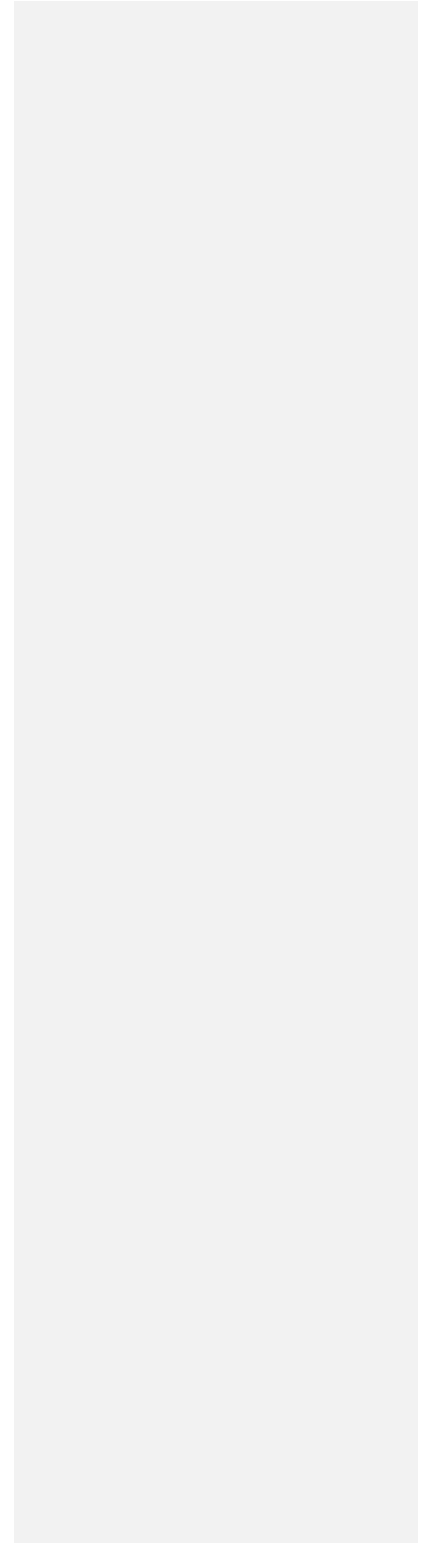


**Ranger Independent School District  
2009 – 2010**

**Student Handbook,  
technology acceptable use policy,  
field trip authorization form**



# RANGER INDEPENDENT SCHOOL DISTRICT STUDENT HANDBOOK

## SCHOOL MASCOT

Bulldog

## SCHOOL COLORS

Maroon & White

## RANGER INDEPENDENT SCHOOL DISTRICT SCHOOL BOARD

President	Karen Clifton
Secretary	Gloria Bowden
Vice-President	Dwaine Crawford
Member	Darrell Fox
Member	Bryan Motley
Member	Tom Peebles
Member	Roy D. Rodgers

## ADMINISTRATION

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254-647-1187

Mike Thompson, Middle School & High School Principal  
254-647-3216

Kelly Kunkel, Elementary Principal  
254-647-1138

1842 Loop 254 East  
Ranger, Texas 76470

## MISSION STATEMENT

The mission of Ranger Independent School District, a community of dedicated personnel, is to prepare students to succeed through a quality education...*for life*.

## MOTTO

Preparing students to succeed...*for life*.

## WEB SITE ADDRESS

<http://www.ranger.esc14.net>

Si necesita este documento traducido en español por favor hable a la oficina.

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## **PREFACE**

To Students and Parents:

Welcome to school year 2009-2010. Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together: students, parents, and teachers. This Student Handbook is designed to help us do this.

The Ranger Independent School District Student Handbook contains information that both students and parents are likely to need during the school year. We have attempted to make the language as straightforward as possible, however, please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Ranger I. S. D. Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found behind this handbook and posted in the library.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Please complete and return the acknowledgment form by September 7th. If your response has not been received by that date, we shall assume that you agree with and accept the policies and rules stated.

## **Section I**

### **PARENT INVOLVEMENT**

A child's 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:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 647-1138 or 647-3216 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Review your child's attendance & grade progress on line @ [www.ranger.esc14.net](http://www.ranger.esc14.net) and follow the link to the grade book. A step-by-step procedural sheet will be sent home with your child. Directions will also be available in the office.

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

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

You will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

Reviewing your child's student records when needed:

- You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child.

Granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

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

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

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

Parents may also serve as school volunteers. For further information call the campus office.

We encourage participation in campus parent organizations, by offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement.

RISD also encourages all interested parties to attend School Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

### COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a child's education is more than a "plus": it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign. It continues into interaction: messages and phone calls from teachers, and school open houses or meet the teacher day.

Communication might also include requests for conferences—initiated by the school or the parent—to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

### GRADING GUIDELINES

In grades K-12, the following range or grade equivalents will apply:

Academic	Grades:		Conduct	(Citizenship)	Grades	
90 - 100	A		100 - 98	E+	83 - 80	S-
80 - 89	B		97 - 95	E	79 - 77	N+
70 - 79	C		94 - 90	E-	76 - 74	N
69 or less	F		89 - 87	S+	73 - 70	N-
			86 - 84	S	69 - 00	U

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

A student may 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.

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every 6 weeks.

During the fourth week of a six week grading period, you will be given written notice if your child's performance in any course is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you should schedule a conference with the teacher of that class or subject. The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

## **TESTING**

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day—but especially on test days—after:

- A good night's sleep;
- A good breakfast; and
- Dressing for the weather or for the temperature inside the testing center.

## **State Assessment**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

Mathematics, annually in grades 3–11

Reading, annually in grades 3–9

Writing, including spelling and grammar, in grades 4 and 7

English language arts in grade 10-11

Social studies in grades 8, 10, & 11

Science in grades 5, 8, 10 & 11

**TO RECEIVE A HIGH SCHOOL DIPLOMA, STUDENTS MUST SUCCESSFULLY PASS EXIT-LEVEL TESTS.**

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

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, or counselor.

## **College Requirements**

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, students must take the Texas Higher Education Assessment (THEA) test.

## **MEDICINE AT SCHOOL**

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

Authorized employees, in accordance with policy, and:

If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.

If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.

If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required

by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only if:

The District has obtained from its medical advisor licensed to practice medicine in Texas (or from a licensed physician at the county or regional health authority) a protocol for treatment of the particular emergency; and

The parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma or severe allergic reaction (anaphylaxis), who has *written* authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma or anaphylaxis medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma or anaphylaxis medication for use during the school day.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

### **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.

Students participating in UIL athletic competitions may be subject to random steroid testing.

### **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.

### **STUDENT RECORDS**

Both federal and state law safeguards 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 Ranger I. S. D. 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, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student's e-mail address on the District's computer network.

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 school days after the parent has been provided this notice.

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

- The parents—whether married, separated, or divorced—unless 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.

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

Records may be inspected 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 records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. 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 record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG.

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.

**Please note:** Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District’s policy regarding student records is available from the principal’s or Superintendent’s office.

The parent’s or eligible student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers’ personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District—do not have to be made available to the parents or student.

### STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District’s policy manual. In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures as listed below. Any *campus* office or the *Superintendent’s* office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal’s and Superintendent’s offices.

Specialized complaint procedures exist regarding:

- Identification, evaluation, or educational placement of a student with a disability
- Loss of credit because of excessive absences
- Removal of a student by a teacher for disciplinary reasons, including DAEP
- Expulsion of a student
- Discrimination on the basis of sex
- Harassment of a student on the basis of race, color, religion, national origin, or disability
- Sexual abuse or sexual harassment of a student
- Instructional materials
- On-campus distribution of non-school materials to students
- Complaints against District peace officers: policy CKE.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must 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 parent.

Anyone leaving school without permission will be assigned to ISS for the remainder of the day plus one more.

Failure to follow the sign-out procedure will result in unexcused absences.

## **WITHDRAWAL FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **Section II**

### **ACADEMIC PROGRAMS**

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Effective in school year 2006–2007, most ninth graders will be required to enroll in the Recommended or Distinguished Achievement Program.

### **AWARDS, HONORS AND SCHOLARSHIPS**

At the close of each six weeks period and each semester, award certificates will be presented to each elementary student who has maintained perfect attendance for that period. High Honor Certificates will be presented to those students who have A's for each six weeks and ALL A's or ALL A's and B's for each semester.

Ranger High School has an annual Academic Awards Program during the spring. Awards are given to outstanding students in all the academic areas. Several individuals and organizations also present scholarships to deserving students. The students receiving the scholarships must submit an application to the person or organization sponsoring the scholarship. The student receiving the scholarship will be determined by the person, teacher committee, or organization and named at the Awards program. (Students receiving yearbook honors which are determined by votes, such as Mr./Mrs. RHS and Most Likely to Succeed, will be limited to two per student. Students who win more than two elections shall choose the two awards they wish to receive.)

Individuals or organizations wishing to give a scholarship may do so by submitting an application form, the selection criteria, and the amount of the scholarship to the principal. Proposed scholarships which do not meet the philosophy and mission of Ranger ISD will not be approved. The scholarship will have to be pre-funded to the Ranger High School Scholarship Fund.

### **CLASS RANK / TOP TEN PERCENT**

Class rank and honor status for graduation are determined on the basis of weighted GPA. Final class rank is calculated after the conclusion of the 5<sup>th</sup> six-weeks of the senior year. Rankings for students who have had at least one semester of unconventional instruction during high school (including VAC, homebound, etc.) will be determined by a graduation committee.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student: 1) Completes the Recommended or Advanced/Distinguished Achievement Program; or 2) Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

## **STATE SCHOLARSHIPS AND GRANTS**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Students who graduate early are not eligible to receive scholarships awarded by RISD.

## **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

Academic dishonesty - cheating or plagiarism - is not acceptable. Cheating includes the copying of another student's work - homework, class work, test answers, etc. - as one's own. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary actions, according to the Student Code of Conduct.

## **CLASSROOM ASSIGNMENTS**

The demographics of each class are of vital importance. We want to assure that different student groups are mixed in an impartial manner and that class size is as equitable as possible. This is a complex issue because of all the different student groups that are enrolled at the elementary school. Some examples are: Gifted and Talented, ESL, Special Education, ethnicity, and gender. Because of this, the elementary school will not take parent requests for the upcoming school year. The teachers for the current year will group the students in an appropriate manner for next year. Personality conflicts (teacher/student and parent/teacher) will be dealt with on an individual basis. As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See FDB(LEGAL).]

## **STUDENT SCHEDULES**

During the spring semester, middle / high school students will have the opportunity to pre-register for the courses that they want to take the next year. Every effort will be made to accommodate that schedule, but when conflicts occur, the next choice will be scheduled. Before school starts in the fall, students will be given the opportunity to change their schedule. After school starts, students will have one week to request schedule changes. After that schedule changes will only be made at the request of a teacher/coach. Any student who wishes to drop a course after being enrolled, must have parent permission. The appropriate drop form, which requires the parent, student, and teacher signatures may be obtained from the High School office. A dropped course will result in non-credit for that course.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (located at the back of this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

## **CORRESPONDENCE COURSES**

Some universities allow high school students to take correspondence courses—courses by mail—for credit. Students in grades 9 - 12 may earn credits toward high school graduation by these means. No more than 4 (one semester) correspondence courses may be used to meet graduation requirements. Correspondence courses must be approved by the principal or counselor prior to taking them. All correspondence course work is to be completed and the final grade reported back to Ranger High School. Correspondence course work will not be used in determining any honor at Ranger High School. For further information, and specific District policy in this regard, contact the counselor.

## **COUNSELING**

### Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students entering grades 7 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing 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.

### Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the counselor.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

## **CREDIT BY EXAM**

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. (Students should refer to EEJA Local, for eligibility requirements to be considered to take a Credit by Exam test.)

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.

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The passing score required to earn credit on an exam is 90. Elementary students must pass language arts, math, science and social studies with a 90.

If a student plans to take an exam, the student (or parent) must register with the principal. Deadlines for registration are: October 16, 2009, January 29, 2010, April 9, 2010, and/or June 4, 2010. For more information contact the High School counselor.

\*\* A \$30.00 deposit will be required for each test requested at the time of registration.

## **COLLEGE CLASSES / DUAL CREDIT**

RHS offers dual credit for approved classes taken at RC, and successfully passed with a grade of at least 70. Students are responsible for meeting the eligibility requirements of Ranger College and for paying all applicable tuition and fees as well as purchasing the required textbooks. For the 2009 – 2010 school year, dual credit may be obtained for computer science (1st period), English 4 (1301 and 1302), biology (1408 and 1409), algebra (1314) fall & trig (1316) spring, and U.S. history (1301 and 1302).

Academically strong high school students can earn high school and college credit simultaneously by taking dual-credit courses. To qualify, the student must have no failing semester grades for the previous year, no major discipline referrals, at least an 80 GPA, meet college eligibility requirements, and sign an agreement to take dual credit classes. Students must obtain the approval of the high school principal and counselor and pass the THEA test before registering for a dual-credit course. Grades for dual credit courses are only reported at the end of the semester and will not affect the student's eligibility for participation in extracurricular activities, including UIL. The student is responsible for providing an official college transcript to the counselor in order for credit to be granted. Juniors and seniors may, with permission of the principal, be allowed to leave campus after 6th period if they are enrolled in a non dual-credit class at RC.

### Other Scholarships and Grants

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

## CAREER AND TECHNOLOGY PROGRAMS

Ranger ISD offers career and technology education programs in business, agriculture, and home economics. Admission to these programs is based on interest and aptitude, age appropriateness, and class space available.

Ranger I. S. D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## DIVERSIFIED CAREER PREPARATION EDUCATION

Diversified Career Preparation Education has been approved by the Ranger ISD School Board. The course includes classroom instruction as well as on-the-job training. Students receive individual training for their particular job as well as classroom instruction on general employability skills. The class will be for juniors and seniors only. Students will not be permitted to work for their parents or relatives. To be accepted in the DCPE program, the student must have an 80 overall G.P.A. and not have failed any class at any time during the previous two semesters prior to entry in the program. Failure to maintain the required G.P.A. will result in removal from the DCPE program. In addition to enrolling for the DCPE class, participating students must register for at least four other courses, including three state credit courses.

## DRIVER EDUCATION

Driver Education is currently not offered through the school.

## EXEMPTIONS FOR SIX WEEK TESTS

High school and Middle school students may earn exemption for their six week test during each grading period. The exemption will be determined by the student having perfect attendance in all classes for the entire six week period in which the test is given. The student must also be passing with at least a score of 70 to be exempt on a class by class basis. Even if a student earns exemption, students are encouraged to take the six week test if they feel they can improve their course grade. Students who are taking TAKS test for bench-marking purposes, will not be exempt from that particular test.

## EXEMPTIONS FOR SEMESTER FINALS

Exam exemptions are established as incentive for students to be academically prepared, attend school regularly, make good decisions, and maintain good citizenship. Students in grades 9-12 are eligible for exemptions from final (semester) exams under the following conditions:

- **A student in grades 9-12 will be exempt from a maximum of three exams if all qualifications below are met. *Senior students will have the opportunity to be exempt from all semester exams if they meet all of the qualifications listed below for each class.***
- A student failing one or more portions of the TAKS will not be eligible for an exam exemption in that class (Math, Lang. Arts, Science, Social Studies). For example, if the student fails their Math TAKS then the student would be required to take their math final.
- All absences are counted toward exam exemption, with the exception of school related activities.
- A student is NOT ELIGIBLE FOR EXAM EXEMPTIONS during the semester in which he or she is absent without excuse from school.
- The semester average will be determined by averaging the grades for the first two six-weeks in the semester with the average for the first three weeks of the last six-weeks in the semester.
- A student may have no more than 3 absences with at least a 90 average for the semester.
- A student may have no more than 2 absences with at least an 80 average for the semester.
- A student may have no more than 1 absence with at least a 70 average for the semester.
- Student absences which occur after the exemptions have been declared may affect the student's final exemption.
- A student is NOT ELIGIBLE FOR EXAM EXEMPTIONS during the semester in which he or she receives a discipline referral resulting in in-school suspension, out-of-school suspension, or placement in an alternative classroom setting. The principal may declare a student ineligible in all classes for flagrant policy violations.
- Any fees due RISD or other outstanding obligations at the time of the examination will automatically make a student INELIGIBLE FOR EXAM EXEMPTIONS in all classes that semester. This includes textbook fines, library fines, cafeteria fines, equipment, uniforms, etc.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

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

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse.

Ranger ISD also has in place a district drug testing policy for students in grades 7 – 12 who participate in any extracurricular activities. A copy of this policy is given to students at initial testing or may be requested from the campus principals.

A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances are subject to these restrictions, whether UIL activities or other activities approved by the Board.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Unless excused by the principal, a student must be present for second period and at least three other classes to be eligible to participate in an activity that night. A student will be declared ineligible for the following contest if he/she is absent the day after a night contest, without a doctor's excuse or unless excused by the principal. Students who travel out of town on the bus are expected to return on the bus, unless a parent personally signs out with the coach/sponsor that he/she will be taking their child with them.

Any student in ISS, AEP, or suspended is ineligible for participation or attending any school sponsored activity on or off our campus.

*Please note:* Student clubs and performing groups such as the band, student council, cheerleading, and drill and athletic teams may establish codes of conduct—and consequences for misbehavior—that are stricter than those for students in general. Students will be given copies of the codes and the consequences for breaking the code. 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.

### OFFICES AND ELECTIONS

Middle / high school classes will meet during the first week of school to elect class officers. Qualifications to be eligible to run for these offices are located in the District's Organizations Manual.

### HOMECOMING

Homecoming activities should not interfere with regular classes; therefore, there will be no school deliveries of mums, flowers, garters, & etc.

### PARTIES AND SOCIAL EVENTS

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Those in attendance will be expected to stay in the area of the activity and will not be allowed to congregate at other areas of the school (such as the parking lot, front steps, etc.). Guests 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. Students will not be allowed to enter with drinks of any kind unless required for admission. Students assigned to ISS, AEP, or current year dropouts will not be allowed to attend school social events. Students attending any school sponsored activities may be asked to submit to a breathalyzer test. Students refusing to take the breathalyzer test will be asked to leave the event. Their parents will be contacted and the code of conduct rules pertaining to alcohol will be enforced.

PROM

A Jr./Sr. banquet and/or prom will be held during the spring semester. The parents of the juniors will be responsible for organizing, raising money, decorating, monitoring, and cleaning up after the prom. The class sponsors will assist the parents upon request. The class sponsor will be a liaison between the district and parents. R.I.S.D. will accept no responsibility of a parent organized prom. Student classes will not be allowed to use monies raised through school sponsored fundraising activities toward prom expenses. If a student class wishes to hold a school sponsored prom, all rules and guidelines set forth in the student code of handbook and the student code of conduct will be observed. R.I.S.D. will assume total control of all school sponsored proms.

**GRADE CLASSIFICATION**

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

<u>Credits Earned</u>	<u>Grade Placement</u>
6	10
12	11
19	12

\* Student classification will only be changed at the end of the school year.

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**PROMOTION, RETENTION AND PLACEMENT**

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

A middle school student may be retained if he/she fails two or more of the four core courses.

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 tests in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment tests in English.

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

Parents of students in grades 3, 5, and 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also 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.

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.

## GRADUATION

The graduation ceremony denotes the culmination of many years of hard work. This will be a special event which demands respect, honor, and will exhibit school and community pride. Inappropriate behavior will result in the non-issuance of that student's diploma and/ or removal from the graduation exercise. Students who have satisfactorily completed all coursework requirements for graduation, all applicable exit level testing requirements set forth by the state, and have no levees, fines, or dues owed to the school district shall be allowed to participate in commencement activities and ceremonies. Seniors will complete all FINAL EXAMS the Friday before graduation (One week early.)

### Activities

Graduation activities will include:

- Baccalaureate in the high school auditorium
- Class Day in the high school auditorium
- Graduation in the high school auditorium, football field or old gym
- Project Graduation (Voluntary and not school-sponsored)

\*All students must attend baccalaureate and graduation practices to participate in them.

\* Graduates will be seated valedictorian, salutatorian, honor graduates in alphabetical order, and other graduates in alphabetical order.

### Honors

Valedictorian, salutatorian, and honor graduates shall be determined at the end of the fifth six-weeks grading period of the senior year. Honor graduates must have a 90.00 or better weighted average (with no rounding) and graduate on the Recommended or Distinguished Achievement Program. The valedictorian shall be the highest ranking student and the salutatorian shall be the second highest ranking student. To be considered valedictorian or salutatorian, a student must graduate on the Recommended or Distinguished Program, and must have attended high school (beginning with grade 9) eight consecutive semesters, the last four as a full time student at Ranger High School. In case of a tie, the valedictorian shall be chosen according to the following:

1. The valedictorian shall be the student who has taken the most weighted courses.
2. If there is still a tie after applying #1, the valedictorian shall be the student with the highest unweighted average.
3. If there is still a tie after applying #2, the valedictorian shall be the student with the highest numerical grade average of all weighted courses taken.
4. The student who does not receive the valedictorian award shall become the salutatorian.

### Requirements for a Diploma

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

The state mandated the current exit-level TAKS test effective for school year 2003–2004; previously students had taken an earlier version of the exit-level test beginning in grade 10 that was known as Texas Assessment of Academic Skills (TAAS). Any student who was scheduled to graduate during the administration of the TAAS exit-level exam will be permitted to take it.

Early graduates must complete all course work requirements and FINAL EXAMS the Friday prior to graduation (one week early).

### Graduation Programs

Number of Credits Required

Minimum	27
Recommended	27
Distinguished Achievement	27

Beginning with the 2007-2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science.

#### Certificates of Coursework Completion

A certificate of course work completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level.

#### Students with Disabilities

Upon the recommendation of the Admission Review and Dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her Individual Education Plan (IEP).

#### Graduation Expenses

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

### **GRADE POINT AVERAGE**

A student's grade point average in high school is determined by averaging all academic semester grades completed at Ranger High School (or any other accredited high school). Not included are grades for PE, athletics, band, courses taken during junior high school, any local credit course (like yearbook, office aide, etc.), credit by exam, summer school, home school, or correspondence courses. Before calculating GPA, weights are added to the summary total based on difficulty of classes (as determined by the site base committee). No weights are added for modified courses or for any course not taken at Ranger High School.

### **WEIGHTED COURSES**

Weights for courses will be determined as follows:

Category I courses shall award ten points for semester grades of 90 or above, and seven points for grades 80-89. Category II courses shall award seven points for grades of 90 or above, and five points for grades 80-89.

Category I - Advanced Placement Courses (AP), Dual credit college courses

Category II - Algebra II, Pre-Calculus, independent study in mathematics, Chemistry, Anatomy/Physiology (if not for dual credit), Accounting, and Spanish III.

No weights are added to courses required of all students graduating on the minimum graduation plan.

### **HOMEWORK**

Homework will be used to support, enrich, or reinforce topics covered in class. The teacher will be responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the course essential knowledge and skills. Every effort will be made to ensure that students understand the work assignments to be done. The student will be responsible for completing assignments on time and for scheduling after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class.

Parents are encouraged to monitor the homework assigned each day because it provides a good overview of how and what the student is doing in various subjects. Homework provides a regular channel of communication between the parent and teacher.

Homework will be graded or checked and returned to the student.

Class work and homework is due at the time specified by the teacher.

Extracurricular activities will not alter the due date for assignments.

### **SPECIAL PROGRAMS**

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

### **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 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 to contact regarding option for a child experiencing learning difficulties or a referral for evaluation for special education is: Kelly Kunkel, Elementary Principal at 647-1138 or Mike Thompson, MS/HS Principal at 647-3216.

### **GIFTED AND TALENTED**

Students may be nominated for the gifted and talented program by teachers, counselors, parents, or other interested persons. Conferences shall be held with nominated students and their parent(s) to determine if the students are interested in program services. SOI (Structure of Intellect) testing will be conducted by the staff of Region XIV Educational Service Center.

Students not previously identified for gifted services will be assessed once each year. Nominations will be accepted early in the spring semester and formal identification procedures will be completed by June 15<sup>th</sup> for students in grades K -12.

### **SUMMER SCHOOL – OPTIONAL EXTENDED YEAR**

Summer school is only offered for students in grades 1 – 8 and is contingent on state funding.

### **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. **Students may not use the cloth/stretchy book covers because of damage to the books.** A student who is issued a damaged book should report the damage 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. However, a student will be provided textbooks for use at school during the school day. Students should not use self-adhering book covers on state adopted textbooks. Anyone using such book covers will be required to pay for the book.

Textbook fines are:

- No fine will exceed the full book cost
- Pencil marks - erase all pencil marks
- Ink marks or un-erasable marks on page or cover - 25 to 50 cents per page
- Torn pages that can be taped - 50 cents per page
- Mutilated cover or book - full book cost
- Missing pages - full book cost
- Broken binding - \$6.50 – up to full book cost
- Cover damage - \$1.00 to \$3.00.
- Water damage – up to full book cost

## **Section III**

### **ARRIVAL AT SCHOOL**

Elementary students will not be allowed to enter the hallways until 7:30. They will read in the front hallway until that time. If necessary, students should go to their designated area to buy breakfast, lunch, and milk.

Breakfast will be served in the cafeteria from 7:35 A.M. until 7:55 A.M. except for students who arrive late on District school busses.

The tardy bell rings at 8:00 A.M. If you are late, please report to the office for an admission/tardy slip.

Middle / High school students wishing to go to tutorials will be required to stay in the teacher's classroom until the 7:55 bell rings.

Students wishing to attend tutorials must do so before 7:40 A.M., the student must have a tutorial pass obtained from their teacher.

The tutorial pass may be obtained the day prior, or by no later than 7:40 A.M. the morning of the tutorial session. Students (7-12) not attending tutorials must stay out of the classroom hallways from 7:40 - 7:55. Students should not be in the main building after 4:00, unless accompanied by a teacher or coach/sponsor. Students returning to the campus during the day must go immediately to their classroom (except for seniors taking the first period class at RC). They must not go into the hall until the bell rings ending first period. For your safety there will be no running or shoving in the halls.

## **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.

### Compulsory Attendance

“A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. 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.”

Students enrolled in Pre-kindergarten or Kindergarten are required to attend school. They fall under compulsory attendance laws.

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 basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy will 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 will 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.

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. There is also a direct relationship between poor attendance and academic failure. Students with good attendance records generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. Thus, all students are expected to attend school regularly and to be on time to classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

## **ATTENDANCE PROCEDURES FOR MIDDLE SCHOOL AND HIGH SCHOOL**

Students who are absent for any reason must bring a written statement from a parent or legal guardian giving the grade level of the student, the reason for the absence, and the date(s) of the absence. Middle School and High School parents/guardians are encouraged to call the office, (254) 647-3216, when students are absent. On return to class, students must have an excuse written by a parent/guardian. A note from guardian/parents does not mean an automatic excuse. Doctor notes are acceptable. Phone calls do not take the place of written excuses. Absences will be marked unexcused if the student does not bring a written excuse on the day he/she returns to school. Students must obtain an admit slip from the office to return from class after being absent for any reason. Admit slips are issued to students before school. All students who arrive to class later than 15 minutes after the class begins will be counted absent. After the third tardy, students will be sent to the principal. Students who leave class with more than 15 minutes of class time remaining will be counted absent.

## **Attendance for Credit**

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

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

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.
- An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment - if the student begins classes or returns to school the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- 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, parent, or other representative 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.

If credit is lost because of excessive absences, the attendance committee will decide how the student may 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.

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.

#### **PARENT'S NOTE AFTER AN ABSENCE**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Absences will be marked as unexcused if the student doesn't bring a note on the day he/she returns to school.

Please note:

A student absent from school (for any reason, other than for a documented health care appointment, or other reasons acceptable to the principal) will not be allowed to participate in school-related activities on that day or evening.

Extenuating circumstances will be reviewed by the principal. Students with unexcused or excessive absences will be assigned make-up time (Saturday school, detention) for each absence.

## **TYPES OF ABSENCES**

### *Excused (make-up permitted)*

- Personal illness (Doctor's note required)
- Illness in immediate family
- Death in the immediate family
- Court Ordered
- Any unusual cause acceptable to the principal.

### *Unexcused (make-up **not** permitted)*

- Suspension
- Truancy

## **MAKE-UP DAYS FOR ABSENCES**

Students who miss more than three (3) days per term will have the opportunity to receive credit by making up no more than (3) three days during Saturday School or Detention.

## **DRIVERS LICENSE ATTENDANCE VERIFICATION**

To obtain a driver license, a student between the ages of 16 and 18 must provide the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the high school office.

## **MAKE-UP WORK**

A student absent, other than unexcused, for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Except in cases of prolonged illness, students will have one (1) day to make up the work for each day that the student was absent. The burden of responsibility for completing the make-up work rest entirely on the student. Any student wishing to obtain make-up work, while away from school, must contact the office before 9:00 A.M. Assignments for make-up work will be ready in the office after 3:30 P.M. Extracurricular activities will not alter the due date for assignments.

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

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

## **TARDIES**

Elementary students who arrive to class after the tardy bell rings is tardy and will need to report to the office for an admit slip. Middle and high school students late to class are tardy. After the third tardy, students will be sent to the principal. (ALSO SEE ATTENDANCE)

## **COMMUNICABLE DISEASES / CONDITIONS**

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

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

## **Bacterial Meningitis**

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

- **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- **What are the symptoms?**

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

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

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

- **How serious is bacterial meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

- **How is bacterial meningitis spread?**

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

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

- **How can bacterial meningitis be prevented?**

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- **Where can you get more information?**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>.

Field Code Changed

Field Code Changed

## **HEALTH-RELATED MATTERS**

### **Physical Activity for Students in Elementary and Middle School**

In accordance with local policies, the district will ensure that students in kindergarten through 5<sup>th</sup> grade will engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. Students in grades 6, 7, and 8 will be required to be involved in physical education in 4 out of 6 semesters. For information regarding the District's requirements and programs regarding elementary and middle school students physical activity requirements, please see the principal. Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to your child's principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3 – 12. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### **Tobacco Prohibited**

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities.

### **Pest Management Plan**

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the superintendent's office @ 647-1187.

## **FREEDOM FROM DISCRIMINATION**

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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 those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the District makes the following statements:

Ranger 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; and Section 504 of the Rehabilitation Act of 1973, as amended. Mr. Doyle Russell, superintendent of schools, has been designated to coordinate compliance with these legal requirements.

#### **SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Mike Thompson
- Parent Involvement Coordinator, who works with parents and students participating in Title I Programs: Kelly Kunkel

#### **SERVICES FOR STUDENTS WITH DISABILITIES**

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, see the campus principal.

### **CONDUCT**

#### **APPLICABILITY OF SCHOOL RULES**

As required by law, the District has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will 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 in accordance with the Student Code of Conduct. Parents will be contacted in cases where the police are involved with student discipline issues.

The District has disciplinary authority over a student:

- During the regular school day and while a student is going to and from school on District transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location. (This includes school social events to which a student brings a guest. Guests 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 social event may be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on or off school property or at a school-related event.

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 need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Teachers will give students their individual classroom rules.

In order for students to take advantage of available learning *opportunities* and to be *productive* members of our campus community, 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 or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

#### **CORPORAL PUNISHMENT**

Corporal punishment - spanking or paddling the student - may be used as a discipline management technique in accordance with the Student Code of Conduct. However, the teacher and principal will honor a parent's request that discipline methods other than corporal punishment be used. Corporal punishment will be governed by the following guidelines:

1. The student will be told the reason for the corporal punishment.
2. The punishment may be administered by a teacher, principal, or superintendent.
3. The instrument to be used will be approved by the principal.
4. The punishment will be administered in the presence of one other District professional employee and out of the view of other students.
5. A record will be maintained of each instance of corporal punishment.

#### **DETENTION**

Misbehaving at school or a school function may result in after school detention. The high school and middle school detention will last after school from 3:30 until 4:30 on assigned dates. Lunch detention will be held as needed. The elementary school detention will last from 3:30 to 4:30 on assigned dates. Detention hall cannot be missed to attend an extracurricular activity. Anyone needing to reschedule detention must have the principal's approval prior to the date. Failure to attend will result in assignment to ISS for 1 day on the first violation and doubling thereafter. No student will be required to serve detention until the parent/guardian has been notified to make arrangements for the student's transportation home.

Any student who accumulates three (3) detentions in one semester will be assigned to ISS or other appropriate discipline measures.

#### **DISRUPTIONS**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

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

## **FIGHTING**

Fighting will not be permitted on RISD property or at school-sponsored activities. Students involved in a fight will face immediate discipline. If both persons "participate" in the fight, both persons will be disciplined. If only one person participates in the fight, only that person will be disciplined. Mitigating circumstances will be considered in handing out discipline.

Formal charges may be filed with the local police if the situation warrants them.

Anyone encouraging or actively watching a fight will also be disciplined. To avoid being disciplined, a student should encourage the participants to stop or immediately go tell a teacher or the principal.

## **GANGS AND OTHER PROHIBITED ORGANIZATIONS**

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

## **IN-SCHOOL SUSPENSION**

Students assigned to In-School Suspension (ISS) will be required to attend ISS from 7:45 until 3:30. Students assigned to ISS cannot attend or participate in any school sponsored activity on or off campus until they have been dismissed from ISS. Three assignments to ISS in the same semester may result in placement to the Alternative Education Program (DAEP).

## **PAGING DEVICES / CELL PHONES / LASER POINTERS / ELECTRONIC DEVICES / GAMES / etc.**

Students may not have paging devices or laser pointers while on school property or while attending school-sponsored or school-related activities whether on school property or not. Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, cameras, electronic devices or games at school unless prior permission has been obtained from the teacher or principal. If such permission is granted, the student may only use such items while in that teacher's presence. The principal will determine whether to return the item at the end of the semester, for the student to take home or whether the parent will be contacted to pick up the item. Students who break this rule will have their items confiscated and will be disciplined according to the Student Code of Conduct. Students shall not possess a paging device while on the school campus; unless the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Laser pointers and paint guns are prohibited on all school property and all school related or sponsored activities.

Students may have **CELL PHONES** with them during the day but the phone should be turned off and out of sight. Cell phones will be taken up if they are out or used during the school day. On the 1<sup>st</sup> offense, the parent and/or guardian, within ten (10) days of confiscation, may pick the device up from principal. On the second and subsequent offenses, the parent and/or guardian may pick up the device from principal and will be levied a \$15 fee to release the device. Devices not picked up within ten (10) days, a notice will be made to parent and/or guardian by telephone, telegraph, or in writing. Such devices not picked up within thirty (30) days will be disposed of by the district. Students may take cell phones with them on out of town extracurricular activities.

## **VIOLATIONS OF LAW**

Alcohol, Drugs, Tobacco, and Weapons -- Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.

## **LAW ENFORCEMENT AGENCIES**

### Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student’s physical health or safety.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

**DISTRIBUTION OF MATERIALS OR DOCUMENTS**

School Materials

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

Non-school Materials

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

**DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevents disruptions, and minimizes safety hazards.

Elementary dress code:

Hair styles should be clean and well groomed so that they will not create any distraction in the classroom. Hair shall be of a natural color. Mohawks are not appropriate for school.

Students will dress modestly, neatly, and appropriately so that their attire will not be a distraction to the instructional process.

Clothing that is torn, ragged or suggestive is not appropriate school wear.

Short-shorts, cutoffs, wind shorts (unless biker shorts are under them), and slashed jeans are permissible provided no slashes are above six inches from the floor from a kneeling position.

Clothing with inappropriate advertising or pictures will not be allowed, including those promoting alcohol, drugs, or tobacco.

Students may not wear tank tops, fishnet tops, bare midriffs, halters, sundresses or other similar attire unless worn with a shirt or blouse underneath. Students in grades PK-1 may wear tank tops or sundresses. Spaghetti straps are not permissible. (Spaghetti straps are defined as less than two inches.)

Flip-flops may not be worn on the playground, at recess or during PE.

Biker shorts and leggings may be worn as long as other acceptable shorts/skirt are worn over them.

Shorts must be mid thigh or longer for all students.

Hats, caps, visors, sunglasses, and headbands are not to be worn inside the school building during school hours.

Shirts with sleeves or sides cut out will not be permitted.

Baggy pants may be worn as long as they are tight at the waist and do not expose the underwear.

Pajamas, lounge pants, and house shoes/slippers are not permitted.

The principal will make the final decision on dress.

***The dress code will be followed for all school-sponsored activities.***

#### **PENALTY FOR VIOLATION OF ELEMENTARY SCHOOL DRESS CODE**

First offense: The student will be sent to the office to call the parent for a change of clothing.

Second offense: Student will be assigned detention.

Third offense: ISS or principal determines appropriate consequence

#### **Middle – High school dress code:**

Clothing and general appearance is not to be of the type that would cause a disturbance or interfere with the instructional program.

Clothing worn is not to be suggestive or indecent; no cleavage may show.

Clothing and general appearance is to be such as not to constitute a health or safety hazard.

Hair must be kept clean, well groomed, and a natural color. No extreme color such as bright red, purple, or green will be allowed. Hair must be kept out of the eyes.

No 'Mohawk' haircuts

Advertising or slogans which are offensive are not allowed. Examples are:

- No advertisements of any alcoholic beverages
- Nothing disrespectful to our country or school
- No profane or abusive language
- No pornographic or revealing pictures
- No tobacco advertisements

Additional restrictions:

Baggy pants may not be worn.

No stretch knit shorts, biker, gym, wind shorts. Khaki, blue jean and dress shorts are acceptable.

Shorts and skorts must have at least a five (5) inch inseam. The hem must be within 6" of floor from a kneeling position.

No cutoff or slashed shorts. Slashed jeans are permissible provided no slashes are above six inches from the floor from a kneeling position.

Skirts and dresses must extend to within at least 6" of the floor from a kneeling position. If a dress or skort has a slit, the measurement will be made to the slit. No slits allowed on dresses above the knee.

No midriff blouses (blouses that allow skin to show when arms are raised). Undershirt must be tuckable and stay tucked when arms are raised.

No tank tops (straps less than three inches), fishnet tops, or similar attire unless worn with a shirt or blouse underneath. Undershirt

must be tuckable and stay tucked when arms are raised.

No caps, hats, or dew-rags are to be worn within R.I.S.D. buildings during the school day. School purchased uniforms may be kept in an area designated by that activities sponsor.

No sunglasses worn within the RISD buildings.

No sleeveless shirts, see-through shirts or blouses unless another shirt is worn over/underneath.

No chains that could be used as a weapon.

No pants/shorts worn below the natural waistline.

Overalls must be worn with the straps over the shoulder and snapped.

Pajamas, lounge pants, and house-shoes are not permitted.

Anything deemed inappropriate, disruptive, or a safety hazard by the principal will also be in violation of the dress code.

Principal will make the final decision on dress.

*The dress code will be followed for all school-sponsored activities.*

#### **PENALTY FOR VIOLATION OF MS / HS DRESS CODE**

1st offense--	The student will be sent to the office to call the parent for a change of clothing.
2nd offense--	Student will be sent to detention.
3rd & subsequent offense--	ISS or principal determines appropriate consequence

#### **BODY PIERCING AND TATTOOS**

Visible bodily displays, including permanent and/or temporary tattoos are not allowed. Tattoos / Body Art must be covered while at school and school-sponsored activities. Body piercing, other than in ears of female students, is prohibited and must be removed while at school and school-sponsored activities. Girls may wear ONLY two (2) earrings maximum per ear. Boys are NOT allowed to wear earrings at school. (i.e., No tongue rings, no nose rings, etc...) Body piercing may NOT simply be covered with tape.

#### **DRESS CODE FOR HOMECOMING COURT & NOMINEES**

Modest dress is appropriate for both male and female students. Ladies of the court are expected to wear dresses with no back lower than bra level, no slit higher than knee level, modest cleavage, no lower than 4" from bend of neck to top of dress and no undergarments visible. If there is a question regarding a student's dress consult the High School Principal. High school principal has final approval.

#### **DRESS CODE FOR GRADUATION**

Graduates will be required to wear appropriate clothing (no shorts) to baccalaureate and graduation exercises. Same dress attire as is allowed during regular school day.

#### **STUDENT FEES**

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own educational supplies, such as: pencils, paper, erasers, and notebooks.

Students may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.

- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.
- 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 building principal.

#### **FUND-RAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 30 days before the event. Only junior and senior classes may have moneymaking activities. All organizations are limited to two sales and two services. Any money collected must be immediately turned in to the office to be deposited in the proper account. The money must be counted and coins rolled. Any money which remains in the senior account after graduation is considered property of the high school. No refunds will be made to any individual.

#### **IMMUNIZATION**

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

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

Field Code Changed

#### **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

A student desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first and third year of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical based on answers to the appraisal form. The District may provide additional screening as District and community resources permit.

#### **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

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

A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **PRAYER**

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

### **SAFETY**

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

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

### **ACCIDENT INSURANCE**

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

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay or medical expenses associated with a student's injury.

### **DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

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

### **EMERGENCY SCHOOL CLOSING INFORMATION**

For school announcements during bad weather listen to the following radio stations: WBAP 820 AM, KVMX 97 FM, KEAS 1590 AM or 97.7 FM.

## **SCHOOL FACILITIES**

### **BACK PACKS AND BOOK BAGS**

Middle / high school students will not be allowed to place back packs or book bags in their hall lockers due to damage to the lockers. Backpacks and book bags cannot be left on the floor in the halls.

### **CONDUCT BEFORE AND AFTER SCHOOL**

Teachers and administrators have full authority over student conduct at school, 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 established by the sponsor in accordance with Board policy.

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.

### **CAFETERIA SERVICES**

The District participates in the National School Lunch and Breakfast Program and offers free and reduced-price meals based on a student's financial need. Information may be obtained from the campus office. Students on the program at the end of the previous school year will be carried on the program for the first 30 operating days of the new school year. Parents must fill out a new application and be approved during this time or they will be dropped from the program. By law the school is allowed 10 school days to approve applications. Please return your application to the office as soon as possible in order to avoid the possibility of having to pay for meals.

For better management, elementary students in the cafeteria must have permission from the person on duty before getting up out of their seats.

Students bringing a lunch from home may bring a drink from home or purchase milk in the cafeteria.

Parents and guests are invited to eat in the cafeteria with their children. Adult breakfast price is \$1.50 and lunch is \$2.25.

Student prices are as follows:

Breakfast -	Elementary students 1.00; reduced .30; extra milk .25
	Middle-High school students 1.25; reduced .30; extra milk .25
Lunch -	Elementary students 1.50; reduced .40
	Middle-High school students 1.75; reduced .40

When you or your child brings money to purchase breakfast and/or lunch, the cashier will credit your child's account. Students must present their identification number to the cashier when eating breakfast and/or lunch. The cashier will debit your child's account at the time they go through the cafeteria line to eat.

Your child may charge up to \$5.00 (full) \$2.00 (reduced) for breakfast and/or lunch at which time your child will be served a peanut butter and jelly sandwich with milk until all charges are paid.

No one will be allowed to charge during the last two weeks of the school year. Students needing to charge or students with previous charges will be fed a peanut butter and jelly sandwich with milk until all charges are paid.

A snack bar is available for grades 6-12. Those who use the snack bar will be required to pay at the time of the purchase (either cash or debit from account). No one will be allowed to charge snack bar items.

Students will not be allowed to leave campus during their lunch period.

### **ELEMENTARY HALLS**

No student in grades 7 - 12 is allowed in the elementary hall at any time unless that student has received permission from the principal or secretary. Anyone needing to go to the nurse's office should go out the front of the building, instead of going down the elementary hall.

### **LOCKERS**

Lockers will be assigned to students in grades 3 - 12. Students are expected to keep lockers in a neat, orderly fashion or locker privileges will be taken away. Personal locks shall not be used on lockers. School locks will not be issued to elementary students unless the teacher determines that a student needs one. There is a \$1.00 per year use fee for the locks. This deposit will be

refunded to the student upon withdrawal from school or at the end of the year if the lock is not damaged. Personal locks may not be used on any locker. Nothing will be allowed on the outside of the lockers except materials approved by the principal. Students writing in lockers and placing unauthorized materials on lockers will be assessed a fine to pay for the removal and repainting of the locker. Lockers remain under the jurisdiction of the school even when assigned to a student. The school reserves the right to inspect all lockers at any time. Searches of lockers may be conducted any time there is reasonable cause to do so whether or not a student is present.

The office assigns middle / high school lockers. You are expected to use only the locker assigned to you. Top and bottom lockers will be assigned as available. Changes must be made through the office. Periodic locker inspections will be made and students maintaining untidy and disorderly lockers may face the loss of their locker privileges. The lockers/desks remain the property of the District and may be searched upon reasonable cause. Never leave money or other valuables in your locker. Locks are available from the office. There is a \$1.00 per year use fee for the locks. If the lock is not returned, the student will have to pay for the lock. Personal locks may not be used on any locker. Nothing will be allowed on the outside of the lockers except materials approved by the principal. Students writing in lockers and placing unauthorized materials on lockers will be assessed a fine to pay for the removal and repainting of the locker.

#### **LIBRARY**

The library is open for individual use during the school day. Teachers will schedule class usage as needed for library skills, research or special activities.

Special opportunities for reading enrichment are scheduled throughout the school year. In addition to the Accelerated Reader program, Elementary students may voluntarily participate in the Read to Succeed 600 minute reading program (Six Flags/Hurricane Harbor tickets earned), and the Scholastic Book Fairs, as a fundraising effort.

Fines for damages are assessed by the nature and amount of damages. The full cost of an overdue book is charged after one month. Refunds for lost books will only be given within one month of payment.

#### **PARKING LOT**

All vehicles are to enter the parking lot from the West and exit from the East. Vehicles must be driven in a safe manner. Students exiting and entering from the wrong direction will result in a discipline consequence, up to and including loss of parking privileges on campus. Excessive noise will not be tolerated and could result in loss of parking permit(s). The speed limit must be observed. Students will immediately come into the building after parking their automobile. No one is to return to their automobile during the school day without getting permission from the office. Parents must be parked in a designated spot unless waiting in his / her vehicle to pick up a student. Please do not leave cars unattended in the drive.

#### **SOFT DRINK CONTAINERS**

All soft drinks, juices, and water brought in the buildings of Ranger ISD must be in an unopened bottle, carton, or can.

#### **TELEPHONE**

Elementary: The telephone in the office is a business phone. We will not call students to the telephone during class unless it is an emergency. An office staff member will take a message and deliver it to you as soon as possible. If it is necessary for you to use the telephone, please get permission from your teacher and make your call brief. Students may not use the phone to have home work brought to them.

Middle / high school: The telephone in the office is reserved for emergency use only. No one is to get out of class to make personal phone calls. Students are not to use the telephone in the teacher's workrooms.

#### **VANDALISM – DESTRUCTION OF PROPERTY**

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

## **SEARCHES**

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

### *Students' Desks and Lockers*

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

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

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

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

### *Vehicles on Campus*

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

All vehicles must have a Ranger High School parking sticker. They may be obtained from the high school secretary by showing proof of insurance, a valid driver's license, and paying a \$5.00 fee. Tickets may be issued for non-compliance. Failure to pay parking fines will result in assignment to detention. Students who receive three parking fines for non-compliance, will have their vehicle towed at the student's expense.

When students arrive at school, they should immediately leave their vehicle and enter the building. No one should return to their vehicle without permission from the office or a teacher.

## **DRUG DETECTION DOGS**

Ranger ISD shall use specially trained non-aggressive dogs to sniff out and alert to the presence of concealed prohibited items, illicit substances as defined in FNCF (L), and alcohol.

Visits to the school will be unannounced. The Dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers/desks, and around vehicles parked on school property.

## **TRANSPORTATION**

### *School Sponsored*

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. However, the principal may make an exception to this requirement if the parent personally requests that the student be permitted to ride with the parent, or the parent presents - no later than the day before the scheduled trip - a written request that the student be permitted to ride with an adult designated by the parent. When students ride in a district suburban or passenger car, seat belts must be used at all times.

Middle School and High School field trips, with the exception of Physics Day and rewards, will be scheduled on weekends.

### *Buses and Other School Vehicles*

In Texas, riding in a Public School Bus or Other Public School Vehicle is a privilege, and not a right. Abuse of this privilege will result in a loss of this privilege.

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

Students are under the Code of Student Conduct when they are on school transportation. Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined.

The following rules apply to student conduct on school transportation:

**Previous to loading (on the road and at school)**

1. Be on time at the designated school bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop and the door opens before moving to enter the bus.
4. Be careful in approaching bus stops.

**While on the bus**

1. Follow the bus driver's directions at all times.
2. Keep hands and head inside the bus at times after entering and until leaving the bus.
3. Assist in keeping the bus safe and sanitary at all times.
4. Remember that loud talking and laughter or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Treat bus equipment as you would valuable furniture in your own home.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Leave no books, lunches, or other articles on the bus.
8. Keep books, packages, coats and all other objects out of the aisle.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out of the bus window.
11. Bus riders are not permitted to leave their seat while the bus is in motion.
12. Horseplay is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow riders and the driver.
14. There should be absolute quiet when approaching a railroad crossing stop.
15. In case of a road emergency, children are to remain in the bus.
16. Bus riders are not permitted to smoke or use any type of tobacco on the bus.
17. Bus riders are not permitted to eat or drink while on the bus.
18. Bus riders will not be permitted to have balloons on the bus.

**After leaving the bus**

1. If you must cross the road, do so in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at any other places than the regular bus stop at the home or at school unless by proper authorization from parent or school official.

**Extra-Curricular Trips**

1. The above rules and regulations apply to any trip under school sponsorship.
2. Pupils should respect directions given by any chaperone appointed by the school.

**VIDEOTAPING OF STUDENTS**

For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

Middle School and High School students involved in the athletic program will have their games video taped for athletic improvement purposes.

### **VISITORS**

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted **only** with approval of the *principal* and *teacher* and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior **will not** be permitted.

### **DELIVERIES**

Balloons, flowers, etc. will be delivered to the office and will be available to be picked up in the office at the end of the day. However, there will be **NO** school deliveries of mums, flowers, garters, etc. during homecoming or Valentine's Day activities. Balloons will not be permitted on buses.

### **MARKERS**

No permanent markers (i.e. Sharpies) are permitted on campus. Possession of such markers will result in confiscation of the item. Appropriate consequences will be given for repeat offenders of this policy.

### **SCHOOL SONG**

You're the school we honor, Ranger. You're the school we praise,  
You're the school we'll stand and fight for. Banners high we'll raise.

In the years to come we'll cherish, Hours within your halls,  
Now we pledge to thee ol' Ranger. We will give our all.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

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

**Alternative assessment instrument**, developed by the state, may be given to students in special education and students identified as limited English proficient.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

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

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

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

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

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

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**State-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

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

**TAKS** is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11. The ARD Committee may decide the **TAKS-Accommodated**, **TAKS-Modified**, or **TAKS-Alternate** tests would be more appropriate for a student receiving Special Education services.

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

**Ranger Independent School District  
Technology Acceptable Use Policy  
2009-2010**

**General Statement on Electronic Information Resources:**

Ranger Independent School District (RISD) strives to offer its student's access to a variety of Electronic Information Resources. Among these are the school network server, various educational software programs, electronic encyclopedias, Orchard, and the Internet. Through these resources the student has at his or her fingertips a world of information. RISD is in full compliance of the Children's Internet Protective Act (CIPA).

Recently, some software has been added to the library for checkout by students. RISD will allow students to checkout the software, install and use it at home for a given time. The software MUST be uninstalled at the end of the checkout period.

*Guidelines for Use*

**Definitions:**

Provider – the supplier of RISD's Internet connection

Server – RISD's Main computer

User—A student or Staff member with a network ID

ID – The name which the server knows the student or staff member by

Password – A word or group of words, allowing access to a user's files, which is known only to the User and the System Administrator

Network – An interlocking system of computers for users at RISD which allows information to be stored on a central server and used by an individual student or staff member from a variety of computers.

E-Mail—Electronic messages sent to other persons at RISD and through the Internet, all over the world.

WWW—World Wide Web—a graphical interface to other sites all over the world using Mosaic, Netscape, or MS Internet Explorer. Through this platform, one may see and get resources from thousands of archives worldwide.

Internet – the information superhighway. This electronic highway connects thousands of computer systems and millions of scribes worldwide.

Hacking—A. To attempt to break into another computer system over the Internet, B. To attempt to break into another's files, C. To attempt to damage a computer, or it's software, or D. To try to bypass controls within a computer network.(This would include trying to gain access to the system passwords, eliminating files, or using another's file as one's own)

**Do's and Don'ts** (With Violation type: M = Major; Minor = m)

**Do's**

All copying of software will be done with the written permission of the Technology Director.

All users shall protect their ID and password. Your ID and password are your only way of using the network safely. Call the system administrator if you forget your password. Abuse of your account by someone else is still your responsibility. If you believe someone else may have your password, or ID, you should immediately change it and report the problem to the system administrator.

Respect the privacy of others. Since you would not want anyone to tamper with your account, don't tamper with theirs.

If a user feels there may be a security problem on the network he must inform the system administrator. (Technology Director)

Remember your use of the network and the Internet is a privilege, protect it.

Remember, if you have electronic mail, it is not guaranteed to be private. Messages dealing with illegal activities may be reported to the appropriate authority.

## Don'ts

Users shall not erase, rename, or make unusable any other user's files, programs, or disks. This is a form of Hacking. (M)

Users shall not let other persons use their name, ID, password or files for any reason. (m)

Users shall not use or try to discover any other user's ID or password. Hacking (m)

Users shall not use a computer or the network for unlawful purposes, including the illegal copying or installation of software. (M)

Users shall not copy, change or transfer any software or documentation provided by RISD, teachers, staff, or another student without the written permissions of the person involved and the Technology Director. (M)

Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's or server's memory, file system or software. Such software is often called a Bug, a Virus, a Worm, a Trojan Horse, or by some similar name. (M)

Users shall not deliberately use the computer or network to annoy or harass others with language, images, or threats. Users shall not deliberate access or create any obscene or objectionable information, language, or images. (M)

Users shall not intentionally damage the network, damage, individual computers, damage information belonging to others, misuse system resources, or allow others to do the same. (M)

Users shall not tamper with computers, the network, printers, or any other associated equipment except as directed by the Technology Director. (M)

Use of the RISD Network for games is not considered acceptable, as this places a heavy load on system resources. (m)

Use of the RISD computers and Internet access to play on-line games restricts the amount of bandwidth available to all other users. (m)

Use of Music Sharing Programs such as Kazaa shall not be allowed. Most of these programs also have piggy-back programs which report back to their origin or ad software which uses your local hard drive and Internet connection to store and send material. The user may download a song and stop the sharing program, but the piggy-back software will still be running and sending information until the computer is turned off. (M)

Thou Shall Not Hack

## Consequences

- A. **First Minor Offense:** Warning, disciplinary notice may be placed in your file
- B. **Second Minor Offense; First Major Offense:** Student will be taken off the system for a week, a disciplinary note will be sent home
- C. **Third Minor Offense:** Student will be taken off the system for the remainder of the six weeks and a disciplinary note will be sent home.
- D. **Fourth Minor Offense; Second Major Offense:** Student's use of the system will be terminated for the rest of the semester
- E. **Fifth Minor Offense; Third Major Offense:** Student's use of the system will be terminated for the rest of the school year; a disciplinary note will be sent home.
- F. **Any Un-Acceptable use of the Internet:** The student will not be allowed to use any machine connected to the Internet, time limit to be set by the principal.

## NOTICE TO PARENTS: DIRECTORY INFORMATION

**"Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Ranger ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 7th. Ranger ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports and weight and height of members of athletic teams.**

### Directory Information Form

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below.

The District [**may/may not**] release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

Except as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information without my prior written consent. I have marked through the items I do not want released.

- |   |  |
|---|--|
| 1. Name   | 8. Dates of attendance                   |
| 2. Address  | 9. Grade level                           |
| 3. Telephone listing  | 10. Enrollment status                    |
| 4. Date and place of birth                                      | 11. Honors and awards received in school |
| 5. Photograph   | 12. Most recent previous school attended |
| 6. Participation in officially recognized activities and sports | 13. E-mail address                       |
| 7. Weight and height of members of athletic teams               |  |

#### EXCEPTIONS

**For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), the District has my permission to release the following information. I have marked through the items I do not want released.**

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Contract for Computer and Internet Use**

I understand and will abide by the above Ranger ISD Acceptable Use Policy for Network Use. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Student Name Printed:** \_\_\_\_\_

**Student's Grade:** \_\_\_\_\_ **Homeroom Teacher:** \_\_\_\_\_

**Other Children in the House:**

_____	Grade: _____	_____	Grade: _____
_____	Grade: _____	_____	Grade: _____
_____	Grade: _____	_____	Grade: _____

**Parent or Guardian**

**(Also to be filled out if student is under the age of 18)**

**(Must be completed if more than one student is listed above)**

As the parent of guardian of this student I have read the Ranger ISD Acceptable Use Policy for Network Access. I understand that this access is designed for educational purposes and Ranger ISD has taken steps to eliminate controversial materials and my son/daughter will be trained on correct use. However, I also recognize that it is impossible to restrict access to all controversial materials and will not hold RISD responsible for materials acquired on the network or Internet. I understand this access enables my son/daughter powerful opportunities and responsibilities to become a learner of the 21<sup>st</sup> century. I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct.

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Parent or Guardian Name Printed:** \_\_\_\_\_

## ACKNOWLEDGMENT OF RECEIPT OF STUDENT HANDBOOK

*My child and I have received a copy of the Ranger Independent School District Student Handbook and the Student Code of Conduct for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.*

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

