



Pre-K - 6<sup>th</sup> grade

ROBINSON ISD

2016-2017

STUDENT HANDBOOK

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## **BOARD OF TRUSTEES**

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## **ADMINISTRATION**

Dr. Michael Hope	Superintendent	662-0194
Tim VanCleave	Assistant Superintendent	662-0194
Stacey Proctor	Business Manager	662-0194
Colette Pledger	Chief Academic Officer	662-0194
Bryan Fuqua	Chief Technology Officer	662-0194
David Wrzesinski	Special Education Director	662-4621
Russ Meggs	High School Principal	662-3840
Michael Herring	High School Assistant Principal	662-3840

Cynthia McCoy	High School Assistant Principal	662-3840
Shelly Chudej	Junior High School Principal	662-3843
Patti Goforth	Junior High School Assistant Principal	662-3843
Sara Laughlin	Intermediate Principal	662-6113
Beau Sanchez	Intermediate Assistant Principal	662-6113
Kati Fuqua	Elementary Principal	662-5000
Missy Zacharias	Primary Principal	662-0251

## **CAMPUS COUNSELORS AND 504/GT COORDINATORS**

Amy Weaver	Intermediate	662-6113
Lindsey Richard	Elementary/Primary	662-5000

It is the policy of Robinson ISD not to discriminate on the basis of race, color, national origin, sex, or handicap in its educational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The person designated to coordinate compliance with these legal requirements is Kay Carter and she can be reached at 662-4621.

### **Legal Notices**

#### **Homeless Liaison and Title I Participants**

David Wrzesinski is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance call Mr. Wrzesinski at 662-4621.

Mr. Wrzesinski is our Parent Involvement Coordinator, who works with families and children participating in Title I programs. If you have questions about the program or need assistance related to the program, contact Mr. Wrzesinski at 662-4621.

**Family Educational Rights and Privacy Act:** The school district creates and keeps general education records for all students enrolled in district schools. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say “parents” have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents—whether married, divorced, or separated—and

any other person who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches age 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and to copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to.

If a parent wants to see or copy his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school superintendent for access to records. Records can be reviewed in administrative offices during regular office hours, from 8:00 a.m. to 4:00 p.m., and someone will be available to answer questions about the records. Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copies; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. Under no circumstances can students or parents use this process to challenge a grade recorded for a student.

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:

- \*The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.

- \*The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before

complying, unless the subpoena indicates that parents should not be notified.

\*The district will release directory information about students to any person who submits a written request for the information, as provided in the Directory Information notice included in this Student Handbook.

\*The district will release educational records to a juvenile justice agency in accordance with an agreement with between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

If you want to review the school's entire policy regarding student records, please contact the campus office to request a copy. You may also download the policy (coded FL (LEGAL) and (LOCAL) from the District's online policy manual. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

**Directory Information** means information that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone number, photograph, e-mail address, date and place of birth, major field of study, participation in official recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended.

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.

If you do not want the school to release directory information about your child, you must notify the principal in writing of the category or categories of information that you do not want released. You have 10 school days after you receive this handbook to tell the principal in writing what information you do not want released.

**Protection of Pupil Rights Amendment:** We do not require students to participate in any surveys that are funded with any U.S.

Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

**Invasive Examinations or Screenings:** We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

**Title I: Parent Information for Title I- Notice of Right to Know  
Teacher Qualifications:**

All of the campuses in Robinson ISD receive federal funding through Title I. The U.S. Department of Education provides supplemental funding to local school districts to meet the needs of at-risk and low-income students. Since our campuses are school-wide Title 1 campuses, we expend these funds on all students. These funds are used to provide supplemental instruction to students who are in need of assistance in the core subject areas. Our goal is to provide early intervention to struggling learnings.

Parents have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) has met state qualifications and licensing criteria for their grade levels and subject areas.
2. Whether you child's teacher(s) is 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.

### **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 parents 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 to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Kay Carter. She can be reached at 662-4621.

### **Admission, Release, Withdrawal**

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent. To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce

proceeding must have designated that parent as a managing or possessory conservator for the child. The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.

2. The student is under age 18 and, subject to District policy at FD (LOCAL) and FDA(LOCAL), lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.
3. The student is under age 18 and does not reside in the district, but a grandparent who provides a substantial amount of after-school care for the person resides in the district. "Substantial amount of after-school care" means the grandparent provides after-school care for the student at least five days each school week.
4. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student. Students who are 18 or older, who are legally married, or who have ever been legally married, and who have not graduated from high school can enroll themselves.
5. The adult enrolling the student must present current immunization records or show proof that the required immunizations have been begun.
6. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.
7. We do not admit underage students to school. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.
8. We do not admit overage students to school. However, a student who is 21 or younger and who has completed a GED program, but has not graduated from any high school, will be admitted.
9. 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.

### **Academic Excellence Indicator System**

The Texas Academic Excellence Indicator System releases a school and district report card each year. This report will come home with the first report card after the first six weeks and will be posted to the district's website.

### **Asbestos Management Plan**

This notice has been provided to Robinson ISD's parents, teachers, staff, and employee organizations by publicly posting and delivery to respective organization representatives in order to provide notification in accordance with Section 763.93 of the Asbestos-In-School Identification and Notification Rule (40 CFR Part 763) of the availability of the Robinson Asbestos Management Plan. A copy of the inspections, re-inspections, and assessments of asbestos-containing materials and the complete District Management Plan is available at the Robinson ISD Maintenance Building. Copies of each individual school or facility plan are also available at each school administrative office for review. The plan will be maintained continually and notification of the availability of the plan will be issued at the first of the school year in the student handbooks.

### **Attendance**

State compulsory attendance laws generally require all children between the ages of six and 18 to attend school each day that school is in session. A student who is younger than six and has never been enrolled in the first grade is required to attend school. Once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school that school year.

A student who voluntarily remains enrolled after the age of 19 is required to attend school until the end of the school year. If a 19-year-old student has more than five unexcused absences in a semester, we may revoke his or her enrollment for the remainder of the school year. If we revoke enrollment, the student will be treated as an unauthorized person and may be arrested for trespassing if he or she comes on school property.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If your child is absent unexcused from school on 10 or more days or partial days within a six-month period in the same school year you will be prosecuted for contributing to truancy. You will be notified when your child has three unexcused absences within a four-week period or less to advise you must monitor your child's attendance, to inform you that you may be prosecuted, and to request a conference to discuss the absences. Your student will undergo specific truancy prevention measures designed to promote consistent school attendance. If your student, age 12-18, accumulates 10 or more unexcused days or partial days within a six-month period, the school will refer the student to truancy court. 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 and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

**Doctor and Dental appointments:** Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school immediately following the appointment. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

**Religious Holidays:** Absences for religious holy days, including one day of travel to and one day of travel from an observance site, will be classified as excused.

**Attendance and Credit:** Separate and apart from the compulsory attendance requirements, students must attend school a certain amount of time in order to get credit for their academic work. State law requires students to be "in attendance" for at least 90 percent of the days a class is taught during a semester or year.

If a student does not meet the minimum attendance requirements, an Attendance committee will determine if there are extenuating circumstances. If the attendance committee finds there are no extenuating circumstances for the absences or the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the district's board of trustees by completing a written request to the superintendent.

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student who must leave school during the day needs to bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

**Perfect Attendance:** To receive a "Perfect Attendance" award the student must have no unexcused or excused absences and less than five tardies during the school year.

### **Bullying (Procedures for Reporting Allegations of Bullying)**

The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain an incident report form that may be used to submit the complaint.

Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time.

More information about the district's bullying policy can be found at [http://pol.tasb.org/Policy/Download/873?filename=FFI\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/873?filename=FFI(LOCAL).pdf) or the campus administration office.

## **Cell Phones**

Cell phones are not allowed on school campus during school hours. Cell phones will be taken up by teachers or administrators and returned to a parent or guardian after a \$15 administrative fee has been paid. Parents may pick up cell phones in the office. The \$15 administrative fee will be collected each time a cell phone is taken up.

## **Cheating/Plagiarism/Academic Dishonesty**

Copying another person's work, such as homework, classwork, or test answers is a form of cheating. Plagiarism, which is the use of another person's original ideas as one's own or writing without giving credit to the true author, will also be considered cheating. The student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well.

## **Communicable Diseases/Conditions**

The school requests that parents of a student with a communicable or contagious disease telephone the school nurse or secretary so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious. These diseases include Flu, Strep throat, Chicken Pox and Pink Eye, because these diseases occur most often. It is very important for students to remain in the classroom as much as possible. If lice is suspected or found, all students in that classroom will be screened by the school nurse. Parents of the student(s) found to have the live lice will be called and informed on the need for treatment and then to rescreen the child before returning to school the following day. The school nurse will also rescreen that child the following day. A letter will be sent home with every student in that classroom informing the parents/guardians of the findings and to continue to check his/her child for lice or if they become symptomatic. The Department of State Health does not consider lice/nits as a communicable disease. In fact, even live lice are only communicable from head-to-head contact or from sharing combs or headwear with lice-infested students. Live lice do not "jump" from head to head. Ringworm does not require exclusion from school if the infected area can be completely covered by clothing/bandage; otherwise, students must be excluded until treatment has begun (scalp).

## **Complaints by Students/Parents**

We realize that situations may arise when parents disagree with a decision that affects their child or believe that a policy has been improperly applied to their child. A number of these types of disputes or controversies have specific processes for pursuing those concerns. The principal can provide you with a copy of the relevant policies and procedures.

In general, all parent complaints should be brought initially to the teacher involved. If the complaint is unable to be resolved, the parent may contact the campus principal within 15 business days of the events or situation that you are concerned about. Often the problem can be resolved through an informal conference with the teacher or principal.

On those occasions when a conference does not take care of problem, you should request a copy of the complaint policy and complaint form from the principal's office. In order for your concern to be resolved at the earliest possible level, you should put your complaint in writing on the form provided before meeting formally with the principal. The principal will schedule a conference with you and give you a written response within ten business days after the conference. You will also have an opportunity for a conference with the superintendent if the principal has not resolved the matter. If the superintendent is not able to take care of the problem, you can make a written request for the Board of Trustees to consider the matter at a future meeting.

Individual trustees cannot respond to parent complaints beyond referring the matter to the administration. Furthermore, the board of trustees will not permit complaints to be heard in the public comment or open forum portion of board meetings. In order for the board to take any action on a complaint, you must follow the complaint process established in policy. Forms are located in the back of the Handbook.

## **Computer Access: Acceptable Use and Code of Conduct**

Only students who have been authorized by the district and who are under direct supervision of designated telecommunications resources such as TENET or the INTERNET are allowed to use the Internet. 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)
- \* using the network in a way that would disrupt use by others.

### **Individual User Responsibilities**

The following standards will apply to all users of the district's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy.
3. System users may not use another person's system account without written permission from the campus administrator or district coordinator, as appropriate.
4. System users must purge electronic mail in accordance with established retention guidelines.
5. System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.
6. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

### **Information Content/Third Party Supplied Information**

System users and parents of students with access to the district's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the district policies.

### **Conferences**

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

Parents needing information or desiring to discuss a question or concern about their student is encouraged to talk with the appropriate teacher, counselor, or campus 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 a teacher call the parent during a conference period or at another convenient time.

### **Counseling – Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students/parents who wish to meet with the counselor should contact their campus secretary and make an appointment.

### **Credit by Examination and Examinations for Acceleration**

A student in any grade (1-12) may use examinations in lieu of coursework for acceleration to advance one grade level or to earn credit in an academic subject.

## **Distribution of Material**

**SCHOOL MATERIALS:** All school publications distributed to students are under the supervision of the teacher, sponsor, and principal.

**NON-SCHOOL MATERIALS:** Written materials, handbills, photographs, pictures, petitions, films and tapes or other visual and auditory materials may not be sold, circulated or distributed on any school campus by a student or a non-student without the approval of the principal. Materials must be in accordance with campus regulations to be approved.

The principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed

## **Approval Required**

All material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the superintendent. Material not approved within three days is considered disapproved. This disapproval may be appealed to the board of trustees at its next regular meeting.

## **Dress Code**

1. All clothing must be age appropriate.
2. No small shoulder strap "spaghetti strap" shirts are to be worn. Sleeveless clothing must cover the majority of the area between the neck and the tip of the shoulder, and the arm holes must be fitted.
1. Shirts or t-shirts that have inappropriate writings (Alcohol and Tobacco ads, etc.) on them will not be permitted.
1. Students may not wear shirts that show the midriff.
1. Spandex can only be worn under an appropriate garment such as a dress or shorts.
1. Because of safety concerns and limited time for changing, shoes need to be worn that are appropriate for physical education/recess. Flip flops and sandals are prohibited at the primary campus. Tennis shoes are required for P.E. participation at the elementary campus.
2. Boys are not permitted to wear earrings or have any visible body piercing. Girls are allowed to have only their ears pierced

with no other visible body piercing. Coverings over jewelry such as Band-Aids will not be permitted.

3. Boys' hair length may not touch the collar and may only extend halfway over the ear (hair may not be tucked behind the ears to satisfy this stipulation). Hair should not cover eyebrows. Collarless shirts will not be an excuse for boys wearing hair longer than the standard permit. No tails are permitted.
4. Hair should be kept neat and clean at all times.
5. Dyed hair must be of a natural color that is not distracting to the educational process.
6. "Fad" hairstyles or designs are not permitted. This includes designs shaved into the hair or eyebrows and any other hairstyle that is deemed inappropriate by administration.
7. "Make-up" may not be worn.
8. The length of skirts, dresses, and shorts must be no shorter than fingertip length when arms are held straight down at the side and should allow the student to walk, stoop, kneel, and sit with modesty.
9. Pants and jeans are acceptable attire. Bicycle (spandex) shorts worn alone, boxer shorts, tight-fitting and "short" shorts, "cut-offs," and shorts/pants/jeans with holes above the knee are not permitted.
10. Pants or shorts shall be appropriately sized and cinched (belted) at the waist. Shirts shall be appropriately sized. They may not be worn in any way that reflects gang affiliation or may conceal contraband.
11. Hats, sweatbands, or head coverings are not permitted on the school campus. (Exception: Appropriate hats may be worn in the correct manner at extracurricular activities.)
12. Undergarments must be worn.
13. Other apparel deemed inappropriate by the administration will not be permitted.

The campus principal, with the approval of the superintendent, has the responsibility to amend the dress code as needed.

If your child comes to school wearing clothes that violate the dress code or in any other way violates our dress and grooming standards, s/he will be subject to the consequences included in the Student Code of Conduct. This

may include being issued clothing by the office to be worn for the remainder of the day.

### **Emergency School Closing**

Any school closing will be broadcast on local radio and television stations. In addition the school messenger system will be activated. Please ensure that you have a correct phone number on file with the district.

### **Emergency Medical Treatment**

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of emergency \_\_\_\_\_

### **Fees**

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

- cost of materials for a class project that the student will keep.
- admission to activities where admission fees are required.
- voluntary purchase of pictures, publications, and yearbooks.
- voluntary purchase of school accident insurance.
- fees for lost or damaged library books and textbooks.
- class projects that are consumed (cooking and supplies).

### **Fire, Tornado, and Shelter in Place Drills**

Students, teachers, visitors, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of teachers or marshals quickly, quietly, and in an orderly manner.

### **Food Allergies**

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

severe allergies, please leave at least one individually labeled injection pen with the school nurse. The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

### **Food Service/Free and Reduced Price Food Program**

We serve a variety of nutritious food for students and faculty members at a nominal cost. We do not allow foods of minimal nutritional value, as defined by the federal Child Nutrition program, to be served or available for purchase in food service and eating areas during the time students are being served meals.

Lunch Prices for the 16-17 School Year are as Follows:

Lunch: \$2.25 Reduced Price for Qualifying Families: \$ .40

Breakfast: \$1.50 Reduced Price for Qualifying Families: \$ .30

Students pay for lunches either with cash in advance or online through [www.mymealtime.com](http://www.mymealtime.com). At times, circumstances do arise which warrant a student needing to charge the cost of their lunch. We allow charging up to \$5.00. There is no charging the last month of school.

Students must follow directions for entering the cafeteria and observe good table manners and courteous behavior at all times, i.e., no cutting in line. Wearing hats in the cafeteria, loud talking, and unnecessary noise are considered poor manners and may result in disciplinary action.

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. We maintain strict confidentiality as to whether students participate in the program. If you would like more information about the program or an application, please contact the school secretary for your child's campus.

### **Grading Guidelines (K-6)**

- Grades should reflect achievement of intended learning

outcomes. □

- The primary audiences of grades are students and their parents and grading policies should aim to provide useful, timely, and actionable information. □

- Grades should reflect a particular student's individual achievement. Group and collaborative skills are important, and should be reflected in an individual's academic grade by assigning specific responsibilities and/or assignments. □

- Grading policies should support a student motivation to learn, require students to reflect on his/her own learning, and track his/her own growth. □

□**Practice Toward Learning:** When a student learns new material, he or she goes through a time of wrestling with the material before eventually mastering the information or standards. It is expected that a student will make some mistakes during this learning process. Any work done during this learning period is considered Practice Toward Learning. The purpose of practice is not to evaluate a student's final achievement of a standard, but to determine where he or she is in the learning process, diagnose any problems, and aid in getting the help needed to learn the material. Practice Toward Learning will account for at least 6 grades and 50% of a student's six weeks grade. These assignments could consist of many different types of assessments including, but not limited to: □

- Timed fact tests □
- Checking for understanding □
- Informal observations □
- Journals □
- Skill practice □
- Vocabulary assignments □
- Learning Stations □

**Major Assignments:** After a student has had sufficient instruction and practice on one or more learning standards, it is then reasonable to evaluate his or her independent mastery of the information. Any work done at that point is considered a Major Assignment. The purpose of a major assignment is to evaluate how

well a student has learned the standard(s). Some student work for Major Assignments may take place outside of the classroom. Major Assignments will account for at least 3 grades and 50% of a student's six weeks grade. These assignments could consist of many different types of assessments including, but not limited to:

- Comprehension Tests □
- Projects □
- Tests over a smaller number of standards □
- Presentations □
- Compositions □
- Grade Level Assessments (1 per six weeks) □

**Homework:** Homework should be used primarily to extend and practice concepts and skills learned in class. The purpose is for meaningful independent practice, extension, and enrichment of topics covered in class. Grades may not be given for clerical tasks such as giving a student "100" for returning a report card or progress report, parent signatures, canned good, fundraiser, etc. While students should be able to complete homework assignments independently, parents are encouraged to oversee the assignments. All students in grades k-5 should read by themselves or with someone every night. In addition to reading nightly, on average, students will have approximately the following amount of homework each night: grades k-1 20min, grades 2-3 30 min., and grades 4-5 40 min. □

**Redo/Retake/Reassessment:** In elementary grades 1-5, students will be provided an opportunity to redo/retake "Practice Toward Learning" assignments if a failing grade is received \*\*if redone prior to the assessment over the content of the "Practice Toward Learning" assignment\*\*. After re-teaching, the student may earn up to a 70 on the assignment.

□**Extra Credit:** Extra credit must be related to the TEKS in that subject. If Extra Credit is offered, it must be made available to all students in that course by campus. Extra Credit may not be given for clerical tasks such as giving a student "100" for returning a report card or progress report, parent signatures, canned goods, fundraiser, etc. If the extra credit assignment creates a financial or transportation burden on the student, an alternative extra credit will

be given. □

### **Harassment of Students**

Sexual harassment is prohibited between all parties. In addition, harassment based on race, color, gender, national origin, or disability is prohibited. Harassment is a violation of the Student Code of Conduct, local, state, and federal policies. At no time is any romantic or sexual contact permitted between anyone at school.

If you or your child have a complaint about sexual comments, conduct, contact or any other inappropriate conduct by a school employee or about any other kind of harassment, do not hesitate to contact the Title IX coordinator whose name appears at the beginning of this Handbook regarding sexual harassment or the superintendent regarding any other harassment. We will listen to your concern and conduct a prompt investigation. We also will look into reports that other students have been making sexual or other harassing comments to or engaging in sexual or other inappropriate conduct or contact with your child at school or school activities and take appropriate disciplinary action according to the requirements of the Code of Conduct.

Although we will provide you a general report of the results of our investigation of harassment complaints, the same federal law that protects the confidentiality of information about your child protects the confidentiality of information about the student you reported for investigation. In other words, we will not disclose to you the specific discipline imposed on another student, unless that student's parents give us permission to disclose that information. If the complaint is about an employee's conduct, we will inform you of the results of the investigation and of the general action taken in response if there is a finding of wrong-doing on the employee's part.

### **Human Sexuality Instruction**

In compliance with Senate Bill 283 "Human Sexuality Instruction will be provided by the district at various grade levels throughout the district": The school nurse will provide gender-based human sexuality instruction by showing a gender-based video to the respective groups at the fifth grade level.

### **Immunizations**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, tetanus, polio, measles, mumps, rubella, haemophilus

influenza, hepatitis A and B, and varicella (Chicken pox). On 4-15-04, the Texas Attorney General made clear that the adult enrolling the student must present current immunization records or show proof that the required immunizations have begun. The nurse must receive a current shot record within 30 days from registration or the student may be asked to leave school and not return until all records are received. The school nurse can provide information on age-appropriate doses or on acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunizations may be personal records from a licensed physician or public health clinic with the signature or rubber stamp validation.

If a student's religious beliefs conflict with the requirements that the student be immunized, the student must present a statement signed by the student (or parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which a student is an adherent or member. This statement must be renewed yearly.

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, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

### **Meningitis (Bacterial) Legal Notice**

Meningitis is an inflammation of the covering of the brain and spinal cord. Viral meningitis is most common and 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.

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. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability. Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where

a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacterium rarely overcomes the body's immune system and causes meningitis or another serious illness.

**Prevention:** Do not share food, drinks, utensils, toothbrushes, or cigarettes. 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. The vaccine is safe and effective (85-90%) and is given to students entering the seventh grade. 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.

Seek prompt medical attention, if there could be the possibility of you or a friend having bacterial meningitis.

The school nurse, family doctor, and the staff at the local or regional health department office are excellent sources for information on all communicable diseases. You may also call the local health department 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](http://www.cdc.gov) and the Texas Department of Health: [www.tdh.state.tx.us](http://www.tdh.state.tx.us).

### **Medicine at School**

If children have to take medicine at school you must make a written request to the school nurse. The nurse or other authorized school employee will administer medications only from a container that is a properly labeled original prescription container. Only the nurse or other authorized school employees are permitted to administer prescription medicines at school. Other than prescription asthma medicine or anaphylaxis treatment for students with severe allergies that may result in anaphylaxis, we do not permit students to carry their own medications and self-administer.

No medications are to be transported to the school by a student at any time. Prescription and over-the-counter medications must be brought to the school by an adult. Over-the-counter medications must be provided by the parent/guardian in an original, unopened bottle and will be given as

directed on the container. Each medication (prescription and over the counter) must have a medication permission form completed and on file for medicines to be given. If a student is receiving a medication for the first time ever, that dose must be given by a parent/guardian in case of any allergic reactions. When more prescription medications are needed at school, please bring the medicine in a prescription bottle (not in a baggie) and the amount will be counted and documented in front of that adult. If a morning dose of prescription medication is missed, the school nurse must receive something in writing from the parent/guardian giving the school permission to give an additional dose (verbal is not accepted).

Children with asthma or children with severe allergies that may result in anaphylaxis may self-administer medicine under certain conditions. The student must have demonstrated to his or her doctor and to the school nurse that the child has the skills necessary to self-administer the asthma or anaphylaxis medicine. Additionally you must provide a written authorization for self-administration, a written statement from child's doctor stating that the student has asthma and is capable of self-administration. In addition the name and purpose of the medicine, the prescribed dosage, the times and circumstances for administration, and the period for which the medicine is prescribed must be included.

### **Parent Organizations/Volunteer Opportunities**

Every campus in the district has an active Parent-Teacher Association/Parent-Teacher-Organization/Parent-Teacher-Student-Organization, and we encourage you to actively participate in the group at your child's or children's campus(es). We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs. For information about how to become involved in the PTA or to volunteer at any campus, please contact the school office.

### **Parties and Social Events**

The classroom chairpersons will coordinate the parties. Notice will be sent out to parents as to when and how they can help with the parties. Please visit with the classroom teacher if you would like to send a birthday treat for the entire class. We ask that you mail invitations to birthday parties if the entire class is not invited.

### **Pest Control Information**

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before applications. Parents who want to be notified prior to pesticide applications inside their child's school assignment area may contact the Administrative Office at 662-0194.

## **Pledges – Moment of Silence**

Each day, students will be led in the recitation of the Pledge of Allegiance and the Texas Pledge. If you do not want your child to participate in this activity, please make a written request to the principal for your child to be excused. Following the recitation of the pledges, the school will observe a minute of silence. During this time, students may choose to reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract other students.

Each student has a right to individually, voluntarily, and silently pray or meditate in school or any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **Progress Reports**

Written reports of absences and students' progress in class are issued to parents at least once every 6 weeks. At the end of the first three weeks of each grading period, parents are notified if the student's grade average is below expected level of performance. Progress reports must be signed by the parent and returned to the school within five days.

## **Promotion and Retention**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. School personnel will notify parents of students who show a lack of progress.

All campuses use progress reports, check lists, and, for grading purposes, report cards. The need for parent conferences may be determined by the classroom teacher or at parent request. Parent attendance is required at these conferences.

In Kindergarten, promotion will be based upon 70% mastery of all grade level standards. In grades 1–5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas; a grade of 70 or above in reading and in mathematics; and a grade of 70 or above in two of the following areas: language arts, science, and social studies. In grades 6–8, promotion to the next grade level shall be based on

We always want to place each student in the best environment for their education. At this time we cannot guarantee a specific teacher and will not take requests as teams and or grade level teachers may change and we

have to evaluate every class for each individual student. Thanks for your understanding in this matter.

**Student Success Initiative (SSI):**

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

In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish. Parents of a student who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level. A student in grade 5 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

**Questioning Students at School**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “taking

the Fifth” or a student’s right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

### **Release of Student from School**

A student will not be released from school at times other than regular dismissal hours except with permission. The office personnel will get the student for the parent. Safety is top priority for all students.

At the time children are enrolled, the parent or other adult completing the enrollment forms 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.

### **Safety/Accident Insurance**

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 and parents, including:

- Avoiding conduct that is likely to put the student or others at risk.
- Following the student handbook and any additional rules for behavior and safety set by the principal or teachers.
- Remaining alert to and promptly reporting safety hazards, such as intruders on the campus.
- Knowing emergency evacuation routes and signals.

- Following immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

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

The district is not responsible for medical costs associated with a student's injury at school or a school related activity. The district cannot and will not use public funds to pay individual student medical expenses. The district does make available, however, 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 submitting claims through the nurse's office.

### **Schedule**

Classes at each campus will be as follows:

Primary	8:00– 3:30
Elementary	8:00-3:30
Intermediate	8:00-3:30

The earliest a student can be at school is 7:30 am. The student will be considered tardy after 8:00 am. Please remember that five (5) tardies equal an unexcused absence.

### **School Buses or Other Vehicles**

The Robinson Independent School District has adopted the following rules of conduct for students who are transported by buses operated and controlled by the school district. These rules have been established to provide the safest and most efficient transportation of students to and from school and/or related activities. The bus driver will report any violation of these rules to the respective campus administrator for corrective action.

Riding the school bus is a privilege! It is the responsibility of the student to abide by the rules of conduct that are posted in each bus. Parents of the students who ride the buses are expected to cooperate with the school district in encouraging their children to obey these rules. Students and/or parents may be required to pay for any damage to the bus or other property resulting from misbehavior on the bus. The cooperation will help ensure a safe and more pleasant ride for all students.

The school buses used for Robinson ISD are operated according to the laws of the State of Texas, the regulations of the Texas Education Agency, and Robinson ISD. The bus routes are adjusted annually according to student needs and are approved by the Texas Education Agency.

Our primary concern is the safety of the students being transported!

The following rules will apply to student conduct on school transportation.

1. Students must abide by all rules in the Student Code of Conduct.
2. The driver of the bus has complete responsibility for the students. Students must obey the driver courteously and promptly. The driver has the same authority and responsibility as a classroom teacher for discipline, order, and safety.
  1. Students must be at their designated bus stop on time; the bus will not wait for those who are tardy.
  1. Students will sit in their correct seats and keep aisle clear.
  1. Students may not eat or drink on the bus.
  1. Students will not throw objects inside or out of the bus.
  1. Students will not extend any part of their body out of the window.
  1. No animals are permitted on the bus.
  1. Students will not open or use the emergency door except in case of an emergency or during a practice drill.
2. Upon leaving the bus, students must wait for the driver's signal before crossing in front of the bus.

Student behavior problems will be handled with a student violation report. The report will be completed and distributed to the parent/guardian, a campus administrator, and the director of transportation. The parent/guardian must read, sign, and return the report to a campus administrator.

Possible disciplinary actions are outlined in the RISD/STS Transportation Rules of Conduct.

School buses are equipped with video cameras to promote compliance with rules of conduct.

Disciplinary sanctions and changes in transportation for a student with disabilities will be made in accordance with the student's individual education plan (IEP) or other individually designed program.

### **Special Education Information**

Robinson ISD provides special education and related services for students with disabilities according to individualized plans developed by teachers, parents, counselors, and other professionals. You may request an evaluation of your child to determine eligibility for special education at any time. We decide whether a student needs special education after we complete a comprehensive assessment. Please contact Kay Carter, Special Education Director at 662-4621, or your principal to receive full information about our special education programs. See also the required Notice at the beginning of this Handbook.

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 parents request destruction of any 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.

### **Special Programs**

The district provides special programs for gifted and talented students, ESL students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact David Wrzesinski at 662-4621. The coordinator can answer questions about eligibility requirements and programs and services offered in the district or by other organizations.

## **Student Health Concerns**

We have adopted and enforce policies to ensure that our campuses comply with Texas Department of Agriculture guidelines for restricting student access to vending machines. Generally, this means that soft drinks and other foods of minimal nutritional value will not be available to elementary students during the school day or to the secondary students during any designated meal periods. As required by state law, we have and enforce prohibitions against student possession and use of tobacco and tobacco products on campuses or school-sponsored or related activities. These prohibitions are addressed in the Student Code of Conduct and also in board policy and the employee handbook. The district's student health advisory council met once during the preceding school year.

We will develop an individualized health plan for children with diabetes who need care for diabetes while in school or participating in a school activity. This plan will be developed in collaboration with you and, if possible, your child's physician. If your child has diabetes and will need care at school or while participating in a school activity, you must submit the diabetes management and treatment plan prepared by you and your child's physician before or at the beginning of the school year, on enrollment after the beginning of the school year, or as soon as practicable following a diagnosis of diabetes.

## **Student Illness**

Although we want your child to attend school every day, we do not want your child at school if s/he has a communicable disease or is running a fever of 100.4° or more. The student must be fever free (without any form of medication such as Tylenol, Ibuprofen, etc.) for a minimum of 24 hours before returning to school. If the student is vomiting and/or having diarrhea (with or without fever), they must be free from any intestinal episodes for a minimum of 24 hours before returning to the classroom. If the student is too sick for school, then they will be excluded from extracurricular activities as well.

## **Student's Legal Name**

We recognize that there are circumstances when a parent may wish his or her child to be enrolled under a name other than the child's legal name. However, we are required to maintain all school records for your child under the child's legal surname as shown on the birth certificate.

## **Tardy Policy**

Five tardies will equal an unexcused absence. Please remember that in order to receive a "Perfect Attendance" award the student must have no

unexcused or excused absences and less than five tardies during the school year. Students with excessive tardies to school will be subject to discipline consequences as outlined in the code of conduct.

### **Testing**

Each year, every kindergarten through second grade student will take a reading proficiency test. The Cognitive Abilities Test (CogAT) test will be used for prospective gifted and talented students. In addition to these tests, the State of Texas Assessments of Academic Readiness (STAAR) test is administered to the following grades:

Reading and Math 3,4, and 5  
Writing 4  
Science 5

### **Toys/Electronic Games/Music Players**

Please do not allow your child to bring toys, games or electronic devices to school unless the teacher has given permission. The school is not responsible for lost, stolen, or broken items.

### **Transfers (On Campus)–Victims of Bullying and Sexual Assault**

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus or to another campus within the school district. If we verify that your child is the victim of bullying, the transfer will be made. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If another student in the district is convicted of committing a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to another campus within the district or to a neighboring school district, and the request will be granted. We will not provide transportation to the new campus. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

### **Visitors**

Parents and other visitors are welcome to visit district schools. All visitors must first report to the office and receive a visitor pass. We must know who is in our building to protect your children at all times. With this

thought in mind, RISD is continually looking for ways to improve school safety. A system is currently being installed and will be operational at all campuses. RISD will now require all parents and visitors to present photo identification (driver's license, Texas identification card) before admittance to the campus will be allowed. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Such visits are not permitted to interfere with the delivery of instruction or disrupt the normal school environment. \*\*To ensure the safety of all students, please enter and exit the building through the front main doors.

## **Robinson Independent School District Parent Involvement Policy**

## **Robinson Independent School District Parent Involvement Policy**

The Robinson ISD staff, in cooperation with the parents, will encourage all students to reach their fullest potential emotionally, intellectually, socially and physically, helping them realize that they are responsible for their own actions.

Parents are encouraged to:

- Review the Student Handbook with your child. During the online registration process, parents will acknowledge that they understand and consent to the responsibilities outlined in the Student Code of Conduct and the Student Handbook.
  
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
  
- Become familiar with the academic program offered in the district and feel free to ask the principal/curriculum director any questions, including concern about placement and assignment. Information about the academic program can be located on the RISD website.
  
- Attend meetings to learn more about ongoing operations of the district: School Board, Campus Educational Improvement Committee (CEIC),

Parent Teacher Organization (PTO), etc.

- Exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Be aware of your rights to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level requirements as determined by the school and by the Texas Education Agency.
- Review your child's school report cards and school assignments with your child. Using teacher blogs, family access through Skyward and other means presented by the school, monitor your child's progress; contacting teachers if needed. Take advantage of all opportunities to stay informed regarding your child's grades and activities. Parents can call the school office if they need assistance with Family Access or accessing teacher websites.

Robinson ISD will use Title I funds to provide school-wide services to all students on the district's Title I campuses. Parents will be involved in a variety of strategies as the district strives to develop and maintain an optimum learning environment for all students. Parents may contribute through volunteer programs at Title I campuses, as well as by creating a supportive home atmosphere. The community may participate through an array of activities that promote student success. Each campus and its parents will develop and maintain specific parent involvement activities best suited to meet the individual needs of all stakeholders

Reviewed and Revised by the Robinson ISD District Education Improvement Committee on May 19, 2016

**Pest Management Plan**

The Robinson Independent School District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the Robinson Independent School District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Dennis Lewis, the district's IPM Coordinator, at 662-1383.

## **2016-2017**

### **RISD Progress Report and Report Card Dates**

#### **Progress Reports**

September 16<sup>th</sup>

October 28<sup>th</sup>

December 9<sup>th</sup>

January 27<sup>th</sup>

March 24<sup>th</sup>

May 4<sup>th</sup>

#### **Report Cards**

October 7<sup>th</sup>

November 11<sup>th</sup>

January 6<sup>th</sup>

February 24<sup>th</sup>

April 13<sup>th</sup>

June 9<sup>th</sup>