and white cord).

Students graduating with a cumulative average of 3.0 or higher who have completed the Recommended Program shall be designated as Cum Laude Graduates (with Honors-green and white cord).

Students transferring from another school shall be eligible for valedictorian and salutatorian honors, provided they complete the last two years at the District's high school and all other high school semester grade averages are available.

[For further information, see policy EIC.]

Top Ten Percent of Class

Students who have a final GPA, which ranks them in the top 10% of the class, will be designated as Magna Cum Laude graduate.

CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day.

High School Students must be enrolled in a minimum of 240 instructional minutes in order to be considered full time. Seniors may be scheduled to leave campus for the day after 240 minutes of instructional time if they meet the following guidelines:

A. meet the full time student status,

B. meet the State of Texas testing requirements for graduation,

C. are on schedule to meet all other graduation requirements,

D. have documented notarized written parent permission if under the age of 18,

E. have no major discipline infractions.

Major discipline infractions shall include, but are not limited to:

- fighting,
- truancy,
- disrespect to faculty/staff,
- profanity,
- vandalism,
- bullying, and
- persistent violations of the student code of conduct.

Students leaving campus under this provision must maintain an average of at least 70 to ensure they maintain graduation status.

Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

Adding/Dropping a Course

A student may add/drop a course through the fifth day after entering Rosebud-Lott High School and not have the course entered on the Academic Achievement Record. If a student drops a course, he/she must enroll in another course at the same time. Parent approval is required before courses can be changed. The decision not to allow a student to drop a course may be appealed to the Principal.

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into some four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the fall 2015 term, the University will be admitting the top seven percent of the high school's graduating class. SAT and ACT scores are not necessarily a deciding factor for enrollment. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the school counselor or principal for further information about automatic admissions, the application process, and deadlines.

[See also **Class Rank/Highest Ranking Student** on page 36 for information specifically related to how the district calculates a student's rank in class].

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed Advanced Placement (AP), such as Calculus

- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Temple College; and
- Certain CTE courses.

Note that if a student wishes to enroll in a community college course at a college that does not include the high school within its service area, the student is limited by state law to enroll in no more than three courses of this type.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at http://rlisd.org.

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

- Interference with the transportation of students in vehicles owned or operated by the district.

Detention

Teachers and or campus principal may assign students detention before school, after school, or as they deem necessary (Lunch, Recess, PE, etc.). After school detention may be held until 6:00 p.m. and requires parents/guardians be provided 24 hours notice as directed by district policy.

Discipline Referrals

When a teacher has exhausted all other means of control for the student, the teacher will send the student to the office. All discipline infractions will be documented. If a student fails to return his/her copy to the principal's office, the principal may assign alternate consequences. Any faculty/staff member who corrects a student requiring more than a verbal correction will document and issue a discipline referral. Any faculty/staff member may fill out a discipline notice when the student fails to comply with the verbal correction.

In-school Suspension- ISS

Students may be assigned to In-school Suspension by an administrator in accordance with district policy. The suspension may be for more than one day at the administrator's discretion depending on the violation. Refusing to comply may result in more severe consequences. Any student assigned to In-school Suspension and/or Out of School Suspension is prohibited from attending any school-sponsored activity until the suspension has been completed.

Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students, who are identified as having head lice and/or nits by the school nurse or designee, will be sent home. Head lice are highly contagious and can rapidly spread to other people. Students identified as having head lice and/or nits will not be allowed to come to school until the head lice and/or nits have been treated and are no longer present.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8–11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, each student should work closely with the school counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Alternative Credit Sources

Any course taken in an alternative source **must be** awarded to a student through an accredited school district and by a transcript from the district awarding the credit.
Any grade earned through alternative credit sources will not be used in calculating a student's GPA. The grade made in the course will be placed on the transcript and the credit will be awarded, or a P/F will be indicated if the course was taken on a pass/fail basis. If the grade submitted to Rosebud-Lott is a letter grade, the letter grade will be transferred to a numerical grade using the system noted in the handbook under the section Determination of Grade Point Average.

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental issues, or substance abuse. A student who wishes to meet with the school counselor should schedule an appointment with the school counselor or campus office between class periods or during their lunch period. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[Also see **Substance Abuse Prevention and Intervention** on page 73 and **Suicide Awareness** on page 73.]

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBAA (LEGAL), FFE (LEGAL), and FFG (EXHIBIT).]

Course Credit

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

Correspondence Courses

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. A Student may be awarded two (2) credits by satisfactorily completing correspondence courses. This credit must be earned from the University of Texas, Division of Extension, in Austin, or from Texas Tech University, Division of Extension, in Lubbock. Correspondence credits from any other institution shall not be accepted. The student should check with the school counselor for information about enrolling in correspondence courses.
[For further information, see policies at EEJC.]

Credit Recovery

Students may regain credit in a class required for graduation by participating in the R-L credit recovery class taught during the school day. This is a mostly computer-based, individual class in which a student must complete the curriculum at a set mastery level.

The Learning Center

The Learning Center is designed for students who are behind in credits and cannot graduate on schedule. It is a mostly computer-based instructional setting. See application for details. (Application is available in the counselor's office.)

Summer School

[For further information, see **Promotion/Retention** on page 65 for more information.]

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

The school counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

[For further information, see the school counselor and policy EHDB (LOCAL).]

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees. The dates on which exams are scheduled during the 2014-2015 school year will be published in appropriate district publications and on the district's Website.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a district administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC (LOCAL).]

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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, disability, 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. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. 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 the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, 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 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.

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.

Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of 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.

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.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also 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 student might occur 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 negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting 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, school counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district 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 promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged 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.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective 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).

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

DISTANCE LEARNING

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 48.] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made by the campus principal, a student will not be allowed to enroll in a TxVSN course if the school offers the same or similar course.

For the additional distance learning opportunities available to our district students contact the high school counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

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.

The school newspaper and yearbook are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

[See **Directory Information for School-Sponsored Purposes** on page 25.]

Non-school Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of 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 within two school days.

The principal has designated a hallway bulletin board as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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 the 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 policy GKDA. To be considered for distribution, any non-school material 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 two 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:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- 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).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Any clothing or grooming that, in the principal's judgment, is distracting and interferes with the educational process or is disruptive to the school can be prohibited.

Students will not be given several warnings concerning the dress code. Students could get an automatic assignment to Saturday school.

Boys and Girls:

The following applies to both boys and girls:

1. All clothing must be appropriately sized and properly worn.
2. Clothing with obscene slogans or pictures with suggestive implications shall not be permitted.
3. Clothing referring to alcoholic beverages, narcotics, tobacco, or suggestive implications shall not be permitted.
4. Appropriate warm-ups are permitted.
5. Hats or caps are not to be brought into any building or worn in any building at any time, including the gyms.
6. Sunshades are not to be worn in the building unless prescribed by a doctor.
7. Underwear-type and tank-type shirts or tops are not acceptable and should not be visible.
8. See-through blouses or shirts and bare midriffs are not permitted.
9. Shoes must be worn. No flip-flops, shower-type shoes, beachwear, or house slippers may be worn.
10. Pants may not have holes in them.
11. Clothing with prejudicial or controversial pictures or words may not be worn.
12. Belts and over-all suspenders must be buckled properly.
13. Modest shorts may be worn, and the length shall be no shorter than 3 inches from the kneecap. They cannot be spandex, biker or running shorts, unhemmed, very tight, or shorts with holes or tears in them.
14. Pants/Shorts must be worn in such a manner that the belt line is at the normal waistline.
15. Students may not wear any apparel representing another school district's name, logo, or mascot. Students may wear professional and college apparel.
16. Students may not wear on the outside of their clothing any jewelry or similar artifacts that are obscene or distracting or that are likely to cause disruption to the educational environment
17. The following hairstyles or colorings are inappropriate grooming for any student at a school, school-related, or school-sanctioned activity:
    a. Spikes or other sculptured hairstyles.
    b. Neon or other hair colorings or bleaching, whether permanent or temporary, in a shade or tone that the principal determines to be unnatural, such as neon orange, neon pink, magenta, any shade of blue, any shade of green, violet, purple, white.
    c. Hair coloring or bleaching for the purpose of creating extreme differences in color, shade, or tone between sections of individual strands of hair or areas of the hair on the head, e.g. "tips."
    d. Patterns or designs shaved or cut into the hair, e.g. "Mohawks," partially shaved heads.
18. Students may not wear facial jewelry of any kind, other than non-distracting earrings worn on the ear. Male students may not wear earrings at all.
19. Any body piercing or tattoos must be covered at all times by wearing long sleeve shirts and/or long pants. Tattoos may be covered with a wrap or band-aids provided they remain covered. Rosebud-Lott ISD will not provide wraps or band-aids. Body piercing and tattoos must be covered at all times while students are under the school's jurisdiction, including all instructional and athletic events.
20. Students must wear *non-scuffing* athletic/tennis shoes during the PE period.

Girls Only:

1. Hair must be neat, clean, and well groomed at all times.
2. Halter-tops, spaghetti-strap, and back-less dresses are not allowed.
3. Dresses/Shorts shall be no shorter than 3 inches from the kneecap.
4. Distracting jewelry or other paraphernalia will not be allowed.
5. No earrings will be worn except in the ear.
6. No spiked hairdos are permitted.
7. If girls choose to wear form-fitting pants that come below the knee and are made of thin material, then the clothes worn over these pants must be an appropriate length.

Boys Only:

1. Hair must be neat, clean, and well groomed at all times. Hair must be clear of the face at all times. Hair shall not hang past the bottom of the shirt collar when combed down and the head is held upright. Hair cuts may be worn no longer than three inches in height from the scalp. No more than one streak is to be in the hair. This streak would represent a part. No designs shaved or cut into the hair.
2. Sideburns are allowed to the bottom of the ear.
3. Students must be clean shaven at all times
4. No earrings may be worn.
5. Shirttails that are made to be tucked in will be tucked in at all times.
6. No pigtails, ponytails, or hair accessories.
7. "Muscle shirts" are not permitted.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If the problem is not corrected, the parent/guardian will be contacted and/or disciplinary action shall be assigned in accordance with the Student Code of Conduct.

The campus principal will have the final authority in making determinations about questionable attire and grooming.

Repeat offenses will result in more serious disciplinary action.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Texas has banned the use of hand-held phones and texting in school zones.

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent/guardian may pick up the confiscated telecommunications device from the principal's office at the end of the day for a fee of $15. In addition, if any mobile telephone is "on" when taken up, the student shall receive discipline action.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 69 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 69 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child http://beforeyoutext.com, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

END-OF-COURSE (EOC) ASSESSMENTS

See **Graduation** on page 51 and **Standardized Testing** on page 70.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in-school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See http://www.uiltexas.org for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 12 absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- For safety and security purposes, all students and guests under the age of 18 attending athletic and/or school related events and activities such as: football games, volleyball games, basketball games, baseball/softball games, and graduation ceremonies will be required to be supervised by a parent or responsible adult upon arrival, remain supervised throughout the event or activity, and must be seated in the bleachers at all times. **As a courtesy to all visitors and guests, students will not be allowed to run around and/or horseplay.**

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Non-curriculum-Related Groups** on page 69.]

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: FFA, National Honor Society, National Junior Honor Society, Student Council, Band, and Class Officers.

FEES

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

- Costs for materials for a class project that the student will keep.
- Students in grades 6-12 will be issued a district-owned MacBook as long as they are a student at Rosebud-Lott High School or Middle School. The laptop is intended for educational purposes only, and will be issued upon the student's and parent/guardian's signed acceptance of the terms of the Student Laptop Pledge, Rosebud-Lott ISD Acceptable Use Policy, and pay a required $30 usage fee.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.

  K-12th grades --- $15/day

  (The length of summer school (# of days) will be determined by campus leadership teams.)

  High school will offer summer school to students for credit recovery provided certified personnel are available.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 79.]
- A fee not to exceed $10/per day or $50/per week for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GENDER-BASED HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Any Rosebud-Lott Middle School student who is taking a course for high school credit that has an End of Course exam tied to it must take the End of Course exam.

If a student is receiving special education services from the district, that student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used.

Semester Test Exemptions:

Most Recent State Standardized Test

For the 2014-2015 school year, students in the 9th, 10th, and 11th grades must have passed their most recent State Standardized Test to meet exemption status for the spring semester exams. Underclassmen are not eligible to be exempt for the fall semester exams.

For the 2014-2015 school year, Seniors may exempt from fall and spring semester exams if they have completed and passed their State Standardized Tests for graduation.

Absences

Seniors (Semester Requirements)

Students with a term average of 80, can have no absences.

Students with a term average of 84, can have no more than 1 excused absence.

Students with a term average of 90, can have no more than 2 excused absences.

Students with a term average of 94, can have no more than 3 excused absences.

Juniors, Sophomores, and Freshmen (School Year Requirements)

Students with a term average of 80, can have no absences.

Students with a term average of 84, can have no more than 2 excused absence.

Students with a term average of 90, can have no more than 4 excused absences.

Students with a term average of 94, can have no more than 6 excused absences.

Students may not have any UNEXCUSED absences in order to be exempted from semester exams.

Note: Documentation (parent note, doctor note, etc.) for records is accepted NO LATER than THREE DAYS after the absence.

Discipline

Exempt students must have a clean discipline record.

This means no suspensions, no time in DAEP, no time spent in OCS, and no swats.

Exemptions Available

Seniors may exempt from all classes that they are eligible to be exempt from each semester.

Juniors may exempt from a maximum of three classes that they are eligible to be exempt from in the spring semester.

Sophomores may exempt from a maximum of two classes that they are eligible to be exempt from in the spring semester.

Freshmen may exempt from a maximum of one class that they are eligible to be exempt from in the spring semester.

Excused Absence:

A student may be excused for temporary absences resulting from personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, doctor or dentist appointments, religious holidays, or any other unusual causes acceptable to the principal or their attendance officer.

Two examples of an excused absence for exemption purposes only, is one that a student:

goes to the doctor/dentist and misses the whole day, or more than one day and brings a doctor's/dentist's note when he returns;

has a doctor's/dentist's note with specific dates stating that the student must be out of school by doctor's orders.

If a student misses only **part** of the day (example: goes to the doctor/dentist in the morning and returns to school at some point of the same day, with a doctor/dentist note, or comes to school and leaves during the day for a doctor/dentist appointment and returns the next day with a doctor/dentist note), the absence will not count against him for exemption purposes. The student must be present for a portion of the day and return with a doctor/dentist note.

Note: Documentation (parent note, doctor note, etc.) for records is accepted NO LATER than THREE DAYS after the absence.

Unexcused Absence: Absences that are not excused by law, board policy or that are not for approved extracurricular activities shall be designated as unexcused, ***even if the student has parental permission to be absent.***

Also see **Report Cards/Progress Reports and Conferences** on page 84 for additional information on grading guidelines.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;

- Complete any locally required courses in addition to the courses mandated by the state; and
- Achieve passing scores on certain end-of-course (EOC) assessments.

Beginning with students who entered grade 9 in the 2011–2012 school year, students are required, with limited exception, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and US History. A student who does not achieve sufficient scores on the EOC assessments will be provided remediation in the content area(s) for which the performance standard was not met. Retesting opportunities will also be provided in accordance with TEA schedules.

Also see **Standardized Testing** on page 70 for more information.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 in the 2014-2015 school yea and thereafter must complete the curriculum requirements for the Foundation High School Program and at least one endorsement, in accordance with House Bill 5, passed last year by the 83rd Texas Legislature. A student may graduate under the Foundation High School Program without earning an endorsement if, after the student's sophomore year:

(1) the student and the student's parent or person standing in parental relation to the student are advised by a school counselor of the specific benefits of graduating from high school with one or more endorsements; and

(2) the student's parent or person standing in parental relation to the student files with a school counselor written permission, on a form adopted by TEA, allowing the student to graduate under the Foundation High School Program without earning an endorsement.

A student may earn a distinguished level of achievement by successfully completing the curriculum requirements for the Foundation High School Program and the curriculum requirements for at least one endorsement required by the Texas Education Code, including four credits in science and four credits in mathematics to include Algebra II.

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Foundation Program	Number of credits Foundation with Endorsement
English/LanguageArts	4	4
Mathematics	3	4
Science	3	4
Social Studies, including Economics	3	3
Physical Education*	1	1
Language other than English	2	2
Fine Arts	1	1
Electives	5 credits	7 credits
Miscellaneous	Effective for grade 9 in 2012-2013, all students will be assigned in Teen Leadership	Effective for grade 9 in 2012-2013, all students will be assigned in Teen Leadership
TOTAL	22 credits	26 credits

* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

Performance Acknowledgements

A student may earn a performance acknowledgment on the student's diploma and transcript in a variety of ways:

1) For outstanding performance in a dual credit course by successfully completing:
   a. at least 12 hours of college academic courses, including those taken for dual credit as part of the Texas core curriculum; or
   b. an associate degree while in high school
2) For outstanding performance in bilingualism and biliteracy by
   a. completing all English language arts requirements and maintaining a minimum grade of 80 on a scale of 100 AND completing a minimum of three credits in the same language in a language other than English with a minimum of 80 on a scale of 100; AND
   b. participated in and met the exit criteria for a bilingual or ESL program; and scored at the Advanced High level on the TELPAS
3) For outstanding performance on a College Board Advanced Placement examination by earning a score of 3 or above
4) For outstanding performance on the PSAT®, the ACT-PLAN®, the SAT®, or the ACT® by:
   a. earning a score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation;
   b. achieving the college readiness benchmark score on at least two of the four subject tests on the ACT-PLAN® examination
   c. earning a combined critical reading and mathematics score of at least 1250 on the SAT®; or
   d. earning a composite score on the ACT® examination of 28 (excluding the writing subscore).
5) Earning a nationally or internationally recognized business or industry certification or license

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated EOC tests required for graduation.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH (LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the

general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **Standardized Testing** for additional information.] .

Graduation Activities

Graduation activities will include:

- Senior Scholarship Awards Night
- Graduation Ceremony

Graduation Speakers

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[For student speakers at other school events, see **Student Speakers** on page 72.]

[See FNA(LOCAL) and the Student Code of Conduct.]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 49.]

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the requirements for the Foundation High School Program + 1 (or more) Endorsements, may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 33 and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Student Illness

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?

  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 potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

  Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

  The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

  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.

- How is bacterial meningitis spread?

  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, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

  Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

  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 percent). 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.*

- What should you do if you think you or a friend might have bacterial meningitis?

  You should seek prompt medical attention.

- Where can you get more information?

  Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov, and the Department of State Health Services, http://www.dshs.state.tx.us.

* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to **Immunizations**, below, for more information.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at http://rlisd.org. [See also policy at FFAF]

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at http://www.dshs.state.tx.us/schoolhealth/lice.shtm.

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, EHBG, and FFA the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the Director of Special Programs. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** on page 19 for additional information.]

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the Director of Special Programs to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. [See policies at CO and FFA.]

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in-school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Michael Rasmussen, the district's designated asbestos coordinator, at (254) 583-7967.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours

before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Michael Rasmussen, the district's IPM coordinator, at (254) 583-7967.

HIGH-ENERGY DRINKS ON CAMPUS

Rosebud-Lott High School is banning all high-energy drinks from campus. The central ingredient in most high-energy drinks is caffeine, the same stimulant found in coffee or tea, often in the form of guarana or yerba mate. A variety of negative physiological effects have been attributed to high-energy drinks and their ingredients. Excess consumption of high-energy drinks may induce mild to moderate euphoria primarily caused by stimulant properties of caffeine and may also induce agitation, anxiety, irritability, and insomnia. This is a preventative measure, as all research shows that consuming high-energy drinks can have a detrimental impact on the ability of young people to concentrate in class.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Charmaine Knight, at (254) 583-7962.

HOMEWORK

Homework or homework assignment

Refers to tasks assigned to students by their teachers to be completed mostly outside of class, and derives its name from the fact that most students do the majority of such work at home. Common homework assignments may include a quantity or period of reading to be performed, writing or typing to be completed, problems to be solved, a school project to be built (such as a diorama or display), or other skills to be practiced.

Main objectives and reasons for homework

The basic objectives of assigning homework to students are the same as schooling in general: To increase the knowledge and improve the abilities and skills of the students. However, opponents of homework cite homework as rote, or grind work, designed to take up children's time, without offering tangible benefit. Homework may be designed to reinforce what students have already learned, prepare them for upcoming (or complex or difficult) lessons, extend what they know by having them apply it to new situations, or to integrate their abilities by applying many different skills to a single task. Homework also provides an opportunity for parents to participate in their children's education.

IMMUNIZATION

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 (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at https://webds.dshs.state.tx.us/immco/affidavit.shtm. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the TDSHS Web site: http://www.dshs.state.tx.us/immunize/school/default.shtm.]

As noted above at **Bacterial Meningitis**, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- 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.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- 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.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- 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.
- To comply with a properly issued directive to take a student into custody.

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

The principal will immediately notify the superintendent and 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, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL (LEGAL) and GRAA (LEGAL).]

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

MAKEUP WORK

Makeup Work Because of Absence

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." [See also **Attendance for Credit or Final Grade** on page 27.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

DAEP Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA (LEGAL).]

In-School Suspension (ISS) Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO (LEGAL).]

ZERO INTERVENTION PROGRAM (ZIP) ACADEMIC

We believe that every student can learn and we are committed to providing equitable opportunities for learning to all students. The Zero Intervention Program (ZIP) is an **academic** intervention strategy designed to assist students in developing self-discipline, responsibility, and accountability for timely completion of their classroom assignments. Students who routinely fail to complete assignments fall behind their peers, fail to attain the required knowledge to advance, and are at a greater risk for grade-level retention and to become a high school dropout.
Students who fail to complete and turn-in assignments receive a zero for not completing required work in the specified time. Typically, students do not realize the impact that just one zero has on their average.

The following example demonstrates the effect of one zero:

> "Susie" has 10 daily problem set grades in Math. She received a 75% on each problem set, thus 10 X 75 = 750, and 750 / 10 = 75%. "Susie" is passing with a 'C'. However, "Bobby" also has 10 daily problem set grades in Math. He received a 75% on all 9 assignments that he completed and turned-in, but he received a zero for one assignment that he failed to complete or turn-in. Thus, (9 x 75) + 0 = 675 + 0 = 675, and 675 / 10 = 67.5%. "Bobby" is failing with an 'F'.

ZIP Academic Intervention is intended to help students eliminate zeroes and enhance student achievement and performance. On Thursday of each week, beginning the first week of the school year, teachers will provide the students who have one or more assignments not turned in notification of their ZIP assignment and will contact parents by phone/E-mail to inform them of the ZIP assignment. Students with one or more missing assignments will be assigned a four-hour ZIP detention on the Saturday of that week, from 8:00 a.m.-12:00 p.m.

ZIP will be supervised by an R-LISD Employee, and parents are welcome to attend and assist their child in completing their zero assignments.

Students assigned to ZIP may work on other assignments or read an A/R or library book after completing all missing/zero assignments. Zero assignments completed and turned-in by Noon on the day of ZIP may receive up to a **70%** grade. Teachers will replace the zero assignment grade(s) in their grade book. However, assignments not completed and turned-in by the end of ZIP will remain a recorded zero.

Students who fail to attend an assigned ZIP will be assigned one full day of OCS, and previous zero assignments will be completed in OCS. **Students who, are absent from school on the day ZIP notices are issued must have all missing/zero assignments turned in by 7:40 a.m. on the next school day attended or they will be assigned a Saturday school or OCS.**

MEALS

Prices

RPS and LES	Breakfast is FREE!	
	Lunch (Full Pay) - $2.25	Lunch (Reduced Pay) - $0.40
Middle School	Breakfast is FREE!	
	Lunch (Full Pay) - $2.50	Lunch (Reduced Pay) - $0.40
High School	Breakfast (Full Pay) - $2.25	Breakfast (Reduced Pay) - $0.30
	Lunch (Full Pay) - $2.50	Lunch (Reduced Pay) - $0.40

mySchoolBucks

Rosebud-Lott ISD's Food Service Department is excited to provide you with a convenient and secure online payment service called mySchoolBucks. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines move along much faster, which gives your child more time to eat and be with friends.

This new service is currently available.

To access this service:

1. Go to the district web site at http://www.rlisd.org/ .
2. Click the Food Services link.
3. Click the mySchoolBucks link under district news
4. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number. The instructions listed on the back of this page will guide you through the process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is $1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the $1.95 fee once per deposit transaction. Rosebud-Lott ISD will not profit from the use of this site. Please Note: You may fund up to $120 per child, but a family may pay for all of their children on a single transaction.

We are very excited to offer this new service and are confident that mySchoolBucks will benefit you, your child and our District. If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to Rosebud-Lott ISD. Please remember to write your **child's full name** on the check.

If you have any questions about this new service, please feel free to contact Valerie Gausemeier at 254-583-2498. **Registering for a FREE mySchoolBucks Account:**

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office.
- Go to the district website at http://www.rlisd.org/, then click on mySchoolBucks under District News then click on the link to mySchoolBucks OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information**.**
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**.
- Select your child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click ADD ANOTHER STUDENT to repeat the process for additional children.

Making a Deposit:

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount click CONTINUE SHOPPING.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- Click **FINISH** to complete the transaction.

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use 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 school nurse or designee 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 school nurse, principal, or designee.

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 at a school-related activity. See the school nurse, principal, or designee for information. [See policy FFAF (LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. 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. [For further information, see policies at FFAC.]

NON-DISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, R-L ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Anthony Price, Superintendent; 1789 US Hwy. 77, Lott, TX 76656; (254) 583-7967.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Anthony Price, Superintendent; 1789 US Hwy. 77, Lott, TX 76656; (254) 583-7967.
- All other concerns regarding discrimination: See the superintendent, Anthony Price at (254) 583-4510.

[See policies FB (LOCAL) and FFH (LOCAL).]

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 51.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

VISION AND HEARING SCREENING:

Who must be screened: When Screening must be done

Any other first time entrants Before the end of the first semester
(4 yrs through 12th grade)

SCOLIOSIS SCREENING:

A spinal screening will be conducted each year on 9th graders. Boys and girls are screened separately. Parents/Guardians are notified of any significant findings.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 20.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC (LEGAL) for more information.]

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 1–6, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 by averaging the final numerical score for language arts, reading, social studies, science, and mathematics. In addition, students shall attain an average of 70 or above in both reading and mathematics. For prekindergarten and kindergarten, the District shall retain a student only at a parent's request.

In grades 7–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

In grades 9-12, promotion is based on the number of course credits earned.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade

level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will be required to take an applicable state mandated assessment for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

[See **Standardized Testing** on page 70.]

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a school counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the [first three weeks of a grading period, parents will be given a written progress report. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be

requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 17 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal or superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment 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. [See policy EIA (LOCAL) and **Grading Guidelines** on page 59.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within three school days.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

SAFETY

Student safety on campus, at school-related events, and on district vehicles is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Drills: Fire, Tornado, and Other Emergencies

From time to time, 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 others in charge quickly, quietly, and in an orderly manner.

Fire Drill Bells

3 bells/whistles	leave the building
1 bell/whistle	halt; stand at attention
2 bells/whistles	return to the classroom

Tornado Drill Bells

1 continuous bell/whistle	move quietly but quickly to the designated locations
2 bells/whistles	return to the classroom

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SAT, ACT, AND OTHER STANDARDIZED TESTS

See **Standardized Testing** on page 68.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:30 a.m.

- Cafeteria

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Cafeteria Director to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO (LEGAL).]

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Monday-Friday 7:30 a.m.-4:30 p.m.

Meetings of Non-curriculum-Related Groups

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL).

A list of these groups is available in the principal's office.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

Telecommunications and Other Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF (LEGAL) for more information.]

Vehicles on Campus

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

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Drug-Testing

[For further information, see policy FNF (LOCAL). Also see **Steroids** on page 72.]

SEXUAL HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 41.]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Director of Special Programs.

Accessibility: For individuals who cannot access the principal's or nurse's office because of a disability or other condition, these services can be provided in the counselor's office. Please contact principal/administrator at the student's designated campus/school.

STANDARDIZED TESTING

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 65 for additional information.

STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011–2012 school year was the first year of implementation of the STAAR testing program. For students who take the STAAR assessments required for grades 3–8 each spring, parents will be informed of their child's performance once the results of these assessments are received by the district.

Student & District Success Initiatives

The Student and District Success Initiatives below apply to students in Grades 3-8 only. The students must pass all STAAR Tests under SSI and/or DSI in order to meet promotion standards.

Grade Level	Student Success Initiative (SSI)	District Success Initiative (DSI)
3rd		Reading & Mathematics
4th		Reading, Mathematics, & Writing
5th	Reading	Mathematics & Science
6th		Reading & Mathematics
7th		Reading, Mathematics, & Writing
8th	Reading	Mathematics, Science, & Social Studies

Student Success Initiative (SSI)

According to the Texas Education Agency (T.E.A.), the Student Success Initiative (SSI) was suspended for the 2011-2012 school year. It was reinstated beginning with the 2012-2013 school year.

Students under the Student Success Initiative (SSI) will have 3 opportunities to pass their respective STAAR tests in order to meet promotion standards.

- 5th graders must pass Reading (2014-2015)
- 8th graders must pass Reading (2014-2015)

District Success Initiative (DSI)

Students under the District Success Initiative (DSI) will have 2 opportunities to pass their respective STAAR tests in order to meet promotion standards.

- 3rd graders must pass both Reading and Mathematics
- 4th graders must pass Reading, Mathematics, and Writing
- 5th graders must pass both Mathematics and Science
- 6th graders must pass both Reading and Mathematics
- 7th graders must pass Reading, Mathematics, and Writing
- 8th graders must pass Mathematics, Science, and Social Studies

Grade Placement Committee meetings for SSI and DSI will take place in accordance to T.E.A. requirements after each test administration to discuss progress and promotion/retention for students that did not meet the passing standard.

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, and, as modified by House Bill 5, end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology

- United States History

Satisfactory performance on the applicable assessments will be required for graduation.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

Also see **Graduation** on page 61 for additional information.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Beginning in fall 2013, all Texas public colleges and universities will begin administering a new TSI assessment, which will assist as one of several factors in determining whether the student is considered ready to enroll in college-level courses or whether the student needs to enroll in what is termed developmental education courses prior to enrollment in college level courses.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uiltexas.org/health/steroid-information.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in the custody of the state and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact Charmaine Knight, Coordinator of Special Programs, who has been designated as the district's liaison for children in the conservatorship of the state, at (254) 583-7967 with any questions.

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events: athletic events, graduation, and other school audiences at designated events. If a student meets the eligibility criteria and wishes to introduce one of the school events listed above, the student should submit his or her name in accordance with policy FNA (LOCAL).

[See policy FNA (LOCAL) regarding other speaking opportunities and **Graduation** on page 51 for information related to student speech at graduation ceremonies.]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: http://www.dshs.state.tx.us/mhsa-child-adolescent-services/.

SUICIDE AWARENESS

- The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access http://www.texassuicideprevention.org or contact the school counselor for more information related to suicide prevention services available in your area:

SUMMER SCHOOL

See **Promotion/Retention** on page 65 for more information.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See **Standardized Testing** on page 70 for more information.

TARDINESS

A student who is tardy to class by more than five minutes will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

The following disciplinary action will be taken for each successive tardy in a 6 weeks grading period:

1st Tardy – Parent Contact
2nd Tardy – Parent Contact and Detention

Added Tardies will escalate the consequences as follows:

Two Days of assigned After School Detention
Three Days of assigned After School Detention
Night School
Parent Shadowing

The procedure begins a new with each semester.

Technology User Agreement (Grades 7-12)

Please read this document carefully before signing the Technology Use Agreement.

Rosebud-Lott Independent School District's goal in providing technology resources and Internet access to teachers and students is to promote educational excellence in our schools by facilitating collaboration, innovation, and communication. RLISD has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and any user may discover inappropriate

information. The guidelines provided here outline the user's responsibility to operate ethically, efficiently and legally using District network resources.

Introduction

The Apple MacBook laptop and carrying case that has been issued to all RLISD students is the property of the Rosebud-Lott Independent School District (RLISD). This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as, access to the computer network, the Internet and e-mail is a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of Rosebud-Lott ISD.

Technology Usage fee

Rosebud-Lott ISD requires that every student pay a $30.00 technology usage fee before he/she can receive their laptop. This fee is non-refundable. The fee will help cover some minor damages and losses. A payment plan can be arranged, however this fee must be paid within 90 days. Please be advised that the Fees Assessed Chart on page 4 of this document is still in effect.

Using the Computer at School

Each laptop is assigned to an individual student. Students should never "swap" or "share" their laptop or charger with another student. Laptops should be in a student's possession at all times unless stored in a locked, assigned locker within the campus.

Students should never share their password with another student. Please keep passwords confidential. In order for a student to change their password, they must make a technology request with the campus secretary.

Students who have permission to take the laptop home are responsible for bringing a fully charged laptop to school each day. If a student fails to bring a fully charged laptop to school each day, they will no longer be allowed to take it home.

Students who do not have permission to take their laptop home may pick up their laptop in their assigned laptop class each morning, and are required to return their laptop to the assigned laptop class at the end of each day. Students are responsible for making sure their laptop is plugged in for recharging each night.

Students are responsible for saving or backing up their documents on their network folder (on-campus) or a flash drive (off-campus). **The RLISD Technology Dept. is not responsible for any lost data.

Students are **NOT ALLOWED** to download or install any software or other peripherals without the permission of the District Technology Staff.

Caring for your laptop

Students must have written permission from their parent or guardian before they will be allowed to take their laptop home.

Students should protect their laptop from extreme heat or cold.

Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.

Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instrument, sports equipment, etc.

Students should use care when plugging their power cord, phone cord for internet dial-up services, and when using their DVD drive.

If the laptop is lost or stolen, students should immediately report the loss or theft to the school administration. Administration will review the circumstance. If it is found that the student is at fault, the student and parents/guardians will be responsible for replacing the laptop.

If the laptop is damaged or not working properly, it must be turned in to their digital media teacher for repair or replacement. Students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop. (Attached is a Fees Assessed Chart on page 92 of this document.)

Using the Computer for Internet and E-mail

Students and parents/guardians understand that the Rosebud-Lott ISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. RLISD will monitor sites visited by students on a daily basis. Those who visit inappropriate sites will lose computer privileges.

Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.

Parents/guardians and students are required to read and agree to the Rosebud-Lott ISD Acceptable Use Policy prior to receiving Internet and e-mail access.

Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their laptops are the sole property of Rosebud-Lott ISD. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

Do not use electronic devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.

General Use and Care of the Computer

When transporting their laptop to and from school, students should always be sure it is off then placed in the carrying case, and the case is fully closed.

Students are expected to treat their laptop with care and respect. The laptop and case are the property of Rosebud-Lott ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges.

Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately.

Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.

Laptops should never be placed in their carrying case while they are turned on. The laptop should be turned off. In addition, laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the laptop to overheat, and will result in damage to the laptop.

Vandalism

Vandalism is any malicious attempt to harm or destroy equipment, data of another user or any entity, or other networks that are connected to the Internet.

Internet Vandalism will result in the cancellation of privileges. This includes, but is not limited to: the uploading or creation of computer viruses.

Hardware and software vandalism will result in the cancellation of privileges. This includes but is not limited to: modifying, damaging, or destroying equipment, programs, files, or settings on any computer or other technology resource.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws.

Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of Rosebud-Lott ISD.

Cancellation of student use or access privileges, including the privilege of:

Taking the laptop home

Suspension from school

Expulsion from school

Civil or criminal liability under applicable laws

Terms of Agreement

Failure to comply with these RLISD policies and procedures will end your child's use of this property. If the property is not returned in a timely manner, is damaged, lost or stolen, you are responsible for the reasonable cost of repair or replacement value on the date of loss according to the attached fees assessed chart. In the case of theft or loss, a police report must be filed and the District notified the next school day after the occurrence. If the laptop is lost because of negligent or deliberate action not covered by the District, you are responsible for the entire replacement costs.

Your right to use and possession of the property **terminates no later than the last day of the school year** unless earlier terminated by the District or upon withdrawal from the District. If you do not timely and fully comply with all the terms in this Rosebud-Lott ISD Laptop Policies and Procedures Agreement, the District shall be entitled to declare you in default and take legal steps to recover the property.

Fees Assessed Chart

The reasonable cost of repair chart below is for any damage **whether accidental or deliberate**, not covered by laptop warranty.

Repair	**Loss, Deliberate Damage, or Neglect**
Broken Screen (LCD)	$350.00
Top Case (keyboard)	$120.00
Power Adapter + Cord	$85.00
Battery	$100.00
Ram Modules – 1G 2G	 $99.00 $180.00
Re-image of Hard Drive due to violation of Acceptable Use Policy	$60.00
Replacement of Laptop Case	$50.00
Other damages or needed parts	Cost of Parts and Repair

Lost or Stolen Laptop	**$1200.00**

Student/Parent Technology User Agreement

Rosebud-Lott Independent School District

2014 - 2015

Student Information (Print)

Name (Last, First)			
Student ID#		**Grade**	

Laptop Information

Barcode/serial number	
R-L Technology Number	

Parent/Guardian Information (Print)

Name (First and Last)	
Phone Number	
Email Address	

Initial the appropriate blank below.

_____Yes, my child is allowed to take home a laptop for home use.

_____No, my child is not allowed to take home a laptop for home use.

I have read and understand the Rosebud-Lott ISD Laptop Policies and Procedures.

Student Signature _____Date _____

Parent/Guardian Signature _____ Date _____

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care.

Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

TRANSFERS

The principal is authorized to transfer a student from one classroom to another.

[See **School Safety Transfers**, on page 21, **Bullying**, on page 33, and **Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services**, on page 22, for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in-school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's Web site. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Michael Rasmussen, Director of Transportation, at (254) 583-7967.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses and in other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco on any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

VIDEO CAMERAS

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

VISITORS CHECK-IN PROCEDURES

(Raptor V-Soft Monitoring System

Dear Parent/Guardian:

We would like to introduce you to a new system our district has acquired to help protect your children—it's called V-soft. V-soft helps track visitors, students, faculty, contractors and volunteers at our school, thus providing a safer more monitored environment for the students.

When visitors, volunteers or contractors check-in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus.

We feel certain this will help us keep our campus a little safer, and ask for your cooperation in presenting your valid state issued ID when checking in at the school. Thank you in advance for your help in this matter.

Rosebud-Lott Independent School District

Queridos Padres:

Tenemos el gusto de presentarles un nuevo sistema que adquiridó nuestro distrito escolar con el fin de proteger a sus hijos. Se llama V-Soft y nos ayuda a hacer un seguimiento a las personas que visitan el edificio escolar, los estudiantes, empleados, contratistas y voluntarios que se hacen presentes en nuestra escuela, ofreciendo así un ambiente más vigilado que brinda mayor seguridad a nuestros estudiantes.

Cuando los visitantes, voluntarios o contratistas se registran en la oficina, ó cuando los padres llegan a recoger a sus hijos de la escuela, se les pedirá que presenten su documento de identidad válido del Estado para poder identificarlo en el sistema. El sistema tiene la capacidad de alertar sobre personas que puedan poner en riesgo la seguridad de nuestra escuela. Estámos seguros de que este sistema ayudará a mantener nuestra escuela un poco más segura.

De tal modo que solicitamos su colaboración presentando un documento válido que haya sido emitido por el Estado para poder registrarse en la oficina. Agradecemos su cooperación.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

On Math, Science, and Technology Day the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, Algebra I, Biology, Chemistry, and United States History.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or district wide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan , which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is

determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the exit-level TAKS or STAAR EOC assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test that is being transitioned to the STAAR program. A student in grade 12 who has not yet met the passing standard on this assessment will have opportunities to retake the assessment, for which satisfactory performance is required for graduation.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX I:
Acknowledgment Form—Amendment

My child and I have received a copy of the Rosebud-Lott ISD Student Handbook Amendment #_____ dated _____.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

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