

River Road Middle School Student Handbook 2009-2010

A Safe and
Drug Free
School
District



- **Middle School Information**
- **Student Code of Conduct**
- **Code of Ethical Behavior for Extracurricular Activities**



River Road Independent School District

**Student Handbook
Table of Contents**

Tear Away Pages for Return to School

Bell Schedule	6
Acknowledgment of Electronic Distribution of Student Handbook/Directory Information	7
Parent Release for Videotaping, Photographs and Interviews	8
Technology Acceptable Use	9-11
Acknowledgment of Receipt of the Extracurricular Code of Conduct	12
Student Travel to Off-Campus Extra-Curricular Activities	13

SECTION 1: MISCELLANEOUS INFORMATION

Letter from Superintendent	15
Introduction	16
Board of Trustees	16
RRISD Mission Statement	16
RRISD Contact Information	16
District Web Site Address	17

Legal Notices

Annual Notification of Rights	17
Statement of Non-Discrimination	18
Notice of Pesticide Application	18
Asbestos Hazard Emergency Response Act Notification	18

SECTION 2: INFORMATION FOR STUDENTS AND PARENTS

General Information 09-10

Academic Dishonesty	21
Buses and Other School Vehicles	21
Care of Buildings and Grounds	22
Cellular Phones, Pagers, etc.	22
Change of Address	22
Check Policy	23
Cheerleaders (7 th – 8 th Grades)	23
Complaints	23
Communications	24
Computer Access-Acceptable Use	24
Conduct Before and After School	24
Conduct and Discipline	24
Disallowed Items	24
Dress and Grooming	25
Emergency Drills	26
Emergency School Closing Information	26
Food Service	26
Fund Raising	27
Grading	27
Incomplete Grades	27
Harassment	27
Bullying Or Taunting Behavior	28
Honor Rolls	28
Identification Cards	28

Library	28
Parties, Athletic and Social Events	28
Phone Usage	28
Physical Education	28
Pickup/Drop-off Procedures	28
Pledges, Minutes of Silence, Prayer and Meditation	29
Posters	29
Publications	29
Prior Review	29
Release of Students from School	30
Saturday School	30
School Health Advisory Council (SHAC)	30
Sexual Harassment/Sexual Abuse	30
Smoking, Tobacco Products	31
Student Records	31
Tardies	31
Textbooks	31
Trained Dogs	31
Tutoring	32
Use of Hallways During Class Time	32
Admission, Transfers, Release and Withdrawal	
Admission	32
Transfers	32
Transfer Students from Non-Accredited Schools	32
Withdrawing From School	33
Attendance	
Attendance for Credit	33
Compulsory Attendance	34
Excused Absences	34
Excused vs. Unexcused Absences	34
Legal Proceedings for Violation of Compulsory Attendance Laws	35
Make-up Work	35
Parent Requested Absences	35
Reporting Procedures for Absences	35
Required Health Practitioner Excuses	35
Tardies	36
Unexcused Absences	36
Curriculum and Programs	
Acceleration	36
Credit by Exam--If a Student Has Taken the Course	36
Credit by Exam--If a Student Has Not Taken the Course	37
Guidelines for Acceleration	37
Counseling Programs and Services	37
English as a Second Language	37
General Curriculum Information	38
Gifted and Talented	38
Grading	38
Homebound	38
Late Work	39
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education	39
Promotion and Retention	39
Student with Disabilities	40
Services for the Homeless and for Title I Participants	40
Services for Special Education	40
State Assessments	40

Report Cards/Interim Reports	41
Semester Exams	41
Extra and Co-Curricular Activities	
Extracurricular Activity Absences	41
Participation Guidelines	41
"No Pass - No Play" Guidelines	42
Scheduling for Instruction	42
FLEX Calendar Information	
FLEX Calendar and Early Promotion Information	42

SECTION 3: INFORMATION FOR PARENTS

Special Interest to Parents	44
Communicable Diseases	44
Conferences Between Teachers, Students and Parents	44
Correction of Student Records	44
Emergency Care Treatment	45
Fees	45
Immunization Requirements for Current Students	45
Immunization Requirements for New Entrants	46
Immunization Requirements for Transferring Students	46
Parental Involvement, Responsibilities, and Rights	46
Prescription and Non-prescription Medication	48
Individual Considerations	48
Protection of Student Rights	49
Psychological Examinations	49
Psychotropic Drugs	49
Student Records	49
Video and Audio Recording	50
Special Education Records	51
Safety	51
School-Sponsored Travel	51
Steroids	51
Teacher Qualifications	52
Telephone Messages	52
Valuables	52
Vending Machines	52
Video Surveillance	52
Visitors	52

SECTION 4: APPENDICES

Handbook Appendix	
A- Annual Notification of Rights in Regard to Educational Records and Confidentiality	54
B- Bacterial Meningitis	57
C- Immunization Requirement Chart	58
D-Technology Acceptable Use Policy	59
E –School Bus Rules and Consequences	61

SECTION 5: DISCIPLINE MANAGEMENT PLAN AND STUDENT CODE OF CONDUCT

Purpose	63
District Authority and Jurisdiction	63

Standards for Student Conduct	64
General Conduct Violations	64
Disregard for Authority	64
Mistreatment of Others	64
Property Offenses	65
Possession of Prohibited Items	65
Use of Telecommunication Devices	65
Illegal and Prescription Drugs	65
Misuse of Computers and the Internet	66
Safety Transgressions	66
Miscellaneous Offenses	66
Discipline Management Techniques	66
Notification	67
Appeals	67
Removal from the Regular Educational Setting	68
Routine Referral	68
Formal Removal	68
Returning Student to Classroom	68
Suspension	68
Disciplinary Alternative Education Placement (DAEP)	69
Discretionary Placement: Misconduct That May Result In DAEP	69
Mandatory Placement: Misconduct That Requires DAEP Placement	70
Sexual Assault and Campus Assignment	71
Emergencies	71
Appeals	72
Restrictions During Placement	72
Placement Review	72
Additional Misconduct	72
Notice of Criminal Proceedings	73
Withdrawal During Process	73
Newly Enrolled Students	73
Emergency Placement	74
Expulsion	74
Discretionary Expulsion: Misconduct that May Result in Expulsion	74
Mandatory Expulsion: Misconduct that Requires Expulsion	75
Emergency	76
Length of Expulsion	77
Withdrawal During Process	77
Additional Misconduct	78
Restrictions During Expulsion	78
Newly Enrolled Students	78
Emergency Expulsion	78
DAEP Placement of Expelled Students	78
SECTION 6: GLOSSARY	79
SECTION 7: EXTRACURRICULAR CODE OF STUDENT CONDUCT	86

River Road Middle School

NORMAL BELL SCHEDULE

2009 - 2010

1st Period (Advisory)	8:00 - 8:45
2nd Period	8:49 - 9:49
3rd Period	9:53 - 10:53
4th Period	10:57 - 11:57
5th Period	12:01 - 1:27
6th Grade lunch	11:57 - 12:27 (tardy at 12:30)
7th Grade lunch	12:27 - 12:57 (tardy at 1:00)
8th Grade lunch	12:57 - 1:27
6th Period	1:31 - 2:31
7th Period	2:35 - 3:35

ACTIVITY BELL SCHEDULE

1st Period	8:00 - 8:45
2nd Period	8:49 - 9:39
3rd Period	9:43 - 10:33
4th Period	10:37 - 11:27
5th Period	11:31 - 12:57
6th Grade lunch	11:27 - 11:57 (tardy at 12:00)
7th Grade lunch	11:57 - 12:27 (tardy at 12:30)
8th Grade lunch	12:27 - 12:57
6th Period	1:01 - 1:51
7th Period	1:55 - 2:45
Activity Period	2:45 - 3:35

Acknowledgment of Electronic Distribution of Student Handbook

This student handbook is designed to inform you and your child of conduct, policies and procedures expected while attending River Road Middle School. It can be electronically accessed at www.rrisd.net under **River Road Middle School Student Handbook** and **Student Code of Conduct for 2009-2010**, or a printed copy can be made available upon request. The document contains the following:

- Student Code of Conduct / Discipline Management Plan
- Code of Ethical Behavior for Extracurricular Activities
- Middle School Information / Directory Information
- Policy for Acceptable Use of Computers and Networks
- Student Records

We understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code. We have chosen to:

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

Failure to sign and/or return this acknowledgment of receipt will not exempt a student from being subject to the student code of conduct.

Print name of student: _____

Signature of student: _____ Date: _____

Signature of parent/guardian: _____ Date: _____

Directory Information

I understand that certain information about my child is considered directory information and may be released by the district to anyone who requests it unless I object within ten days of the time this handbook was issued. This information about my child (**may**) _____ / (**may not**) _____ be released.

School: _____

Date: _____ Student's Grade Level: _____

Homeroom: _____ Student I.D.#: _____

Print name of student _____

Signature of student: _____ Date: _____

Signature of parent/guardian: _____ Date: _____



**Parent Release Form for Videotaping, Photographing
and/or Interviewing Students**

I, (printed parent/guardian name) _____, (circle one) (do) (do not) give permission for my child, (child's printed name) _____, to be interviewed, videotaped, or photographed by a local newspaper, television, or radio reporter, or by a representative of the River Road Independent School District to be used in connection with a news story that has been approved by an administrative staff member of the River Road Independent School District or for school district instructional or marketing purposes.

I (circle one) (do) (do not) give permission for the interview, photograph, or videotape to be used on the web site of the River Road Independent School District.

I understand that I may revoke this permission at any time by notifying the school principal in writing.

Parent/Guardian Signature: _____

Date: _____

Terms and Conditions for Use of Computers and Networks

Please read the technology statement on the reverse side of the following carefully before signing below. A copy of the Terms and Conditions can also be found in Appendix D for your reference. Computing facilities, local area networks and/or Internet access are available to students and teachers. We are very pleased to provide these opportunities and believe they offer vast, diverse, and unique resources to our schools. On-line resources allow classroom projects such as pen pal discussions, scientific data collection, and international cultural exchanges. News retrieval services, encyclopedias, scientific and educational databases are available on-line to River Road students and teachers. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communications within our own community, our nation, and worldwide.

(Please complete form and return)

**Acceptable Use of Computers and Networks
Parent/Guardian Agreement**

In order to make sure that all members of the RRISD community understand and agree to these rules of conduct, RRISD requests that you as parent/guardian sign the following statement.

I agree not to hold River Road Public Schools, any of its employees, or any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

As the parent or guardian of this student, I have read the Terms and Conditions for River Road Public Schools facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold River Road Public Schools responsible for materials acquired or sent via the network.

Students Printed Name _____ Date _____

Parent/Guardian Signature _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

(Please complete form and return)

**Acceptable Use of Computers and Networks
Student Agreement**

In order to make sure that all members of the RRISD community understand and agree to these rules of conduct, RRISD requests that you as a student user sign the following statement.

I understand and will abide by the District guidelines and conditions for the use of the facilities of River Road Public Schools and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold River Road Public Schools, any of its employees, or any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

Students Printed Name _____ Date _____

Students Signature _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

The River Road Independent School District offers access to an array of technology resources, including the Internet. This access offers vast, diverse, and unique resources and is provided to students and school personnel to promote educational excellence in the River Road district. The purpose of this document is to inform parents, guardians and students of the availability of technology resources as well as the rules governing its use and to obtain express parental or guardian permission for individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the technology, especially the Internet. Parents are expected to discuss with their children the school and district technology rules as well as their own expectations for their child's Internet use.

The Internet

The Internet is an electronic highway connecting thousands of computers all over the world that gives students and teachers access to a variety of rich, educational resources. The World Wide Web includes some information specifically designed for children and youth, up-to-the-minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in the school environment. Information of the Web is presented richly in text, pictures, sound and video. Though students are provided a network log-in, the access described here does not provide students with their own RRISD Internet e-mail address or the ability to store World Wide Web pages on RRISD web servers. The educational value of appropriate information on the Internet is substantial. Because the Internet is composed of information provided by institutions and people all over the world, it does include material that is not of educational value in the context of the school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. RRISD does not condone or permit the use of this material and does use a commercial filtering tool to protect students from adult material on the Internet. Parents and guardians must be aware that these technological tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use the resources in a manner consistent with the rules below and will be held responsible for their intentional use. If a student accidentally accesses inappropriate material, he or she should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

The use of the school and district technology resources, including the Internet, must be used in support of education and academic research and consistent with the educational objectives of the River Road Independent School District.

Activities that are permitted and encouraged:

- school work
- original creation and presentation of academic work
- research on topics being studied in school
- research on opportunities outside of school related to community service, employment or further education

Activities that are not permitted:

- plagiarism or representing the work of others as one's own (any text quoted from another source or any idea that is another person's idea must be cited properly in the assignment)
- searching, viewing or retrieving materials from the Internet that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted)
- intentional transmission of viruses or other destructive computer files
- copying, saving or redistributing copyrighted material (students should assume that all material is copyrighted unless explicitly noted)
- subscription to any online services or ordering of any goods or services
- online sharing of any student's name, home address, phone number or other personal information
- playing games and using interactive World Wide Web sites such as chats, instant messaging, or free email services unless specifically assigned by a teacher
- any activity that violates a school rule or a local, state or federal law.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Vandalism

Any intentional act by a student which damages technology equipment will be considered vandalism and subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair hardware, replace software or perform corrective network operations is also considered vandalism.

Reliability

River Road Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. RRISD will not be responsible for any damages suffered by the user, this includes non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of users. Use of any information obtained via the Internet is at the user's own risk. RRISD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Misuse

Violation of the acceptable use rules may result in suspension or revocation of a student's access to technology resources. Any action taken by a student that is in violation of a school rule will be subject to the usual disciplinary actions as shown in the RRISD's Student Code of Conduct handbook.

**Acknowledgment of Receipt of the
Extracurricular Code of Conduct**

A condition to participating in any extracurricular activity or holding any office (elected or appointed) is to sign an acknowledgement that the student has read and understands the *Extracurricular Code of Conduct*. The student's parent or guardian must also sign an acknowledgement. The acknowledgement states that the signing party understands the consequences for engaging in prohibited conduct.

Please Sign and Return

Date: _____

I have read the River Road ISD *Extracurricular Code of Conduct* and agree to adhere to these rules as a condition for my voluntary participation in River Road ISD extracurricular activities. I understand that failure to do so will result in disciplinary measures related to my extracurricular participation.

Student Name Printed: _____

Student Signature: _____

I have read the River Road ISD *Extracurricular Code of Conduct* and understand requirements for my child's voluntary participation in River Road ISD extracurricular activities. I understand the consequences that my child will face if he or she fails to adhere to these rules and agree to such terms.

Parent Name Printed: _____

Parent Signature: _____

**NOTICE FROM THE
RIVER ROAD INDEPENDENT SCHOOL DISTRICT**
**Student Travel to Off-Campus Extra-Curricular Activities
2009-2010**

Student's Name: _____
(Please Print)

Grade: _____

River Road Independent School District does not provide transportation to certain off-campus extra-curricular activities, such as off-campus practices. As a result, parents should make arrangements for their child's proper transportation to and from these activities. Students often drive themselves to these activities, or ride with other students or third parties. If you do not want your child driving himself/herself to these activities, or riding with someone other than his/her parent, please discuss this with your child and take the necessary steps to ensure your child has a ride that is acceptable to you.

The District has in the past provided transportation to and from out-of-town and off-campus extra-curricular games or competitions and will continue to do so.

By signing in the first section below, you can confirm that you are aware that the District does not provide transportation to practices for off-campus extra-curricular activities, and that you are making transportation arrangements for your child. **Please note that the District is not responsible for providing transportation to and from these practices, or ensuring that your child has a ride that is acceptable to you. Further, the District is not liable for any personal injury or property damage resulting from travel to or from off-campus extra-curricular activities when the District does not provide transportation.**

If you cannot or do not want to make transportation arrangements for your child, please sign in the second section below, and your child's participation in extra-curricular activities requiring off-campus transportation will end immediately. **Please complete this form and return it to the _____ by _____, 2009.**

Please Sign ONE of the Statements Below
(Failure to return this completed form will affect your child's ability to participate in extra-curricular activities.)

By signing below, I certify that I will make transportation arrangements for my child to and from off-campus extra-curricular activities for which the District does not provide transportation.

Parent/Guardian Signature

Date

OR

By signing below, I certify that I cannot or will not make transportation arrangements for my child to off-campus extra-curricular activities for which the District does not provide transportation, and my child may not participate in these activities.

Parent/Guardian Signature

Date

SECTION 1

MISCELLANEOUS INFORMATION



River Road ISD
Central Administration Office
9500 US 287 North
Amarillo, TX 79108
(806)381-7800 FAX (806)381-1357

Dear Parent/Guardian:

Welcome to a new year at River Road Independent School District. Our goals for the 2009-2010 school year are to provide the highest quality learning experiences to all our students in a safe and highly productive educational environment. These goals can be accomplished only through a combined effort of student, parent/guardian, and school personnel.

This Student Handbook is designed to inform you and your child of the type of conduct expected at River Road Independent School District. It contains the Discipline Management Plan, Student Code of Conduct, and Code of Ethical Behavior for Extracurricular Activities for our school district as well as other information pertaining to school programs and activities. After you and your child review this information, please sign the Acknowledgment of Receipt, complete the other forms that follow, and return all forms to your child's campus personnel. If your response is not received within a two week period following receipt of this notice, we will assume that you have received, read, and understand the practices and rules stated. Refusal to sign this acknowledgement in no way prevents the district from enforcing the rules and consequences as written.

If you have any questions or concerns regarding your child's educational process, please do not hesitate to call upon or visit with the campus principal.

Sincerely,

Randy Owen
Superintendent of School
River Road ISD

INTRODUCTION

The River Road Independent School District is located in northern Potter County, in Amarillo, Texas and encompasses 152.01 square miles. The district is fully accredited by the Texas Education Agency and provides a wide variety of academic and extracurricular experiences for children in pre-kindergarten programs up to and including the 12th grade in the District's high school, middle school, intermediate school and elementary school. Emphasis is placed on the development of academic, social, and emotional growth of all members of the educational community.

BOARD OF TRUSTEES

Stacey Johnson, President
Karla Anderson, Secretary
Gary Smith, Member
Bionca Sharp, Member

Beverley Newman, Vice President
Robbie Norman, Member
Kelly Venable, Member

RIVER ROAD ISD MISSION STATEMENT

Our mission is to provide an innovative and comprehensive educational program that prepares students to be productive and responsible citizens.

RRISD CONTACT INFORMATION 09-10

Central Administration

9500 US 287 North
Amarillo, Texas 79108
806-381-7800
806-381-1357 FAX
Randy Owen - Superintendent
Gaye Gage – Asst. Superintendent, Curriculum
Mike Hurt – Business Manager
Judith Evans – Special Education Director
Gina Johnson – Technology Director
Stephanie Sanders – Supt. Secretary
Lori Vickers – Payroll/Insurance
Vickie Beck – Accounts Payable
Karla Schoen – Accounting

River Road High School

101 W Mobley
Amarillo, Texas 79108
806-383-8867
806-381-7818 FAX
Sara Lawson – Principal
Penny Rosson – Asst. Principal
Michelle Mayfield – Counselor
Sue Lyons – School Secretary
Mascot – Wildcat
Colors – Purple and Gold

River Road Middle School

9500 E. Mobley
Amarillo, Texas 79108
806-383-8721
806-381-7815 FAX
Richard Kelley – Principal
Sam Herring – Asst. Principal
Kara Harrison – Counselor
Janis Neely – Secretary
Sharon Cummins -- Attendance Clerk
Mascot – Wildcat
Colors – Purple and Gold

Willow Vista Intermediate School

7600 Pavillard Drive
Amarillo, Texas 79108
806-383-8721
806-381-7815 FAX
Andy Nies – Principal
Mascot – Wildcat
Colors – Purple and Gold

Rolling Hills Elementary School

2800 West Cherry Avenue
Amarillo, Texas 79108
806-383-8621
806-381-7814 FAX
Doug Rawlins – Principal
John Shipley – Asst. Principal
Jennifer Weaver – Counselor
Loretta Grider – Secretary
Barbara Myer -- Attendance Clerk
Mascot – Wildcat
Colors – Purple and Gold

Transportation/Maintenance Departments

9500 US 287 North
Amarillo, Texas 79108
Rick Beck – Director
806-383-3347

Special Education Department

9500 US 287 North
Amarillo, Texas 79108
Judith Evans – Director
Karen Cross - Secretary
806-381-7832

Custodial Department

9500 US 287 North
Amarillo, Texas 79108
Rick Beck - Director
806-383-8867 ext. 317

Athletic Department

9500 US 287 North
Amarillo, Texas 79108
Brian Welps – Athletic Director
Michelle Upchurch – Athletic Secretary
Field House - 383-2393
Athletic Office - 383-5291
806-381-1357 FAX

DISTRICT WEB SITE ADDRESS: www.rrisd.net

LEGAL NOTICES

ANNUAL NOTIFICATION OF RIGHTS

The District shall give parents/guardians of students in attendance or eligible students in attendance annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and of the location where copies of the policy may be located, including notice of right to file complaints concerning alleged failures by the District to comply with the provisions of the Act. Parents/guardians of students identified as having a primary or home language other than English shall be notified in that language. 20 U.S.C.A. 1232 (g), (e); 45 C.F.R. 99.5, 99.6.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identifying the part of

the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; and a person or company with whom the school has contract to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the US Department of Education concerning alleged failures by RRISD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STATEMENT OF NON-DISCRIMINATION

In its efforts to promote non-discrimination, River Road Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The following district staff members have been designated to coordinate compliance with these **legal** requirements:

Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Gaye Gage, at 9500 US 287 North, Amarillo, Texas 79108, (806) 381-7800.

Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: **Richard Kelley, 7600 Pavillard Drive, Amarillo, Texas 79108, (806) 383-8721.**

Homeless Coordinator, for concerns regarding homeless identification / rights: Kara Harrison at 7600 Pavillard, Amarillo, Texas 79108 (806) 383-8721.

All other concerns **regarding discrimination**: See the superintendent, Randy Owen, at 9500 US 287 North, Amarillo, Texas 79108, (806) 381-7800.

NOTICE OF PESTICIDE APPLICATION

The District periodically applies pesticides. Information concerning these applications may be obtained from Rick Beck at 383-3347.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION

In accordance with 40 CRF Part 763 of the Asbestos Hazard Emergency Response Act (AHERA) Section 763.93 pertaining to the Asbestos-In-School Identification and Notification Rule, the River Road Independent School District hereby notifies all concerned parties of the availability of the Asbestos Management Plan for the District.

The plan and a copy of inspections and assessments are available for review during office hours, Monday through Friday, in the River Road Maintenance Office located at 9500 US 287 North, Amarillo, Texas 79108. The Management Plan includes inspection and physical assessment reports, a training program for custodial and maintenance personnel, plans and procedures to be followed to minimize disturbance of any asbestos-containing materials, and a program for regular surveillance of asbestos-containing materials. Every three years, an accredited, licensed inspector will conduct an inspection of all known or assumed asbestos-containing building materials to determine whether their condition has changed and to make recommendations on managing or removing them.

The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos-containing materials in portions of our school facilities. These materials are in a form and condition that do not pose an imminent health threat to students, staff, and visitors. In 1986, Congress enacted the AHERA primarily to require school districts to identify asbestos-containing materials and to take the appropriate actions to control the release of asbestos fibers.

As required by 40 CRF Part 763.92, a six-month periodic surveillance will be conducted to check the condition of asbestos-containing materials and to determine if any action is needed. The Asbestos Management Plan will be maintained continually and notification of the availability of the plan will be issued each year.

SECTION 2
INFORMATION FOR STUDENTS AND PARENTS



GENERAL INFORMATION 2009 – 2010

The RRMS Student Handbook contains information students and parents are likely to need to ensure a successful school year. Throughout the handbook, the term “the student’s parent” means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students are expected to:

- Behave responsibly, demonstrate courtesy and respect the rights of others. Student cooperation and respect for the property of others, including district property, is essential to maintaining safety, order and discipline.
- Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.
- Be well groomed and appropriately dressed each day.

As required by law, the district has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior – both on and off campus – and consequences for violation of the standards. Students are expected to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violations and the subsequent consequences.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct adopted by the Board. This document is updated annually and policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook. Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the school office or online at <http://www.tasb.org/policy/pol/private/188902/>.

The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the RRISD School Board and/or Administration.

ACADEMIC DISHONESTY

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

BUSES AND OTHER SCHOOL VEHICLES

The District makes school bus transportation available to all students living in RRISD boundaries. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the Transportation Department. Further information may be obtained by calling Rick Beck at (806) 383-3347. ***RRISD does not provide transportation to the Disciplinary Alternative Education Program or to transfer students.***

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in District vehicles, 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 bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, 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 bus or van.

- Not use Cell Phones or Cameras on the bus
- Be seated while the vehicle is moving.
- Wait for the driver’s signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a district vehicle, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct. Bus riding privileges may be suspended. *See Appendix E for a complete set of expectations and consequences.*

CARE OF BULIDINGS AND GROUNDS

Part of RRISD’s budget is allotted to buy equipment for repairs and maintenance. Students should take personal pride and interest in the physical plant that has been provided. Each campus will instruct students on restrictions regarding the use of gum, soft drinks, and other items that could cause maintenance concerns. Students will be required to make restitution for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

CELLULAR PHONES and OTHER PERSONAL COMMUNICATION DEVICES

Students are not prohibited from possessing communication devices; however, ***the use of cellular phones, walkie-talkies, pagers/beepers, or other electronic communication devices during the school day is prohibited.***

Cellular phones and other personal communication devices must be kept in the ***off position and out of sight.***

Students will not be allowed to possess cell phones or personal communication devices during state assessments (TAKS, etc.).

Students who use or exhibit cell phones or personal communication devices during the school day will be subject to the following disciplinary measures:

1 st Offense	Device is confiscated by teacher and/or administrator and released only to the legal guardian, OR the student may pay a fine of \$15.00 to retain possession of the cell phone.
2 nd Offense	The student/legal guardian must pay a fine of \$15.00 to retain possession of the cell phone.
3 rd Offense	The student/legal guardian must pay a fine of \$15.00 to retain possession of the cell phone and disciplinary action may be taken.
Further Offenses	The student must pay a fine of \$15.00 to retain possession of the cell phone and disciplinary action may be taken.

The school will not be responsible for the theft, damage, loss, or unauthorized use of a communication device and/or a confiscated communication device. All cell phones and/or personal communication devices are subject to inspection and/or search at any time with due cause.

Parents are strongly urged to not provide their child with “camera phones.” Inappropriate use of “camera phones,” can result in criminal and/or civil liability, as well as, further disciplinary action. If you have any questions pertaining to the above policy, please contact the campus administrator as soon as possible.

CHANGE OF ADDRESS

Students who change their residence, mailing address, telephone number, and/or contact numbers after enrollment should report the change promptly to the principal’s office so that records may be updated in case of an emergency.

CHECK POLICY

Returned checks may be recovered electronically along with the state allowed recovery fee.

RRISD has established the following policy for accepting checks and collecting bad checks:

"For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment)."

CHEERLEADERS (7th and 8th Grades)

1. Student must be registered on that campus the first day of the semester in which the selection is held.
2. Student must pass all subjects for the grading period prior to selections and have a passing average in the four core subject areas for the current school year.
3. Student must not have any conduct infractions which resulted in ISS (in-school suspension), DAEP (disciplinary alternative education program) or OSS (out of school suspension) during the school year in which the election or tryouts were held. An appeal for in-school suspension or a conduct grade can be made to the executive council consisting of the principal, sponsor, one teacher, and an assistant principal from the campus at which the student is currently enrolled. The decision of the executive council is final.
4. Student must have filed an application with the sponsor.
5. Student and legal guardian must participate in the orientation meeting. Missing this meeting will mean disqualification unless prior permission from the sponsor has been secured.
6. The campus will establish criteria for maintaining eligibility after elected. Students may pick up this information from the sponsor.

See the cheerleader sponsor for further information on the Cheerleader Constitution.

COMPLAINTS

The following information about how to bring a complaint to the school is intended to provide parents and students an opportunity to resolve questions or problems that may arise. Complaints about instructional materials, loss of credit on the basis of attendance, prior review of non-school materials intended for distribution to students, removal to alternative education programs, or expulsion are handled through procedures specific to those particular areas. To review relevant policies or obtain further information regarding a complaint process, see the principal.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, in any school program, should contact the principal's office. For a complaint regarding sexual harassment or abuse, see that section in the Student Code of Conduct.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education, or a complaint about the district's programs and services available to the student, should be brought to the counselor's office.

For all other matters, a student and/or parent should:

- First, discuss the problem with the appropriate staff member.
- If the staff member's decision is not satisfactory, the complainant may request a conference with campus principal or designee within 10 days.
- If the campus administration's decision is not satisfactory, the complainant may request a conference with the Superintendent or designee within 10 days.

- If the Superintendent or designee's decision is not satisfactory, the complainant may submit to the Superintendent a written request to place the matter on the agenda of the next regularly scheduled board meeting.

COMMUNICATIONS

The intercom will only be used at a designated time each day or as needed in case of an emergency. Appropriate announcement forms may be requested by anyone who desires communication with the student body. These forms must be presented to the principal or his/her designee for approval prior to the beginning of the first period each day in order that the communication will be presented that day.

COMPUTER ACCESS-ACCEPTABLE USE

Only students who have been authorized by the district and who are under direct supervision of designated district employees are permitted to use a district computer or to access any local network or the Internet, including email. Prior to such authorization, the student and the student's parent must sign and return the district Acceptable Use Policy form acknowledging their responsibilities and the consequences of violation.

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

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 rehearsal, club meetings, athletic practice, 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 code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

CONDUCT AND DISCIPLINE

Included in this Student Handbook is a copy of the River Road ISD Student Code of Conduct. The Code of Conduct contains the district's requirements for student conduct and behavior while at school or under the school's jurisdiction. The Code of Conduct also explains the kinds of disciplinary action school officials can take in response to violations of the rules for student conduct and the steps involved in taking disciplinary action. If you have any questions about conduct or discipline rules, refer to the Code of Conduct or call your child's principal.

DISALLOWED ITEMS

Students are not permitted to possess or use the items listed below while on school property, while using district transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Following are examples of disallowed items: cameras, PSPs, Gameboys, dice, playing cards, trading cards (sport and celebrity), paging devices, chains, lighters, laser pointers, materials containing gang graffiti-type writings, and shoes with wheels such as Heeleys and Roller-Runners. Items will be confiscated and students will be disciplined according to Student Code of Conduct. The administration reserves the right to disallow other items which might present a distraction to the learning process and/or have a negative impact on the environment on campus.

Some items listed above such as MP3/CD/Tape players or cameras may be allowed, under certain circumstances, but only with prior permission from the principal, teacher, or coach. Without such permission, teachers will collect the item and turn it in to the principal's office.

1 st Offense	Device is confiscated by teacher and/or administrator and released only to the legal guardian, OR the student may pay a fine of \$15.00 to retain possession of the device.
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2 nd Offense	The student/legal guardian must pay a fine of \$15.00 to retain possession of the device.
3 rd Offense	The student/legal guardian must pay a fine of \$15.00 to retain possession of the device and disciplinary action may be taken.
Further Offenses	The student must pay a fine of \$15.00 to retain possession of the device and disciplinary action may be taken.

The school is not responsible for confiscated items that are lost or stolen.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

- (1) Hair should be of a natural color, clean, well groomed, and styled so that vision will not be obstructed. Beards and mustaches must be kept clean and neatly trimmed.
- (2) School clothing is to be in good taste, clean, neat, and styled for school wear.
- (3) Dresses, skirts, shorts, and pants shall be of such length as not to be distracting. Starting in the third grade, these items (when worn as the outer garment) shall extend at least to the tip of fingers when arms are held straight at the side. Slits in outer garments must comply with required dress code length.
- (4) All shirts shall be of such length as to not be distracting. All shirts when worn as the outer garment:
 - a. shall be of such a length that is capable of staying tucked while walking, sitting, or with both arms held directly overhead. Exposed midriffs are not acceptable.
 - b. shall be of a length that covers the shoulder from the base of the neck to the tip of the shoulder.
 - c. shall be such that when the palm of your hand is placed on your collarbone, it also touches the shirt.
 - d. shall be designed in such a manner as to cover all undergarments including the sleeve line and neckline.
- (5) Some type of sandal or shoe must be worn at all times.
- (6) Hats or headgear shall not be worn inside the school building.
- (7) Experience indicates that the following types of apparel can be reasonably forecast to disrupt, interfere with, disturb, or detract from the learning environment; therefore, **River Road ISD students shall not wear the following to school or school-related activities:**
 athletic shorts, pajamas, cut-offs, tights, biker shorts, items made of see-through materials, jeans or pants that have un-patched holes above the knee, apparel or accessories with designs or writings with reference to drugs, alcoholic beverages, tobacco, sex, obscenity, suicide, death or violence, racist or ethnic slurs, bawdy, salacious or sexually suggestive messages, apparel containing writing or images that brings unnecessary attention to a student's backside.
- (8) Tank tops or "basketball jerseys" may be worn with a T-shirt underneath.

- (9) Wearing either identified gang apparel or wearing clothing in a gang-style (i.e. "sagging") as identified by law enforcement agencies is prohibited.
- (10) All waistbands of dresses, skirts, shorts and pants must be secured at the waistline.
- (11) Jewelry for all students is prohibited if the jewelry is determined to be a distraction to the learning environment.

No set of guidelines can take into account every possibility. The cooperation of parents and students is requested. Each campus reserves the right to modify the dress code to allow for special events or circumstances (i.e. Hat Day, Jr/Sr Prom, organization dress or uniforms, etc.)

EMERGENCY DRILLS - FIRE, TORNADO AND OTHER EMERGENCIES

Students, teachers and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Each campus will instruct students as to specific procedures for emergency drills.

EMERGENCY SCHOOL CLOSING INFORMATION

Announcements will be made on local radio stations, local television stations, and the RRISD website (www.rrisd.net) when it is necessary to cancel or start school at a later time due to bad weather. This information will be given to the stations and posted around 6:00 a.m., if possible. This decision will be made as soon as possible pertaining to the day in question. Listen to any local television or radio station or log on to the RRISD website (www.rrisd.net) in the event there is a question of school being cancelled. The television, radio stations, and the RRISD website will be notified by noon if there will be an early dismissal.

During days of bad weather, it is the student's responsibility to leave home early enough to avoid being tardy to school.

FOOD SERVICE

RRISD offers healthy meals every school day. Meal costs are as follows for the 2009-2010 school year:

Meal	Student	Adult
Breakfast	\$1.25	\$1.50
Lunch	\$2.40	\$3.00

Prepayment for meals may be made into your child's lunch account any time. The student meal charge policy will allow them to accumulate a maximum of three charges at a time. When a student exceeds the three-charge limit, a sandwich and milk will be provided. Students will not be allowed to charge for snacks or a la carte items.

The district participates in the National School Lunch Program and offers free or reduced price breakfast and lunch based on the student's financial need. Applications for the school lunch program may be obtained at registration or from the school office at any time during the school year. Parents and students who were on the program during the prior school year must have a new application filed within the first 30 days of the new school year.

Students who bring their lunches to school may eat them in the cafeteria. Due to new regulations in effect beginning with the 2004-2005 school year, food brought into the school from outside the cafeteria may be eaten only by the student for whom it was intended. Students will not be allowed to share outside items with other students.

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). Any questions should be referred to the Director of Food Services – Kim Terry at Central Administration, 806-381-7800.

FUND RAISING

Fund-raising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administrative approval and under the supervision of the project sponsor. All fund-raising projects shall be subject to the approval of the campus principal. All fund-raisers selling food products must comply with the Department of Agriculture Texas Public School Nutrition Policies for types of food that can be sold and times those items may be sold during the school day.

No outside organizations, commercial enterprises, or individuals may solicit contributions from students within the school. Charitable organizations shall be allowed to place collection boxes in the school buildings with principal approval, provided no pressure to contribute is exerted on the student at any time.

GRADING

Grades are one important factor in evaluating a student's academic progress. A six-weeks benchmark examination may be required as part of the six-weeks grade at the secondary level (grades 6-12).

All grades will be reported as numerical grades and will utilize a grading range based on the following:

A	(90-100)	Superior Achievement
B	(80-89)	Above Average
C	(75-79)	Average
D	(70-74)	Below Average
F	(69 or below)	Failing

An average of 70 will be the lowest passing grade. In grades 7th – 8th, semester grades will be averaged to determine one factor of student promotion.

INCOMPLETE GRADES

Incomplete grades will not be given at the end of the semester without written permission from the principal. Such permission will be granted only in extreme or unusual cases beyond the student's control. If the student fails to complete the work within the time previously stated for make up, he shall receive a failing grade for that period.

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to: treat other students and district employees with courtesy and respect, avoid any other behaviors known to be offensive, and stop these behaviors when asked or told to stop.

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

A student who believes he or she has been harassed by another student or by a district employee is encouraged to report the incident to the principal, his designee, or counselor. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(Local). See also policies FFH Legal and Local.

BULLYING OR TAUNTING BEHAVIOR

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student in person or on the internet (cyber bullying). Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint

against a student may result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

HONOR ROLLS

Two honor rolls are computed by the grading period. An all A honor roll and an A-B honor roll.

IDENTIFICATION CARDS

Secondary schools may require students to carry identification cards. Student ID's are used for several purposes including extracurricular activities, library privileges, and for cafeteria purposes.

LIBRARY

Libraries support instruction at each campus and are available to students at designated times. Students are encouraged to take advantage of the many services offered by the libraries.

With the privilege of using library materials comes responsibility. Students are required to return books when due. Fines will be charged for late returns, and replacement costs will be assessed for lost books. Specific guidelines for library use will be communicated at each campus.

PARTIES, ATHLETIC AND SOCIAL EVENTS

The rules of good conduct and grooming will be observed at school social and athletic events held outside the regular school day. Guests and spectators are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party. Anyone leaving before the official end of the party will not be readmitted.

PHONE USAGE

Students may use phones in the front office or the attendance office only before school, during lunch, or after school. ***Cell phones are not to be used during the school day by any student.***

PHYSICAL EDUCATION

Properly fitted tennis shoes (with an enclosed back) are required for safety during physical education classes. PE uniforms are required for all secondary students. Specific requirements vary between campuses.

Notes written by the parent or guardian to request permission not to participate are valid for one to three calendar days only, each six-weeks grading period. If more than three days are necessary to be excused from physical education, a written release from a physician or health practitioner may be required. A student may not participate in recess during the time that he/she does not participate in physical education. Non-participation for a period of more than three consecutive days, just like the regular absences for illness, requires a note from a physician or health practitioner.

PICKUP /DROPOFF PROCEDURES

Students may be dropped off at school no earlier than 7:30 am.

At the end of the school day, students should be picked up promptly. Adult supervision for students waiting on rides is available for about 15 minutes after students are dismissed from class. Parents who cannot pick up students within 15 minutes should notify the school office. If a student is not picked up within 30 minutes of dismissal and the school cannot reach the parent or other emergency contacts, the school may call CPS or the police/sheriff's department. If late pickup becomes a chronic problem, the school will notify CPS.

PLEDGES, MINUTES OF SILENCE, PRAYER, AND MEDITATION

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

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

The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (FNA Legal)

POSTERS

Notices dealing with school-sponsored events may be posted in the halls as long as they are placed on approved surfaces. See your principal for specifics.

ALL notices and posters must be approved by the administration before being posted or distributed.

Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

PUBLICATIONS

Distribution of written materials may be restricted, subject to the following guidelines:

- Distribution may be limited in order to prevent interference with normal school operations in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.
- Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
- Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of the students shall not be distributed.
- Material may not be forbidden if the portions or specific language objected to may also be found in material that is made available to students through school facilities, i.e., the school library or reading assigned by teachers.
- Libelous material may be prohibited from distribution.
- Publications that criticize Board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action or that is likely to incite or produce such action shall be restricted.
- Hate literature that attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned.

PRIOR REVIEW

All student publications and other written material intended for distribution to students shall be submitted to campus administration for prior review according to the following procedures:

- Material shall be submitted to the building principal or a designee for review.
- The principal or designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as disapproval.
- The student may appeal disapproval to the Superintendent or designee, who shall decide the appeal within three days of its receipt. Failure of the Superintendent or designee to act within the three day period shall be interpreted as disapproval.
- The student may appeal disapproval by the Superintendent to the Board. The student shall notify the Superintendent in writing of the appeal and request the matter be placed on the agenda for the next Board meeting. At the Board meeting, the student shall be given a reasonable period of time to present his or her viewpoint.

RELEASE OF STUDENTS FROM SCHOOL

Students will be allowed to leave school during the school day only with the permission of the principal or designee. Parents cannot go directly to their child's classroom and take the child away from school during the day. Teachers do not have the authority to let children leave their classroom with anyone. If you need to take your child from school before the end of the school day, such as for a medical appointment or a family emergency, you must go to the principal's office and sign the child out. The teacher will send the child to the principal's office, and she/he will be released to you at that time.

At the time children are enrolled, the parent or other adult completing the enrollment form should list those people who are authorized to pick up children during the school day. **Unless the principal has a current court order signed by a judge, showing an official file stamp with the court, and indicating that a parent's right of access to and possession of his or her children has been limited in some way, the principal will release children to either parent.**

Students will not ordinarily be released during the school day to participate in private lessons or other instruction. If you believe you have a special situation that would warrant an exception to this rule, please contact the campus principal to schedule a conference about your situation.

Parents do not have the authority to check their children out early **on a daily basis** without a doctor's note. Doing so could jeopardize the awarding of credit in a specific course or class due to attendance issues.

SATURDAY SCHOOL

Students in grades 6-12 may be assigned to Saturday School by an attendance committee for excessive absences that are not acceptable. Saturday School may be required for students who are truant from school. Saturday School is also used as a consequence for certain misbehaviors.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

Senate Bill 1357 requires that the board of trustees of each school district establish a local school health advisory council. The RRISD School Health Advisory Council is comprised of parents of students enrolled in the district, community members, and district employees. The council meets a minimum of three times each year to assist in the development of the district's coordinated school health program. To obtain more information about the council, contact the council chairperson, Kim Franks, R.N. at River Road High School, (806) 383-8867.

SEXUAL HARASSMENT / SEXUAL ABUSE

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

According to **House Bill HB121**, each school district shall adopt and implement a dating violence policy. River Road Middle School has implemented a teen dating violence awareness program to provide students with the opportunity to report any inappropriate and/or abusive behaviors to the counselor, administration, or teachers. Access to a Youth Hotline is also available. The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Gaye Gage.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(Local).

SMOKING, TOBACCO PRODUCTS

ALL persons are prohibited from smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property, including all athletic facilities at any time. Students may not possess, smoke or use tobacco products on school property or at a school-related or school sanctioned activity, on or off school property at any time. See the Student Code of Conduct for information regarding disciplinary sanctions.

STUDENT RECORDS

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it unless the parent/guardian objects to the release of any or all directory information about the child. **This objection must be made each school year in writing to the principal within ten school days after the issuance of this handbook.** Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

When a student moves to another school district, RRISD will forward the student's records to the new district upon receiving a request from that district.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

TARDIES

Students who are tardy when they first report to school must be checked in or called in by a parent and obtain a tardy pass from the office. Excessive tardies will be dealt with disciplinary action. Three tardies accumulated by a student is equivalent to one unexcused absence. Students who are tardy any other time will receive a tardy slip from the classroom teacher.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class . According to state law, textbooks must be covered by the students, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day. Tampering with or destroying a textbook bar code or number will result in disciplinary action and a fee for damage. Some textbooks are so expensive that the District purchases classroom sets rather than a textbook for each student taking the course. You may request that your child be permitted to take home any textbook used by the student, and if a book is available, we will honor that request. If the teacher requests it, the student must return the textbook to school the following day. CMD (Legal)

TRAINED DOGS

In an effort to prevent and detect drug and alcohol abuse problems in the school and maintain a safe school environment conducive to education, the District shall periodically use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

- The dog handler selected shall use non-aggressive dogs trained to alert to illicit substances such as drugs, alcohol, and gun powder.
- Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas.
- If the dog alerts to a particular item in a classroom or other common areas, these areas may be searched.

Students shall be notified at the beginning of each school year that:

1. Classrooms and other common areas are subject to a sniff search at any time when students are not present.

2. If any prohibited substances are found, the students may be subject to appropriate disciplinary action, including removal, suspension, expulsion and/or notification of law enforcement agencies.
3. Once drug dogs are on school premises, students leaving school without following established check-out guidelines shall be subject to disciplinary action.

TUTORING

Students may receive extra help from teachers before or after school. In addition, tutoring may be available to students needing extra help in any class.

USE OF HALLWAYS DURING CLASS TIME

Loitering or standing in the halls between classes 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.

ADMISSION, TRANSFERS, RELEASE, and WITHDRAWAL

ADMISSION

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not a district resident and has not been accepted as a transfer student, the student will be withdrawn immediately.

TRANSFERS

RRISD will accept applications for transfer of students not living within school district boundaries during the 2009-2010 school year. Transfer applications and information may be obtained on the school district's web-site of www.rrisd.net or at each campus. Academic, disciplinary, attendance and immunization records will be evaluated to determine admittance. The district reserves the right to deny a transfer if room is not available in a specific grade level. ***The transfer of a student may be revoked at any time for academic, disciplinary, attendance, or immunization reasons.***

TRANSFER STUDENTS FROM NON-ACCREDITED SCHOOLS

Students entering the district from non-accredited public, private, or parochial schools (including home schools) shall be placed initially at the discretion of the principal, pending observation by classroom teacher(s), guidance personnel and the principal. Criteria for placement may include:

1. Scores on achievement test(s), which may be administered by appropriate district personnel.
2. Recommendation of sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

WITHDRAWING FROM SCHOOL

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. Students must return all textbooks issued to them and clear any library fines and other outstanding fees in order for the school to release an official copy of the student's records to the parents or to another school district.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, 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, the other with attendance for course credit, are of special interest to students and parents.

ATTENDANCE FOR CREDIT

FEC (Legal, Local) - To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences, except those for religious holy days and documented health care appointments for which routine make-up work has been completed, will be reviewed.
- For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- 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 acceptability and authenticity of documentation expressing reasons for the student's absences.
- 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.

The student or parent may appeal the committee's decision to the district's board of trustees by filing a written request with the superintendent in accordance with Policy FNG. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

COMPULSORY ATTENDANCE

FEA (Legal) FEA (Local) - The state compulsory attendance law requires that:

- *"A student between the ages of 6 and 18 must attend school unless the student is otherwise legally exempted or excused. Students enrolled in pre-kindergarten or kindergarten shall attend school. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing."*

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as accelerated (additional special) instruction assigned by the grade placement committee and/or from required tutorials will be considered in violation of the law and subject to disciplinary action.

Nonattendance may also result in assessment of penalties by a court of law against both the student and his or her parents.

A complaint against the parent may be filed in the appropriate court if the student:

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

If you do not send your child to school, you will receive a written warning that you must comply with compulsory attendance laws. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense.

EXCUSED ABSENCES

FEB (Local) FEB (Legal) -- A student absent from school shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent/guardian.

The following shall receive excused absences when all conditions are met:

- Board-approved extracurricular activity or public performance subject to limitations in FEB (Legal)
- Required screening, diagnosis and treatment for Medicaid-eligible student
- Documented health care appointment, if student begins classes or returns to school on the same day as the appointment. The student must present a note from the healthcare provider stating the time of the appointment and the time the student left the doctor's office
- Juvenile court proceeding documented by a probation officer
- Absence required by state or local welfare authorities
- Religious holidays: absences for religious holy days, including up to two days of travel time, if necessary, will be classified as excused absences

EXCUSED VS. UNEXCUSED ABSENCES

If proper documentation is provided and proper procedures are followed, the student will receive an excused absence. If there are questions regarding the circumstances surrounding the absence, the principal or someone acting for the principal will make the final decision whether an absence is classified excused or unexcused. ***River Road administration reserves the right to verify authenticity of doctor's notes.***

LEGAL PROCEEDINGS FOR VIOLATION OF COMPULSORY ATTENDANCE LAWS

School officials aggressively enforce the state compulsory attendance laws. The school will file in an appropriate court of law on parents or students who violate the compulsory attendance laws if a student continues to have unexcused, unexplained or excessive absences or tardies after the attendance letter has been sent making the parent aware of possible consequences.

MAKE-UP WORK

EIAB (Local) -- Students will have **one day per day of absence** to complete and turn in make-up work. For extended absences, arrangements can be made between the student and teacher to set a deadline for the makeup work to be completed. It is the responsibility of the student to check with the teachers, upon return, for the assignments and to turn the work in on time. Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

The District shall not impose a grade penalty for make-up work after an unexcused absence or after an absence due to suspension.

PARENT REQUESTED ABSENCES

When it is necessary for a student to be absent from school for reasons other than personal illness or illness or death in the family, the parent should write a note at least 3 days prior to the absence explaining the need for the absence. Teachers will be notified by the student prior to the absence so that assignments and due dates may be given. The principal will make a determination as to whether the request is to be an excused absence or an unexcused absence. Students are required by law to be in attendance 90% of days class is offered.

Please note: any parent-requested absence will count against your child for the minimal attendance for class credit, perfect attendance, and semester test exemptions, even if the absence is excused.

REPORTING PROCEDURES FOR ABSENCES

There are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if he/she is sick and will not be at school that day, you must call the school office to let them know of the absence.

When an absence occurs, a parent/guardian must send a note with the student or contact the school by telephone. **This information should be provided within two days after an absence.** A note signed by the student, even with the parent/guardian's permission, will be considered a forgery and the student will be disciplined accordingly.

A student who must leave school during the day must bring a note from the parent/guardian that morning and turn the note in to the appropriate office or teacher.

A student who becomes ill during the school day should, with teacher's permission, report to the school nurse/health aide. Failure to check out through the school nurse/health aide office will result in an unexcused absence as well as disciplinary action.

REQUIRED HEALTH PRACTITIONER EXCUSES

FEC (Local) -- Students having **excessive** absences due to illness will be required to show a note from the physician or other licensed health practitioner who treated the student. If the note is not submitted, the absence will be unexcused.

Students who miss **three consecutive days** due to personal illness must bring a physician's or health practitioner's note regardless of the number of accumulated days.

TARDIES

Students are tardy to class if they are not in the proper room when the tardy bell rings. Each campus has guidelines outlining the consequences for tardies. Three tardies will equal one day of absence for purposes of semester exams exemptions.

UNEXCUSED ABSENCES

If the child does not bring a note, or the parent does not call, the absence will be classified as unexcused. Examples of unexcused absences include but are not limited to the following:

1. Truancy: Students absent from class without the consent of the school or the parent are considered to be truant and will receive an unexcused absence. Students who remain on campus, but skip a class, are also considered truant and will receive an unexcused absence.
2. **Students leaving school for any reason without signing out in the office will receive an unexcused absence and can be subject to disciplinary action.**
3. Failure to check out through the school nurse/ health aide, when a student becomes ill

during the school day, will result in an unexcused absence.

4. Students removed from school by parents for family business for which the written request has been submitted and denied will be unexcused.
5. Students absent due to a court appearance as a defendant for any reason (e.g., assault) will receive an unexcused absence.
6. Absences in excess of the 90% rule will be determined to be an unexcused absence unless covered by a doctor's excuse.

CURRICULUM AND PROGRAMS

ACCELERATION

Students wishing to attempt to meet the criteria for grade or course acceleration must meet the following guidelines:

- (a) A formal written application must be completed and filed with the school principal;
- (b) A conference with the student, parent, principal (or designee), and counselor must be conducted to explore the opportunities and to consider all aspects of acceleration; and
- (c) If the decision is made to allow a student to pursue available options for acceleration, a plan will be devised and filed in the student's permanent record file.

CREDIT BY EXAM—IF A STUDENT HAS TAKEN THE COURSE

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted by the district to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam; however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

CREDIT BY EXAM—IF THE STUDENT HAS NOT TAKEN THE COURSE

EEJB -- In accordance with Senate Bill I Section 28.023 of Curriculum Requirements of the State of Texas, RRISD will offer acceleration by exam, without prior instruction, for all enrolled students kindergarten through grade twelve. Registration for testing must be received by the deadline established for each testing session. If a parent requests an alternative examination, the District may administer and recognize results of a test purchased by the parent or student from Texas Tech University or the University of Texas at Austin.

To receive credit, a student must score at least 90 % or above on the exam.

GUIDELINES FOR ACCELERATION

Approval of credit or advancement on the basis of an exam for acceleration shall be by the superintendent or designee, in accordance with State Board rules.

Grade level guidelines are as follows:

1. River Road ISD will accelerate a student in grades 1 through 6 one grade level if the student meets all of the following requirements:
 - a. Without prior instruction, the student scores 90 percent or above on the grade level exams in each of the following areas: language arts, mathematics, science and social studies.
 - b. A Teacher Evaluation Form, in addition to the results of the exam, will be used by the

school in the process of determining whether a student should be accelerated a grade level.

- c. A school district representative recommends that the student be accelerated; and
- d. The student's parent or guardian gives written approval for the acceleration.

2. River Road ISD will give a student in grades 7 through 12 credit for an academic subject in which the student has received no prior instruction if the student meets the following requirements:

- a. Students taking credit by exam for 7th or 8th grade courses must take both semester tests for each course. In order to get credit for a course in grade 7 or 8, the student must score 90 percent or above on both exams.
- b. The student's parent or guardian gives written approval for the acceleration.
- d. If course acceleration requires a student to take the course on another campus, no accommodation will be made for transportation or travel time.

COUNSELING PROGRAMS AND SERVICES

EJ (Legal) -- The district has a developmental counseling and guidance program. Each secondary campus has one or more counselors who are available to help students with questions about planning their course of instruction, applications to college or other post-secondary education and training programs, scholarships and financial assistance, and other academic issues. Counselors will be available to talk and listen to students about situations and experiences that may be affecting their ability to get all they can from their instructional program. Students are encouraged to seek the assistance of school counselors whenever they need to, and counselors can also refer students or parents to other sources of assistance.

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

ENGLISH AS A SECOND LANGUAGE

Instruction in English as a second language is provided for students in grades PK – 12 as needed to assist students with limited English proficiency and to enhance their use of the English language.

GENERAL CURRICULUM INFORMATION

River Road ISD operates an Early Education - 12 program that meets all state curriculum requirements.

GIFTED AND TALENTED

Identification for the gifted/talented program is ongoing, K-12. This process includes nomination, screening, and selection based on multiple criteria. Criteria used to identify gifted and talented students has been established in a Board approved G/T plan. Criteria must be appropriate for each area of giftedness served and must ensure the fair assessment of students with special needs which include the culturally diverse, the economically disadvantaged, and the handicapped. Data collected from both objective and subjective measures which may include but are not limited to the following: achievement tests, ability tests, behavioral checklists, teacher observational records, student products or performances, a creativity test, and student interviews. Testing is usually held in January/February of the school year.

Students, at any level, may be nominated for the gifted and talented program at any time by school personnel, parents or community members, and also by self or peers for students in grades 6-12. Students nominated should exhibit characteristics in the definition set forth in the Education Code 29.121 and local policy which reads: "...gifted and talented student means a child or youth who performs at or shows potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment, and who exhibits high performance capability in an intellectual, creative or artistic area, possesses an unusual capacity for leadership, or excels in an academic field."

A selection committee, composed of at least three professional employees who are knowledgeable about the needs of gifted students and are familiar with the state guidelines for gifted and talented programs, shall provide for the final selection of students. All student information collected during the screening process is considered an educational record and is subject to protection as written in local policy.

Parents, students, and campuses are notified in writing of selection for the gifted program. Participation in any program or services for gifted students is voluntary.

The RRISD Gifted and Talented Program is based on recommendations of the Texas State Plan for the Education of Gifted/Talented students. The program is designed to be implemented in all grade levels in elementary school and through high school. Individual campuses can adapt this design to meet their needs.

The G/T policy contains provisions for transfers, furloughs, reassessment, appeals, and exiting. A copy of the complete local policy on Gifted/Talented is available upon request from Central Administrative offices. Further information on the G/T program can be obtained from the district G/T Coordinator, Gaye Gage, 9500 US 287 North, Amarillo, Texas 79108, 806-383-8867.

GRADING

EIA -- River Road Middle School will use clearly defined grading practices that are consistent with district policies and procedures. The grading guidelines shall be approved by the principal and will be designed to reflect each student's academic achievement for the grading period, semester, or course.

State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary, contains an error, or the teacher did not follow the district's grading policy. The board's decision is not subject to appeal.

HOMEBOUND

When a student becomes ill or injured and the parent learns from a physician that the student will be out of school twenty days or more, the parent should call the student's counselor to request homebound instruction. The parent or student must provide a physician's statement which should include the following information:

1. nature of disability
2. projected length of confinement
3. restricted activity
4. request for the homebound teacher

Students on Homebound are responsible for returning textbooks to the school at the close of the spring semester.

LATE WORK

EIAB (Local) -- Student work shall be completed and turned in on the date due except in extenuating circumstances as determined by the teacher. Teachers establish their grading standards, including penalties for late work, but those standards must be consistent with district policies and procedures and approved by the principal.

OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report

within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person(s) to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the campus Special Education Coordinator or RRISD Special Education Director, Judith Evans -- Phone Number: 381-7832.

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. 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 addition, at certain grade levels, a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 in the 2009–2010 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the state and district in order to be promoted.

Starting in the 2007-2008 school year, Eighth grade students who do not perform satisfactorily on the Reading and/or Math TAKS tests may not be promoted to the ninth grade. These students will have two additional opportunities to take the test. If the 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. 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 policy EIE.]

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 test 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 guidance counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For additional information, see the counselor or principal and policy EIF.]

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, counselor, or special education director.

STUDENT WITH DISABILITIES

Promotion standards of grade level classification of special education students shall be determined by the ARD committee, if appropriate.

SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS

The individuals listed below can be contacted regarding questions pertaining to homeless students and Title I issues.

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Kara Harrison, 7600 Pavillard, Amarillo, Texas 79108 (806) 383-8721.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Gaye Gage, 9500 US 287 North, Amarillo, Texas 79108 (806) 381-7800.

SERVICES FOR SPECIAL EDUCATION

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact the individual campus Special Education coordinators or the RRISD Special Education Director, Judith Evans, 9500 US 287 North, Amarillo, Texas 79108 (806) 381-7832.

STATE ASSESSMENTS

Students, at certain grade levels, will annually take state assessment tests (such as TAKS) in the following subjects as well as routine testing and other measures of achievement:

- Mathematics, in grades 3–11
- Reading, in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child as long as it is a year in which TEA releases the test - every three years. 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, counselor, or special education director.

REPORT CARDS/INTERIM REPORTS

EIA (Local) -- In grades 1-12, written reports of student grades and absences are issued to parents at the end of every grading period. If a student receives a grade of less than 70 in any class or subject, the parents are requested to schedule a conference with the teacher of that class or subject.

Report cards are required to be signed by the parent and returned to the school as soon as possible.

For students in secondary grades, interim progress reports may be issued at the teacher's discretion; however, notice of a student's consistent unsatisfactory performance shall be issued in accordance with law. Failure to receive an unsatisfactory report does not guarantee a passing grade because a teacher cannot always foresee failing work that might occur at the end of the reporting period.

SEMESTER EXAMS

A semester exam is to be utilized as part of the secondary (8-12) student's evaluation process. If a student fails the semester exam, the student may be retested one time provided he/she was passing the course before the semester exam was administered. The retest should be administered within two days of the original test administration. The principal may grant an extension of time if extenuating circumstances occur.

Extracurricular and co-curricular activities are viewed as a necessary and important part of the school's instructional program.

1. Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general.
2. Students are to abide by the regulations set by the sponsor(s) of the organization whether the meeting be on or off campus.
3. Students at school-sponsored contests, whether they be participants or not, are to maintain a high level of decorum so the reputation of the students will not suffer.
4. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

EXTRACURRICULAR ACTIVITY ABSENCES

The district shall make no distinction between absences for UIL activities and absences for other extracurricular activities approved by the board. A student shall be allowed in a school year a maximum of ten extracurricular 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.

PARTICIPATION GUIDELINES

Students must attend school at least 4 periods (1/2 day) before being allowed to participate in an extracurricular activity on the day of the absence. Additional guidelines for participation exist in all areas of UIL activities. Consult with the activity sponsor or coach for these guidelines. Students assigned to in school suspension (ISS), out of school suspension (OSS), or other disciplinary placement (DAEP, etc.) are allowed to participate in or attend extracurricular activities if their assignment is completed by the end of the school day in which the extracurricular activity occurs.

“NO PASS-NO PLAY” GUIDELINES

Students who represent RRISD in individual and/or team competitions must maintain academic eligibility standards in order to participate in the activity.

General Restrictions

A student who receives, at the end of any grade evaluation period, an average grade below 70 in any academic class (other than a TEA/UIL identified honors or advanced class) may not participate in extracurricular activities for at least three weeks. A student may practice or rehearse while suspended. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all classes other than those that are TEA/UIL honors or advanced; and (2) completed three weeks of suspension.

Restrictions for Schools on Grading Periods

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or had accumulated the required number of units toward graduation.
2. Students who pass all courses for the grading period, except TEA/UIL identified honors and advanced courses, remain eligible through the next six week grading period.
3. Students who are eligible shall not lose eligibility until seven calendar days after the end of the six week grading period in which they are failing one or more courses.
4. Ineligible students must wait seven calendar days after the end of the grading period to regain eligibility.
5. Students who lose eligibility due to failing a course at the end of a grading period may regain eligibility at the end of each 3 week evaluation period, if the principal and teachers have determined the student is passing all courses except TEA/UIL identified honors and advanced courses. However, the student must wait seven calendar days before being eligible to participate.
6. The semester grade has no bearing on eligibility. Eligibility is determined at the end of each six week and/or three week grading period as prescribed above. Students or parents having

questions concerning eligibility should secure a copy of *TEA/UIL SIDE BY SIDE* located in the principal's office.

SCHEDULING FOR INSTRUCTION

Students attending RRISD schools must be enrolled as full-time students. "Full-time" is defined as enrollment for a full school day.

FLEX CALENDAR AND EARLY PROMOTION INFORMATION

The final day of the 2009-2010 school year is June 5, 2010; however, pursuant to the Flex Calendar waiver obtained by the District, your child can qualify for Early Promotion by meeting the following criterion:

1. The student must have passed (70% or above) all subjects for the year
2. The student must have a 90% attendance rate as required by the state of Texas
3. Have passed all sections of the TAKS test.
---- OR----
4. If the scores from the TAKS test have not been received by May 21, 2010, a score of 70% or higher on the final TAKS simulation given the week of March 30th may be substituted for criterion #3.

If the student meets ALL of the criterion listed above, he or she will be have earned Early Promotion and May 21, 2010 will be his/her last day of school for the 2009-2010 school year.

If the student DOES NOT meet the requirements listed above, he or she will be required to attend May 26 – June 5, 2010. These days have been set aside for intensive instruction and are listed on the school calendar as the "Flex Calendar Days".

SECTION 3
INFORMATION FOR PARENTS



SPECIAL INTEREST TO PARENTS

COMMUNICABLE DISEASES

FFAD (Legal) -- TDH Communicable Disease Chart for Schools and Child-Care Centers

The parent/guardian of a student having or suspected of having a communicable or contagious disease is asked to notify the principal or school health service personnel. By law, a child having or suspected of having one of the following communicable conditions shall be excluded from attendance until the readmission criteria for the condition is met: amebiasis, campylobacteriosis, chickenpox, common cold (until fever subsides), gastroenteritis (viral), giardiasis, head lice, hepatitis (Type A viral), impetigo, infectious mononucleosis, influenza, measles (rubeola), meningitis (bacterial and viral), mumps, pertussis (whooping cough), ringworm of the scalp, rubella (German measles), salmonellosis, scabies, shigellosis, streptococcal sore throat and scarlet fever, tuberculosis (pulmonary). For information concerning readmission criteria, please contact the principal or school health service personnel. The major criterium for exclusion from attendance is the probability of spread from person to person. A child may have a non-excludable illness yet require care at home or in a hospital.

CONFERENCES BETWEEN TEACHERS, STUDENTS AND PARENTS

Parents and teachers are encouraged to establish and maintain frequent communication concerning student progress.

A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, and principal. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference:

1. if the student is not maintaining passing grades or achieving the expected level of performance,
2. if the student presents any other problem to the teacher, or
3. in any other case the teacher considers necessary.

CORRECTION OF STUDENT RECORDS

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor 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, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The parents or eligible student's rights of access to, and copies of, student records does not extend to all records. Materials that are not considered educational materials, such as teacher's personal notes about a student that are shared only with substitute teachers, do not have to be made available to the parents or students.

Parents may be denied copies of a student's records:

1. after the student reaches age 18 and is no longer a dependent for tax purposes;
2. when the student is attending an institution of post-secondary education;
3. if the parent fails to follow proper procedures and pay the copying charge; or
4. when the district is given a copy of court order terminating the parental rights.

If the student qualifies for free or reduced-priced meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

EMERGENCY CARE TREATMENT

If a student should have a medical emergency at school or at a school-related activity, the school will make every attempt to contact the parent. Parents are asked each year to complete an emergency care consent form in case they cannot be contacted. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date. Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school health personnel to update any information.

The district is not responsible for medical costs associated with a student's injury. The district does make available an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the insurance carrier's office. Insurance policy information will be distributed to students at the beginning of the school year.

In the event an ambulance is called to provide assistance and/or transportation to a student, the school district is not responsible for the cost associated with the ambulance.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. The materials for a class project that the student will keep.
2. Membership dues in clubs or student organizations and admission fees to extracurricular activities.
3. Security deposits.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
6. Voluntary purchase of student accident insurance.
7. Musical instrument rental and uniform maintenance, when provided by the district
8. Personal apparel used in extracurricular activities that becomes the property of the student.
9. Student identification cards.
10. Fees for lost or damaged library books, textbooks or school-owned equipment.
11. Summer school courses offered tuition-free during the regular school year.

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. FP (Local)

IMMUNIZATION REQUIREMENTS FOR CURRENT STUDENTS

Each student currently enrolled in RRISD is required by law to be in compliance with current TDH immunization requirements. It is the sole responsibility of the parent or guardian to provide validated proof of compliance. However, as a courtesy, RRISD school health personnel will attempt to notify the parent or guardian at least two weeks prior to the date an immunization is due. Any student not in compliance with TDH immunization requirements will be excluded until the parent or guardian furnishes validated proof of compliance. For a chart that summarizes vaccine requirements, please check with the school health service personnel at your child's campus.

EXEMPTIONS

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

choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com. Schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

IMMUNIZATION REQUIREMENTS FOR NEW ENTRANTS

FFAB (Legal) -- Each student entering school for the first time must show validated proof of compliance with current Texas Department of Health (TDH) immunization requirements before admission unless the person applying for admission submits the proper documentation that the student should not be immunized for medical reasons, reasons of conscience, including religious belief, or is serving on active duty with the armed forces of the United States.

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, that states that, in the doctor's opinion, the immunization required would be harmful to the health and wellbeing of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication (FFAB).

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized statement signed by the student (or by the parent if the student is a minor) that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. The Texas Department of Health website can provide additional information: http://www.tdh.state.tx.us/immunize/school_info.htm.

The responsibility for providing immunization records for students entering school for the first time rests solely with the parent or guardian.

IMMUNIZATION REQUIREMENTS FOR TRANSFERRING STUDENTS

Each student transferring from another school district will be granted a grace period of no more than 30 days while awaiting the transfer of the immunization record. If however, the record is not transferred by the 30th day, the student will be excluded from attendance until the parent or guardian furnishes validated proof that the student is in compliance with current TDH immunization requirements.

PROVISIONAL ENROLLMENT

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

DOCUMENTATION

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

PARENTAL INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

FNG -- Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.

2. Attending board meetings to learn more about district operations, including the procedure for addressing the board when appropriate. BE, BED
3. Reviewing the information in the Student Handbook, including the attached Student Code of Conduct, with your child; and signing and returning the acknowledgment form. Parents with questions are encouraged to contact the principal.
4. Becoming familiar with all of your child's school activities and with the academic programs offered in the district. Discuss with the principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
5. Reviewing instructional materials, textbooks, and other aids, and to examine instructional tests that have been administered to your child.
6. Reviewing your child's student records when needed. You may review:
 - (a) attendance records,
 - (b) test scores,
 - (c) grades,
 - (d) disciplinary records,
 - (e) counseling records,
 - (f) psychological records,
 - (g) applications for admission,
 - (h) health and immunization information,
 - (i) other medical records,
 - (j) teacher and counselor evaluations,
 - (k) reports of behavioral patterns, and
 - (l) state assessment instruments administered to your child.
7. If an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. 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 TEA. RRISD will keep you informed annually of your children's campus ratings and whether the campus has been identified under state and federal law as one that needs improvement. If the campus is so identified, you will be informed of your rights regarding public school choice and transportation at that time.
8. Becoming a school volunteer. For information, contact the principal. GKG
9. Participating in campus parent organizations. The activities are varied, ranging from band boosters to the district and campus planning committees formulating district and campus plans to improve educational opportunities for all students. For further information, contact the principal.
10. Attending scheduled conferences and requesting additional conferences as needed.
11. Requesting that your student 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 state flag. The request must be made in writing. State law does not allow the student to be excused from participation in the required moment of silence or silent activity that follows. EC
12. Requesting that your student be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless:
 - (1) you provide a written statement requesting that your student 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. EHBK
13. Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. BDF, EHAA
 14. Requesting in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FI(Legal) and (Local), FO(Legal) and the Student Code of Conduct.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

FFAC (Legal) (Local) -- All medication should be given at home if possible. However, if a student requires medication at school, the parent/guardian must contact campus school health service personnel in advance to make arrangements to meet all requirements and obtain necessary forms.

Authorized district employees may administer FDA-approved medication prescribed by a Texas licensed M.D., D.O., Dentist, or Podiatrist under the following guidelines:

1. Medication taken **10 days or LESS:**

Prescription drugs: must be in their original pharmacy container and properly labeled by the pharmacist. A written request signed and dated by the parent/guardian must accompany the prescribed medication.

Non-Prescription drugs must be in their original container. The written request for administration must contain the following information:

1. Full name of the student
2. Name of the drug
3. Amount of the drug to be given
4. When the drug is to be given
5. Parent/guardian signature
- C. All medication will be stored and dispensed in the clinic.

2. Medication taken **10 days or MORE:**

All prescription and non-prescription drugs to be administered at school for more than 10 days must be in their original container accompanied by a written request signed and dated by the prescribing physician and the parent/guardian requesting this service.

3. Students who must carry **inhalers** with them must provide a written statement from a physician and parent/guardian allowing the student to do so.
4. Homeopathic preparations will not be given at school. Only FDA approved pharmaceuticals, manufactured in the U.S. for administration will be accepted.

Students who share prescribed and/or non-prescribed medications with other students, even with parental permission, shall be subject to disciplinary action including referral to the proper authorities.

INDIVIDUAL CONSIDERATIONS

When a newly enrolled student presents valid evidence of a diagnosed health problem and need for long-term medication, arrangements may be made to give medication as prescribed on a temporary basis. The family should secure the services of a Texas licensed physician at the earliest possible time.

PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations
- Religious practices, affiliations or beliefs of the student or parent/guardian
- Mental and psychological problems potentially embarrassing to the student or family
- Sex behavior and attitudes
- Illegal, antisocial, self-incriminating, and demeaning behavior
- Critical appraisals of other individuals with whom the student or the student's family has close family relationship
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers
- Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the school administrator in charge of the survey. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

PSYCHOLOGICAL EXAMINATIONS

The district will seek and obtain parent/guardian written consent before conducting any psychological examination, test, or treatment of your student, unless the examination is part of an investigation by Child Protective Services in response to a report of known or suspected child abuse or neglect. If the examination or test is part of the comprehensive assessment to see if your student needs special education or related services, before the district obtains consent, on your request, RRISD will provide the parent/guardian with information about the name and type of examination and how the examination will be used to develop an appropriate individualized program for your child.

PSYCHOTROPIC DRUGS

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 will not 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.

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

[For further information, see policies at FFAC.]

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

The law specifies that certain general information about RRISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- A student's name, address, telephone number, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance including tardies and absences, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student's e-mail address.

(Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten calendar days after the parent has been provided this notice.)

Please understand that withholding your child's photograph will keep your child's picture from appearing in the yearbook. Withholding your child's name will prevent your child's name from being published for school honor roll or other awards. Withholding your child's address will prevent him/her from receiving school-related mailings, such as notices to order graduation invitations and yearbooks, etc.

The district's complete policy regarding student records is available from the campus principal's or superintendent's office. Virtually all information, including special education records 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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

The district must comply with the request by a military recruiter or an institution of higher education for student's names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent.

VIDEO AND AUDIO RECORDING:

We will seek and obtain your written consent before any school employee makes an audio or video recording of your child, except your prior consent is not required before a recording that will be used only for:

- safety purposes, including maintaining order and discipline in common areas of the school or on school buses;
- a purpose related to a co-curricular or extracurricular activity;
- a purpose related to regular classroom instruction;
- media coverage of the school.

Audio and video recordings of extracurricular and co-curricular performances, such as band, orchestra, and choir concerts; marching band performances; and performances of plays, musicals, or skits are treated as directory information.

Video recordings of students made by security cameras on school buses or in common areas of a campus are treated as directory information unless they are used to impose discipline. In that case, the tapes become an educational record of the student or students who are disciplined and are subject to the same restrictions on access and disclosure as any other student education record.

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 district is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the district will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired. The Director of Special Services is the custodian of records for students graduated or withdrawn.

SAFETY

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

1. Avoiding conduct that is likely to put the student or other students at risk.
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers.
3. Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
4. Knowing emergency evacuation routes and signals.
5. Promptly following the instruction of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

SCHOOL-SPONSORED TRAVEL

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal, or designee, may make an exception to this requirement under the following circumstance:

- 1) the parent personally requests that the student be permitted to ride with the parent; or
- 2) the parent presents a written request that the student be permitted to ride with an adult designated by the parent.

In the event the student leaves an event early, the parent or designated adult transporting the child is requested to inform the coach/sponsor personally that the child will be leaving at that time. Failure to notify the coach/sponsor prior to leaving an event can result in disciplinary action including suspension from future school-sponsored travel.

STEROIDS

Parents and students should be aware that 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.

Under state law, 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.

TEACHER QUALIFICATIONS

You may request the following information, which will be provided to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

TELEPHONE MESSAGES

Messages will be delivered to students on an emergency basis only. Every effort will be made to provide an optimum learning environment for every child and, therefore, class interruptions must be kept to a minimum.

Please communicate with your child before school concerning transportation plans or appointments for the day. ***Students requesting to ride a different bus home must have a signed note from his/her parent or guardian giving them permission to do so. Telephone requests are not acceptable.***

VALUABLES

The school is not responsible for students' valuables such as money, pens, pencils, books, watches, cell phones, other electronic devices, and jewelry taken from hall or gym lockers or lost at school. Students are urged to be extremely careful in regard to this matter. Coats, gym outfits, and other wearing apparel should be labeled in such a manner that they can be easily identified. In this way, lost articles are more easily found and identified. Students who find articles which do not belong to them must turn them in to the office.

VENDING MACHINES

Information regarding vending machines in district facilities and student access to the machines is available from the campus administrator.

VIDEO SURVEILLANCE

RRISD schools make use of video surveillance cameras as one method of security.

VISITORS

You are encouraged to visit RRISD campuses; however, you must comply with district policy requiring **all visitors to go first to the principal's office and sign in**. This policy is for the safety of your children and our staff. Parents and any other person on campus without the principal's knowledge will be considered as trespassers. The district expects parents to be polite and civil in their dealings with all school staff and students. RRISD will not permit or tolerate abusive, disrespectful, threatening, lewd, profane, or offensive language from your children at school, and the district will not tolerate it from parents. Visitors who create a disruption at school or behave unacceptably may be prohibited from coming onto school property without specific authority and will be treated as criminal trespassers if they disregard the principal's or superintendent's directive.

While the district encourages you to be involved in your children's education and knowledgeable about their classes, teachers, and curriculum, frequent and lengthy visits to the classroom are disruptive both to teaching and learning. The principal has the authority to limit or restrict the frequency and duration of classroom visits to be sure that disruption of the instructional process does not occur.

SECTION 4
APPENDICES



Annual Notification of Rights in Regard to Educational Records and Confidentiality

The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

DEFINITION OF TERMS

Educational Records:

Means those records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution.

The term "education records" does not include:

1. Records that contain only information about a student after he or she is no longer a student in the District
2. Records made by District personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
3. Records maintained by a law enforcement unit of the District that were created by that law enforcement unit for the purpose of law enforcement.

School officials:

Includes any employees, agents or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or an individual education plan (IEP) of a student with disabilities; (3) compiling statistical data; or (4) investigating or evaluating programs.

Legitimate educational interest:

School officials have a "legitimate educational interest" in a student's records when they are working with the student; considering disciplinary or academic actions, the student's case, or an individual education plan for a student with disabilities; compiling statistical data; or investigating or evaluating programs.

PARENTS OR THE REPRESENTATIVE OF THE PARENTS HAVE THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATIONAL RECORDS

Upon request of a properly qualified individual, access to a student's educational records shall be granted within a reasonable period of time, not to exceed 45 days. The District shall respond to reasonable requests for explanations and interpretations of the records. The District will permit the parent to review and inspect only information specific to the parent's child when the record includes information on children other than the parent's child. The District will provide the parent, upon request, with a list of the types and locations of education records collected, maintained, or used by the District.

THE PROCEDURE FOR EXERCISING THE RIGHT TO INSPECT AND REVIEW EDUCATIONAL RECORDS

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is:

9500 US 287 North, Amarillo, Texas 79108

No fee shall be charged to search for or to retrieve the educational records of a student. A fee may be charged for copies of educational records that are made for the parents or students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records.

Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

PARENTS HAVE THE RIGHT TO SEEK AMENDMENT OF THE STUDENT'S EDUCATIONAL RECORDS

The parent shall provide a signed and dated written request to the District to amend the student's records if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right or privacy or other rights. If the District decides not to amend the education records requested, it shall inform the parent of its decision and his or her right to a hearing to challenge the content of the student's education records.

If the District decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, the District decides to not amend the records, it shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records. Although improperly recorded grades may be challenged, parent and students are not allowed to contest a student's grade in a course through this process.

PARENTS HAVE LIMITED RIGHTS TO CONSENT TO DISCLOSURES OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN THE STUDENT'S EDUCATIONAL RECORDS

Personally identifiable information in educational records shall not be released without the written consent of the student's parents, except to the following:

1. School officials, including teachers, who have legitimate educational interests. An administrator, nurse, or teacher is entitled to access to a student's medical records maintained by the District for reasons determined in District policy.
2. Officials of other schools or school systems in which the student seeks or intends to enroll, provided that the District either:
 - a) Includes in its policies a statement that notifies the parent or student that it forwards educational records on request of the other school to such officials; or
 - b) Makes a reasonable attempt to notify the parent (unless the record transfer is initiated by the parent).
3. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal-or-state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.
4. Personnel involved with a student's application for, or receipt of, financial aid.
5. State and local officials to whom such information is specifically allowed to be reported or disclosed by state statute adopted:
 - a) Prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records released, or
 - b) After November 19, 1974, if:
 - i. The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released: and

- ii. The officials and authorities to whom such information is disclosed certify in writing to the District that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent of the student.
6. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies. Such information must be destroyed when no longer needed for the original purposes of the studies.
7. Accrediting organizations that require the information for purposes of accreditation.
8. Parents of a student who is a dependent for tax purposes.
9. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person.
10. Any person requesting directory information, as defined in local policy, after the District has given public notice of that definition.

THE PROCEDURE FOR EXERCISING THE RIGHT TO CONSENT TO THE RELEASE OF EDUCATIONAL RECORDS

The parent shall provide a signed and dated written consent before the District discloses personally identifiable information from a student's educational records to any individual, agency, or organization other than the parent, the student, or those listed above. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released.

DESTRUCTION OF RECORDS

The District shall retain educational records of students with disabilities for at least seven years after the student's graduation or dismissal from special education. The District shall inform parents when personally identifiable information collected, maintained, or used to provide special education and related services is no longer needed to provide educational services to the student. Such information shall be destroyed at the request of the parents, unless the seven-year retention period has not expired. In that case, personally identifiable information shall be deleted from the records, but they shall not be destroyed.

A permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

CONFIDENTIALITY

The District shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in the District shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. The District shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

PARENTS HAVE THE RIGHT TO FILE COMPLAINTS

Parents or 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 the law regarding student records.

BACTERIAL MENINGITIS

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 causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention, and notify the principal or school nurse.

FOR 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 or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

**RIVER ROAD INDEPENDENT SCHOOL DISTRICT
STATE AND LOCAL IMMUNIZATION REQUIREMENTS**

Texas state law requires that schools maintain a record of the immunization status of individual students, and they must have this verified by dates (day, month, and year) with a physician's signature. Military records, health department records, and authorized school records are also acceptable verification.

To the Parent/Guardian of:

		Date Due	
Student's Name	School	Date of Birth	Grade

According to our records, the above student needs the following immunizations to be in compliance with Texas state law:

	4 DTP/DTaP doses are required for ages 3 and 4 years
	4 DTP/DTaP/DT/Td doses are required for ages 5 and 6 years (one dose since the fourth birthday is required). Pertussis vaccine is not required for students who are 5 years of age and older.
	3 DTP/DTaP/DT/Td doses are required for ages 7 and older (one dose since the fourth birthday is required)
	TD Booster (required every 10 years)
	3 OPV/IPV doses are required 18 months through 4 years of age; 5 to 17 years of age 3 doses are required (one dose since the fourth birthday)
	1 Measles dose on or after the first birthday, or serologic confirmation of measles immunity
	2 doses of Measles vaccine are required for all students age 5 years and older who are born on or after 9/2/91
	1 Measles Booster dose for students born on or after 9/1/78 (proof of a second dose of measles vaccine is required when a student is age 12 years; if two measles doses have been given 28 days apart prior to the student's 12 th birthday, or serologic confirmation of measles immunity has been submitted, this will meet the state law requirements)
	1 Mumps dose on or after the first birthday or serologic confirmation of mumps immunity
	1 Rubella dose on or after first birthday or serologic confirmation of rubella immunity
	1 Hib dose on or after 15 months through 4 years of age (if a primary series and a booster were completed prior to or at 15 months of age, this will meet the state law requirements)
	2 Hepatitis A doses (6 month intervals between doses) are required for students born on or after 9/2/92 (effective 8/1/2003)
	3 Hepatitis B doses are required for all students age 5 years and older, born on or after 9/2/92 (effective 8/1/1998)
	3 Hepatitis B doses are required for all students born between 9/2/88 and 9/2/92, by their 12 th birthday (effective 8/1/2000)
	1 Varicella dose (chickenpox) is required for children who were born on or after 9/2/94 and who are 1 year old or older (effective 8/1/2000)
	1 Varicella dose (chickenpox) is required for children 12 years old and older, born between 9/2/88 and 9/2/94 (effective 8/1/2000)
	<ul style="list-style-type: none"> • Students not in compliance with the state immunization law within 30 days of notification will be excluded from school until immunization requirements are met. • Please send immunization record marked above to the school nurse's office • Please send a record of your child's immunizations to the school nurse's office

River Road ISD Acceptable Use Policy

Internet Safety Policy

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The River Road Independent School District offers access to an array of technology resources, including the Internet. This access offers vast, diverse, and unique resources and is provided to students and school personnel to promote educational excellence in the River Road district. The purpose of this document is to inform parents, guardians and students of the availability of technology resources as well as the rules governing its use and to obtain express parental or guardian permission for individual student to use the Internet while at school. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the technology, especially the Internet. Parents are expected to discuss with their children the school and district technology rules as well as their own expectations for their child's Internet use.

The Internet

The Internet is an electronic highway connecting thousands of computers all over the world that gives students and teachers access to a variety of rich, educational resources. The World Wide Web includes some information specifically designed for children and youth, up-to-the-minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in the school environment. Information of the Web is presented richly in text, pictures, sound and video. Though students are provided a network log-in, the access described here does not provide students with their own RRISD Internet e-mail address or the ability to store World Wide Web pages on RRISD web servers. The educational value of appropriate information on the Internet is substantial. Because the Internet is composed of information provided by institutions and people all over the world, it does include material that is not of educational value in the context of the school setting. There is information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. RRISD does not condone or permit the use of this material and does use a commercial filtering tool to protect students from adult material on the Internet, to the extent possible. Parents and guardians must be aware that these technological tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use the resources in a manner consistent with the rules below and will be held responsible for their intentional use. If a student accidentally accesses inappropriate material, she or he should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

The use of the school and district technology resources, including the Internet, must be used in support of education and academic research and consistent with the educational objectives of the River Road Independent School District.

Activities that are permitted and encouraged:

- school work
- original creation and presentation of academic work
- research on topics being studied in school
- research on opportunities outside of school related to community service, employment or further education

Activities that are not permitted:

- plagiarism or representing the work of others as one's own (any text quoted from another source or any idea that is another person's idea must be cited properly in the assignment)
- searching, viewing or retrieving materials from the Internet that are not related to school work, community service, employment or further education (thus, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted)
- intentional transmission of viruses or other destructive computer files
- copying, saving or redistributing copyrighted material (students should assume that all material is copyrighted unless explicitly noted)
- subscription to any online services or ordering of any goods or services
- online sharing of any student's name, home address, phone number or other personal information
- playing games and using interactive World Wide Web sites such as chats, instant messaging, or free email services unless specifically assigned by a teacher
- any activity that violates a school rule or a local, state or federal law.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Vandalism

Any intentional act by a student which damages technology equipment will be considered vandalism and subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair hardware, replace software or perform corrective network operations is also considered vandalism.

Reliability

River Road Independent School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. RRISD will not be responsible for any damages suffered by the user, this includes non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of users. Use of any information obtained via the Internet is at the user's own risk. RRISD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Misuse

Violation of the acceptable use rules may result in suspension or revocation of a student's access to technology resources. Any action taken by a student that is in violation of a school rule will be subject to the usual disciplinary actions as shown in the RRISD's Student Code of Conduct handbook

**School Bus Rules and Consequences
River Road ISD**

Safety is of utmost concern during the transportation of students to and from school. Parents and School Personnel should work together in promoting responsible behavior of students while riding the bus.

The Campus Administration will determine if the offense is categorized as a major or minor offense according to the Student Code of Conduct and guidelines that have been set out in the Student Handbook.

Each referral will consider the student's age, behaviors, special needs and consequence appropriateness.

Minor Offenses – examples include, but are not limited to:

- Standing while the bus is in motion
- Disruptive behavior
- Unacceptable language
- Throwing objects in or out of the bus
- Horseplay / roughhousing
- Using a cell phone or camera on the bus

Consequences for Minor Offenses:

First Semester:

1. Student/Administration conference - Confiscation of Cell Phone or Camera
2. Parent contact by Administration
3. Three day bus suspension
4. Five day bus suspension
5. Semester bus suspension

Second Semester (if applicable):

6. Parent Contact
7. Semester bus suspension

Major Offenses – examples include, but are not limited to:

- Persistent "Minor Offenses" violations
- Safety issue
- Disrespectful behavior toward the bus driver and/or monitor
- Possessing, selling, giving, or using alcohol, marijuana or a controlled substance
- Possessing a weapon
- Fighting with or assaulting other students or driver
- Vandalism or damage to the school bus
- Use of tobacco of any kind
- Verbal threats of violence toward other students or driver
- Persistent misconduct

Consequences of Major Offenses:

- Any of the consequences listed in "Consequences for Minor Offenses"
- Parent/Administrator Conference
- Bus Suspension: Depending on the seriousness of the offense, an indefinite suspension from the bus may be imposed along with possible campus discipline.
- Possible Campus Discipline: Saturday school, detentions, ISS, Bus Safety School, behavioral contract

SECTION 5
DISCIPLINE MANAGEMENT PLAN
AND
STUDENT CODE OF CONDUCT



STUDENT CODE OF CONDUCT

PURPOSE

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code. The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the River Road ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district's board of trustees it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

DISTRICT AUTHORITY AND JURISDICTION

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas; and
9. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

The district has the right to revoke the transfer of a nonresident student for violating the district's Code, attendance issues, and/or academic progress.

STANDARDS FOR STUDENT CONDUCT

Each student is expected to:

Demonstrate courtesy, even when others do not.

Behave in a responsible manner, always exercising self-discipline.

Attend all classes, regularly and on time.

Prepare for each class; take appropriate materials and assignments to class.

Meet district and campus standards of grooming and dress.

Obey all campus and classroom rules.

Respect the rights and privileges of students, teachers, and other district staff and volunteers.

Respect the property of others, including district property and facilities.

Cooperate with and assist the school staff in maintaining safety, order, and discipline.

Adhere to the requirements of the Student Code of Conduct.

GENERAL CONDUCT VIOLATIONS

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in "Removal from the Regular Educational Setting" as detailed in that section.

The district prohibits the following: (Examples located throughout this handbook are not all inclusive or limited to:)

DISREGARD FOR AUTHORITY:

Failing to comply with directives given by school personnel (insubordination).

Leaving school grounds or school-sponsored events without permission.

Disobeying rules for conduct on school buses.

Refusing to accept discipline management techniques assigned by a teacher or principal.

MISTREATMENT OF OTHERS:

Using profanity or vulgar language or making obscene gestures.

Fighting or scuffling.

Threatening another student or district employee on or off school property.

Engaging in bullying, harassment, and making hit lists. (See glossary for all three terms)

Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.

Engaging in inappropriate or indecent exposure of private body parts.

Hazing. (See glossary)

Causing an individual to act through the use of or threat of force (coercion).

Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).

Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee. Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)

PROPERTY OFFENSES:

Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.

Stealing from students, staff, or the school.

Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

POSSESSION OF PROHIBITED ITEMS:

Possessing or using:

fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;

a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;

a “look-alike” weapon;

an air gun or BB gun;

ammunition, used or unused;

a stun gun;

a pocketknife;

mace or pepper spray;

pornographic material;

tobacco products, including electronic cigarettes;

matches or a lighter;

a laser pointer for other than an approved use; or

any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

USE OF TELECOMMUNICATIONS DEVICES:

Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day is prohibited.

ILLEGAL AND PRESCRIPTION DRUGS:

Possessing or selling seeds or pieces of marijuana in less than a usable amount.

Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)

Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.

Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.

Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

MISUSE OF COMPUTERS AND THE INTERNET:

Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent.

Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.

Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

SAFETY TRANSGRESSIONS:

Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.

Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.

Making false accusations or perpetrating hoaxes regarding school safety.

Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

Throwing objects that can cause bodily injury or property damage.

Discharging a fire extinguisher without valid cause.

MISCELLANEOUS OFFENSES:

Violating dress and grooming standards as communicated in the student handbook.

Cheating or copying the work of another.

Gambling.

Falsifying records, passes, or other school-related documents.

Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.

Repeatedly violating other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

DISCIPLINE MANAGEMENT TECHNIQUES

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, statutory requirements, and documented disability if applicable.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail. In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting

has been held to review the conduct. In deciding whether to order suspension, DAEP placement, or expulsion the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

Verbal (oral or written) correction.

Cooling-off time or "time-out."

Seating changes within the classroom.

Temporary confiscation of items that disrupt the educational process.

Rewards or demerits.

Behavioral contracts.

Counseling by teachers, counselors, or administrative personnel.

Parent-teacher conferences.

Grade reductions for instances of plagiarism and/or cheating

Detention - before and/or after school and during lunches

Sending the student to the office or other assigned area, or to in-school suspension.

Assignment of school duties such as cleaning or picking up litter.

Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.

Penalties identified in individual student organizations' extracurricular standards of behavior.

Withdrawal or restriction of bus privileges.

School-assessed and school-administered probation.

Out-of-school suspension, as specified in the Suspension section of this Code.

Placement in a DAEP, as specified in the DAEP section of this Code.

Expulsion, as specified in the Expulsion section of this Code.

Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.

Other strategies and consequences as determined by school officials.

NOTIFICATION

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension (including in-school-suspension), placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

APPEALS

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: <http://www.tasb.org/policy/pol/private/188902/>

Consequences will not be deferred pending the outcome of a grievance.

REMOVAL FROM THE REGULAR EDUCATIONAL SETTING

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

ROUTINE REFERRAL

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

FORMAL REMOVAL

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removed for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident (referred to as "Due Process").

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

RETURNING STUDENT TO CLASSROOM

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

SUSPENSION

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense. In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

PROCESS

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made (Due Process).

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP)

DISCRETIONARY PLACEMENT – MISCONDUCT THAT MAY RESULT IN DAEP PLACEMENT

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

PERSISTENT MISCONDUCT:

A student **may** be placed in a DAEP for **persistent misconduct** or for behaviors prohibited in the General Conduct Violations section of this Code.

MISCONDUCT IDENTIFIED IN STATE LAW:

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.

Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.

Any criminal mischief, including a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

CERTAIN FELONIES:

Unless removal is otherwise required by one of the reasons below, in accordance with Education Code 37.0081, a student **may** be placed in a DAEP after an opportunity for a hearing before the board of trustees or its designee, if:

The student receives deferred prosecution for conduct defined as a felony offense in Title 5 (see glossary) of the Texas Penal Code, or

The student has been found by a court to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code.

The board or the board's designee must determine that the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

MANDATORY PLACEMENT – MISCONDUCT THAT REQUIRES DAEP PLACEMENT:

A student **must** be placed in a DAEP if the student:

Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Engages in conduct punishable as a felony.
- Commits an assault (see glossary) under Penal Code 22.01(a)(1).
- Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")
- Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.

Engages in expellable conduct and is between six and nine years of age.

Commits a federal firearms violation and is younger than six years of age.

Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)

Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution (see glossary),
2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

SEXUAL ASSAULT AND CAMPUS ASSIGNMENT:

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

EMERGENCIES:

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a non-emergency basis.

PROCESS:

Removals to a DAEP will be made by the campus principal or designee.

Conference:

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Placement Order:

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

Length of Placement:

The duration of a student's placement in a DAEP will be determined by the campus principal or designee.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

Exceeds One Year:

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student in a DAEP so that the students are not assigned to the same campus.

Exceeds School Year:

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Board or Board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

Exceeds 60 Days:

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

APPEALS

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address:

<http://www.tasb.org/policy/pol/private/188902/>

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

RESTRICTIONS DURING PLACEMENT

The District does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations according to their individual by-laws.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

PLACEMENT REVIEW

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the Board or Board's designee at intervals not to exceed 120 days. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

ADDITIONAL MISCONDUCT

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

NOTICE OF CRIMINAL PROCEEDINGS

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

WITHDRAWAL DURING PROCESS

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

NEWLY ENROLLED STUDENTS

The district will decide on a case-by-case basis the placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district). The district may place the student in the district's DAEP or a regular classroom setting.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

EMERGENCY PLACEMENT

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

EXPULSION

DISCRETIONARY EXPULSION: MISCONDUCT THAT MAY RESULT IN EXPULSION

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Any Location

A student **may** be expelled for:

Engaging in the following no matter where it takes place:

- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.

Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:

- Aggravated assault.
- Sexual assault.
- Aggravated sexual assault.
- Murder.
- Capital murder.
- Criminal attempt to commit murder or capital murder.
- Aggravated robbery.

Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 feet, or at School Event

Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary)

Within 300 Feet of School

Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson.
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

MANDATORY EXPULSION: MISCONDUCT THAT REQUIRES EXPULSION

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Federal Law

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)

Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault.
- Arson. (See glossary)
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child.
- Aggravated kidnapping.
- Aggravated robbery.
- Manslaughter.
- Criminally negligent homicide.
- Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

EMERGENCY

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion **may** be made on a non-emergency basis.

PROCESS

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

Hearing:

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent or Superintendent's designee authority to conduct hearings and expel students.

Board Review of Expulsion:

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

Expulsion Order:

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the campus principal will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

LENGTH OF EXPULSION

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

WITHDRAWAL DURING PROCESS

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

ADDITIONAL MISCONDUCT

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

RESTRICTIONS DURING EXPULSION

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program or another district-approved program.

NEWLY ENROLLED STUDENTS

The district will decide on a case-by-case basis the placement of a student who is subject to an expulsion order or DAEP placement from another district or an open-enrollment charter school upon enrollment in the district.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

EMERGENCY EXPULSION

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

DAEP PLACEMENT OF EXPELLED STUDENTS

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

SECTION 6

GLOSSARY



GLOSSARY

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abusable Volatile Chemical is a chemical including aerosol paint that is required by federal law to be labeled "Vapor Harmful," which when inhaled, ingested or otherwise introduced into a person's body may affect the central nervous system, create or induce intoxication, hallucination or elation, change distort or disturb a person's eyesight, thinking process or coordination. For a precise definition, see Texas Health and Safety Code, Section 485,001.

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
 - a. Knowing that it is within the limits of an incorporated city or town;
 - b. Knowing that it is insured against damage or destruction;
 - c. Knowing that it is subject to a mortgage or other security interest;
 - d. Knowing that it is located on property belonging to another;
 - e. Knowing that it has located within it property belonging to another; or
 - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Academic Dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Bullying is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Chemical dispensing device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Class disruption is any behavior which violates the rules of a particular classroom and interferes with a teacher's opportunity to present to other students' opportunity to concentrate on the presentation or assignment.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

Controlled Substance is defined in Chapter 481 of the Health and Safety Code of the State of Texas and also as those substances defined in 21 U.S.C. & 801.

Dangerous Drugs are those substances defined in Chapter 483 of the Health and Safety Code.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Disciplinary Alternative Education Placement (DAEP) is an instructional setting other than the regular classroom, completely apart from students who are not assigned to the program, located on or off the regular campus, with instruction that focuses on English language arts, mathematics, science, history, and self-discipline, and provides for behavior needs through supervision and counseling.

Discipline Management is any action which is intended to promote proper behavior and discourage misconduct.

Discretionary means that something is left to or regulated by a local decision maker.

Electronic Cigarette – An electronic cigarette or “e-cigarette” is a battery-powered device that provides inhaled doses of nicotine by heating a nicotine-chemical solution into a vapor. It is an alternative to smoked tobacco products, such as cigarettes, cigars, or pipes. In addition to nicotine delivery, this vapor also provides a flavor and physical sensation similar to that of inhaled tobacco smoke, while no tobacco, smoke, or combustion is actually involved in its operation.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

Expulsion is suspension of a student from school for more than three consecutive days. No educational services are delivered to a student who is expelled. The expulsion order will also contain a provision that prohibits attendance of school activities.

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Fighting is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation, get school personnel or adult help.

Firearm means, generally, any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion, burning substance, or compressed air/gas, or any device readily convertible to that use. As used in this Code, however, the term "firearm" includes all of the definitions contained in either Chapter 46 of the Texas Penal Code or in 18 U.S.C. & 921.

Grading Period is defined as a six-week or semester long period.

Graffiti are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or

2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Illegal Knife means any bladed knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown; a dagger, including but not limited to a dirk stiletto and poniard; a bowie knife; a sword; or a spear.

In-school suspension is an on-campus setting, apart from the regular classroom, where the student who commits a disciplinary infraction continues to receive instruction in each course to the extent possible. In-school suspension is one form of Disciplinary Alternative Education Program.

Knuckles is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Marijuana means those substances defined by Chapter 481 of the Health and Safety Code or by 21 U.S.C. & 801, et seq.

On campus means at school, at all school-related activities, and while on or within 300 feet of school property, as measured from any point on the school's real property line.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Parent includes single parent, legal guardian, or person in lawful control.

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk. In the event a gun, other weapon, alcohol, or other forbidden item is found in a vehicle, locker, backpack, or other container which is under a student's actual care, custody, control, or management, it will be considered sufficient to establish that the forbidden item was knowingly possessed by the student, unless otherwise disproved by credible evidence.

Public Lewdness means any of those acts as defined by Section 21.07 of the Texas Penal Code.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Reassignment of classes means a student may be removed from the assigned classroom and placed in another class on the same campus.

Reckless is precisely defined in Texas Penal Code Section 6.03; but in general terms, a person acts recklessly when, taking into consideration all circumstances, he or she consciously disregards a substantial and unjustifiable risk that another may be injured by his or her actions.

Roughhousing is rough behavior or excessively boisterous play; to behave or treat somebody in a rough boisterous way.

School Property includes a public school campus or school grounds on which a public school is located and any

grounds or buildings used by a school for an assembly or other school sponsored activity.

Self-defense is when a person is justified in using force against another when and to the degree he reasonably believes that force is immediately necessary to protect himself against the other's use or attempted use of unlawful force and then only in attempt to disengage and flee the situation. Use of force is not justified: (1) in response to verbal provocation alone; (2) if the student consented to the exact force used or attempted by the other; or (3) the student provoked the other's use or attempted use of force.

Serious offenses include but are not limited to:

Murder.

Vandalism.

Robbery or theft.

Extortion, coercion, or blackmail.

Actions or demonstrations that substantially disrupt or materially interfere with school activities.

Hazing.

Insubordination.

Profanity, vulgar language, or obscene gestures.

Fighting, committing physical abuse, or threatening physical abuse.

Possession or distribution of pornographic materials.

Leaving school grounds without permission.

Sexual harassment of a student or district employee.

Possession of or conspiracy to possess any explosive or explosive device.

Falsification of records, passes, or other school-related documents.

Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Suspension means the removal of a student from school and school activities for a period not to exceed three school days at a time. No education services are provided to a student who is suspended.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

Terroristic threat is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency

with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior or the presence of physical symptoms of drug or alcohol use. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Vehicle is any means of transportation including, but not limited to, an automobile, truck, motorcycle, or bicycle.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

SECTION 7
EXTRACURRICULAR CODE
OF
STUDENT CONDUCT



River Road ISD

Extracurricular Code of Student Conduct

I. Extracurricular Activities

The term “extracurricular activities” means any non-curricular event and membership or participation in groups, clubs, and organizations recognized and approved by the Board of Trustees and the school district and sponsored by the district or a campus. All University Interscholastic League (UIL) and non-UIL activities and student organizations, such as Student Council and National Honor Society are extracurricular. Extracurricular activities also include, but are not limited to, public performances, contests, and club events. All extracurricular activity participants, including elected and appointed officers of all campus organizations, are subject to the provisions of this *Extracurricular Code of Conduct*.

II. Jurisdiction

Student participation in extracurricular activities is encouraged. River Road ISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as River Road ISD students. For this reason, their behavior must be exemplary and reflect the finest attributes of the total River Road ISD student body at all times and places.

Important goals of the extracurricular program are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits.

Because participation in extracurricular activities is a privilege and not a right, River Road ISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. Therefore, this *Extracurricular Code of Conduct* extends beyond the *River Road ISD Student Code of Conduct* not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline. This *Extracurricular Code of Conduct* will be enforced with all students' grades participating in extracurricular activities:

- regardless of whether school is in session;
- regardless of whether the offense occurs on or off school property or at a school related event;
- regardless of whether the student is directly involved with the extracurricular activity at the time the prohibited conduct occurs
- regardless of whether the extracurricular activity is in-season; and
- regardless of where or when the conduct occurs.

It is possible that a student who violates the *River Road Student Code of Conduct* will incur consequences from both the appropriate school administrator and from his or her coach or sponsor for the same particular violation. It is also possible that a student participating in extracurricular activities could violate the *Extracurricular Code of*

Conduct and be subject to discipline by a coach or sponsor without having violated the *River Road ISD Student Code of Conduct*.

III. Conduct Expectations

The following conduct is expected of all participants. Failure to meet these expectations can result in disciplinary action by the coach or sponsor:

- Student Commitment to a team or organization is expected for the entire season or activity. Students are encouraged to participate in more than one extracurricular activity; however, students may not quit one sport or organization in order to participate in another while the sport or club that he or she quits is still active. Students are allowed to participate in "Club" or AAU sports at River Road ISD schools. "Club" and/or AAU sports will not allow athletes to miss scheduled sporting events at River Road ISD. Each sport's coach may allow an athlete to compete in a "Club" and/or AAU sport during their season. Athletes and parents must plan to meet with the Athletic Director and coach **before** they plan to play "Club" and/or AAU sports during River Road ISD sports events.
- Students who participate in extracurricular activities that involve competition among schools and school districts will conduct themselves in a sportsmanlike manner at all times. This includes behavior toward visiting teams or hosting teams as well as the opponent's fans. River Road ISD participants will be noted for clean, tough, competitive play. Praise your opponents and play beyond your ability.
- Students should arrive to practices (including workouts), meetings, and events on time and be prepared.
- Students who cannot be present for a practice (including workouts), meeting, or event should call the coach, sponsor, team captain, or club president as soon as they are aware that they will be absent. Missed practices, meetings, or workouts will be made-up; however, disciplinary action may still be taken if a participant is absent more than two times in a semester.
- Injured or ill students who are unable to participate, but are able to attend a practice (including workouts), meeting or event are required to dress appropriately and sit or stand with the rest of the group.
- Students should refrain from wearing hair styles or hair colors that draw attention to themselves. Male students participating in sports are required to be clean shaven.
- Students should follow the rules promulgated in the *River Road ISD Student Code of Conduct*. Failure to do so may result in additional disciplinary measures related to the student's participation in extracurricular activities as determined by the coach or sponsor.

IV. Prohibited Conduct

River Road ISD students who participate in extracurricular activities are prohibited at all times from:

- possessing, smoking, selling, or using tobacco products;
- possessing or using drug paraphernalia;
- possessing, selling, or delivering to another person look-alike drugs or items represented to be drugs or contraband of any kind;
- possessing, selling, giving, delivering to another person, using or being under the influence of marijuana, alcohol, a controlled substance, or any dangerous drug;
- engaging in conduct that contains the elements of an offense relating to glue, aerosol paint, or volatile, mood-altering chemicals;

- engaging in serious misbehavior, as that term is defined in the River Road ISD Student Code of Conduct;
- attending any event at which underage drinking or smoking is occurring (students will be allowed a slight concession for an amount of time long enough to determine that a violation is occurring and to leave the premises);
- riding in a vehicle containing alcohol unless a parent, guardian, or other responsible adult is present and aware of the presence of the alcohol;
- stealing;
- conduct that causes injury or harm to persons or property;
- using profanity, lewd or vulgar language, or obscene gestures;
- fighting;
- any conduct resulting in arrest and/or citations from law enforcement officers;
- inappropriate touching including “making out” in public places, sexual gestures, or exposing parts of the body that are ordinarily covered up in public;
- inappropriate behavior in public places.

V. Procedures

The coach and/or sponsor will determine whether an *Extracurricular Code of Conduct* violation has occurred.

Upon determination of an *Extracurricular Code of Conduct* violation, the following individuals will be notified:

- the student and the student’s parent(s) or guardian(s); and/or
- the appropriate school counselor to provide counseling, support, and guidance in dealing with issues associated with alcohol, drugs, mood-altering chemicals, and other prohibited activities.

Nothing in this *Extracurricular Code of Conduct* limits the authority of a coach or sponsor to impose reasonable sanctions, including extra workouts, for students who breach team or organization conduct expectations but do not engage in prohibited conduct.

VI. Disciplinary Action

Coaches and sponsors will review all the facts and circumstances surrounding a particular violation and impose appropriate disciplinary action. Coaches and sponsors will strive for consistency in administering punishment for *Extracurricular Code of Conduct* violations, but will also exercise sound professional discretion. Violation of any of the above-mentioned rules by a student participating in extracurricular activities will be subject to the following disciplinary action:

- **First Offenders:** Students who violate any of the above rules are subject to disciplinary action, suspension from team, or expulsion from team. The head coach and/or sponsor has the authority to determine the extent of the punishment. This disciplinary action recommended may be in addition to any other disciplinary action taken as a result of policies that are applicable for all students. Parents will be consulted by the coach or Athletic Director if any action is necessary. Counseling will be recommended.

- **Second Offenders:** Student athletes who violate the training rules for the second time in a school year will be dismissed from the athletic program for a minimum of four calendar weeks up to a maximum not to exceed the remainder of the school year. A review committee will be formed to determine the length of expulsion. The committee shall include the athlete's present coach, head coach of that particular sport and the Athletic Director. The Athletic Director will chair the committee. Factors entering into the decision shall include but not be limited to the following criteria:
 - Material in the student's personal file such as conduct reports, personal attitude, demerits, attendance records, academic record, and general reputation as a student.
 - Willingness to submit to athletic guidelines
 - Behavior since first offense committed through the dismissal time period.

The disciplinary action recommended may be in addition to any disciplinary action taken as a result of policies that are applicable for all students.

- Removal from office in the case of a student office holder who commits an offense.

VII. Violation of all Other Athletic Code Requirements

Violation of all other athletic code requirements is subject to punishment ranging from disciplinary action to expulsion determined by the coach of the team.

The principal will not ordinarily interfere in a coach or sponsor's judgment regarding appropriate discipline, but he or she has the authority to increase or decrease the punishment based on his or her assessment of the situation.

VIII. Insurance for Athletes

River Road ISD is not responsible for injuries of its students who are participating in sports. However, River Road ISD will carry insurance covering participation in practice or competition for athletes. The coverage for each injury will vary according to the accident. More detailed information can be obtained by calling River Road ISD. We will answer any questions you have concerning our athletic program, insurance, or injuries.

River Road ISD is not liable for the cost of treatment for injuries of its students who are participating in sports or other extracurricular events. In the event an ambulance is called to provide assistance and/or transportation to a student, the school district is not responsible for the cost associated with the ambulance.

IX. Acknowledgment

A condition to participating in any extracurricular activity or holding any office (elected or appointed) is to sign an acknowledgement that the student has read and understands the *Extracurricular Code of Conduct*. The student's parent or guardian must also sign an acknowledgement. The acknowledgement states that the signing party understands the consequences for engaging in prohibited conduct.