

## EXPECTATIONS OF STUDENTS AT ROWLETT HIGH SCHOOL

1. Students will be at school, on time to class, and ready to learn.
2. Students will have all required books, materials, and supplies when they enter the classroom.
3. Students will be respectful of the teachers (or guests) and of other students in the school.
4. Students will respect school property and the property of other students.
5. Students will follow the rules and the dress/grooming code set by the school and district.
6. Students will contribute to a positive school and classroom environment where learning can take place, and all students can be successful.

### TARDY POLICY/HALL SWEEPS AT RHS

At Rowlett High School, as in the work world, we expect our students to be on time to school and to class. **Hall sweeps will be conducted every period.** Students caught in a hall sweep will report to the cafeteria for the remainder of the period where they will be monitored. (Students receiving a fourth period hall sweep will receive an office referral which will result in a Wednesday school.) During hall sweep, students will write the reason for their tardy, and this will be kept on file. Students will also be required to complete a written assignment during hallsweep. Failure to follow Hall Sweep rules or finish the written assignment will result in a 1-3 day suspension. **After the third hall sweep, the student will be assigned a Wednesday School. Each hallsweep following a Wednesday School will result in RAC. If a Wednesday School is not served, student will receive RAC.** (Receiving a day of RAC will result in the loss of exemptions.) Students have 5 minutes between classes, which is more than enough time to get to class and take care of personal needs. All tardies are considered unexcused unless: 1) the student has come from the office and has a pass from an administrator 2) the student has come from the clinic and has a pass from the nurse or 3) the student arrives late to school but has come straight from an appointment and has a doctor's note.

**The counting of Hall Sweeps starts over each trimester, not each six weeks. The trimester consists of only two six week periods. Instructional time is precious. It is the student's responsibility to get to class on time. Morning traffic around the school is not an excuse. We all know it is congested. Students simply have to get an earlier start because of this.**

**Being caught in a hall sweep will count toward an unexcused absence in a class in the exemption policy. Any three hallsweeps during the term will make a student ineligible for an attendance exemption.**

### REASSIGNMENT ROOM EXPECTATIONS

Placement in the Reassignment Room is one of the possible consequences a student may be assigned as a result of a student violating some part of the Garland ISD Student Code of Conduct. Our goal at Rowlett High School is that a placement in RAC is not simply a punishment, but that it also represents an opportunity for the student to reflect on and evaluate the choices they made that resulted in the placement, and what alternative choices could have been made. Most RAC placements will be for one day only. But one day means one **good** day. Because students will usually only be out of their classes for one day, teachers will not be asked to send work to the students in RAC, but students can check with their teachers to see if there is work they can do in RAC so as to not fall behind. Getting caught up with missed school work is the student's responsibility, just as if they had been absent. Our job, that we will take very seriously, is to help them get back to their regular classes as soon as possible. But that will ultimately be up to the student.

While in RAC, students will be listening to quality literature through audio books, and will be reading and writing selected written material. Both the audio books and the written material are chosen to positively affect our students. Some of it will hopefully help them look at some of the choices they either have been making, or choices they may be confronted with in the future, that may affect the quality of their present and future lives.

**Our school motto is that “Learning Requires Work, and There Are No Shortcuts.” Once a student has been placed in RAC, to get back to their classes as soon as possible, they are required to follow the directions, and complete the work given to them in RAC. Failure to follow directions or to work diligently on the assignments given to them will result in greater consequences, including such things as extra writing assignments, Wednesday Schools, extra RAC days, suspension, or a ticket.**

### **ATTENDANCE INFORMATION**

**Attendance plays a large role in a student’s level of academic success. It is also a factor used in getting and keeping a parking permit, earning exemptions, qualifying for an early or late senior release period, and getting or renewing a driver’s license.** It is the responsibility of parents, teachers, and administrators to **encourage** regular and punctual attendance. It is the responsibility of the student to **be** in attendance each school day in a punctual manner. The trimester schedule makes it imperative that students attend daily. Classes meet for only two six weeks in a term, and the amount of material covered in each class period is increased.

Students maintaining perfect attendance are recognized each year. Seniors who have perfect attendance for all four years receive scholarships from the school on Senior Awards Night.

#### **Listed below is information regarding the attendance policy and procedures:**

According to Senate Bill 1, students are required by law to attend school each school day, each period the course meets, during each term of instruction.

#### **Excused Absences**

When a student is absent for a class or for a day, one of the following is required:

1. a note written and signed by the parent stating the reason for the absence, or
2. verification provided by the doctor/dentist office (required if this is the reason for the absence)
3. a note written on letterhead from the agency visited or from the organization represented (court, religious holidays, etc.)

It is still up to the Attendance Office to determine if an absence is excused or not. For most appointments, a student is required to come to school before and after those appointments. If you have any questions, be sure to call the Attendance Office ahead of time.

**NOTE:** This written statement explaining the student’s absence must be received by the Attendance Office within 3 days of the student returning to school and must include the student’s name and ID number and the date(s) of the absence(s). **If it is not received within three days, the absence becomes an unexcused absence.** For exemption purposes, doctor’s notes are required to be turned in one week from appointment.

#### **Reasons accepted as excused absences include:**

1. personal illness (note required), **if 3 or more consecutive days, this requires a doctor’s note**
2. doctor’s or dentist’s appointment (doctor/dentist note required and must be turned in within one week of the visit)
3. death in family (parent note required)
4. **extenuating circumstances with prior approval of the principal (appropriate documentation is required)**
5. **college visits will be excused absences, however, the college visited must be outside of the metroplex and require travel. The visit must be documented on college/university letterhead, (it must be the original, no copies accepted.) Seniors are limited to 2, and juniors must get Principal approval prior to the visit.**

**FINAL DISCRETION ON EXCUSED AND UNEXCUSED ABSENCES LIES WITH THE ATTENDANCE ADMINISTRATOR AND/OR PRINCIPAL.**

**ALL OTHER ABSENCES ARE UNEXCUSED**

Unexcused absences may cause any or all of the following:

1. After 5 or 6 absences (depending on the term and counted each period) a student is in danger of losing credit for course work, especially if there is an unexcused absence among those absences.
2. Denial of a TEA/VOE form which is required for driver's education class, driver's permit, and/or renewal of driver's license.
3. A court filing for violation of the state compulsory attendance laws.
4. Disciplinary action taken by the school.

When students miss one or more periods during the day, parents are notified by the school in the following manner:

1. School Messenger (computerized calling system)-calls each day between the hours of 5:00 p.m. and 9:00 p.m. The system will leave a message on your recorder.
2. Warning letter-mailed after the 2nd unexcused absence within a 4 week period or after 5 unexcused absences within a 6 month period.

**A student is filed on with the court system upon the 3rd day (within a 4 week period) or the 10th day (of a 6 month period) of unexcused absences because of violation of the state compulsory attendance law. (Senate Bill 1)**

**The 4 week period and the 6 month period begin on the first day of the school's instruction (not on the first day of the student's enrollment if the student enrolled late).**

**We encourage each teacher to call parents if a student has excessive absences in his/her class. Parents are encouraged to contact the Attendance office staff to check on their student's attendance.**

**PLEASE NOTE:**

1. **Both excused and unexcused absences count toward a student qualifying for a TEA/VOE form, which is required for a driver's permit. A student must have 90% attendance in every class for the prior trimester before a TEA/VOE form is issued.** Current term will be used if the student is already violating 90% at the time of the request.
2. Tardies of 20 minutes or more to classes are counted as absences (excused or unexcused depending on the reason).
3. Students are responsible for obtaining and completing any assignments missed.
4. The grade penalty for an unexcused absence is 20 points off the original value of the school work.
5. Assignments may be requested by the parent upon the third consecutive day of absence and picked up in the counselor's office on the following school day depending on the time of the request, or you may contact teachers through the RHS web page.
6. If students become ill at school, they must be dismissed from the clinic in order for the absence to be excused. There may be a consequence if a student uses a cell phone or calls from anywhere other than the clinic. If a student must leave school during the school day, (other than through the clinic), they must sign out at the Attendance office and the only excused reasons will be for court, doctor or dentist appointments and proper documentation must follow.
7. Loss of credit is still based upon the 90% attendance rule. If a student is denied credit due to excessive absences, the student may attend credit restoration sessions at the end of each trimester to make up time. The cost is \$10 per session. If there is a problem with paying the fee, this can be discussed with the attendance administrator.
8. No more than five opportunities will be given to regain credit per term.

**\*\*\*If you have any questions regarding your student's attendance, please call the Attendance Office.**

**Phone number (972) 463-1712 and press the Attendance Office extension.**

# Listed below are reminders of other important regulations.

## ARRIVAL IN THE MORNING AND LEAVING CAMPUS AFTER SCHOOL

Students should enter the building upon their arrival at school, and proceed to the gym or the cafeteria, and remain seated unless in line for breakfast. Students are not allowed on the patio, around the portables, near the tennis courts, or at the Rec Center before school. Students found anywhere other than the gym or cafeteria may receive a disciplinary consequence. Restrooms are not available to students until the 7:23 bell, so plan accordingly. Students will not be allowed in the different wings of the building without a note from a parent or teacher until 7:23 a.m., so if a student wants to go to a morning tutorial, they will need a note from a parent or teacher. Students who choose to wait in the parking lot for the bell to ring must not participate in any prohibited behavior. If you have a parking permit, you are responsible for your actions and the actions of others in or around your vehicle, and **you will lose your parking permit on the first offense. This notice serves as your warning.**

After school, all students must exit the building by 2:40 unless supervised by a faculty member in a tutoring session or practice, a club meeting, a detention, or a Wednesday school. **If students are found in the building unsupervised after 2:40, Wednesday School or RAC may be assigned.** Students are not permitted to “hang out at school.” **Parents need to make arrangements for students to be picked up by 3:00 p.m. each day.** By 3 p.m., students either need to be off campus, such as at the REC Center, where they can wait for a ride. If you have a car in our parking lot, you should be leaving right after school. You are responsible for your actions and the actions of others in or around your vehicle.

Students who have been in a tutorial or a detention will receive a timed and dated note from their teacher. Disciplinary consequences may be assigned to students who are repeatedly on campus unsupervised after 3 p.m., such as Wednesday Detentions, RAC, the loss of a parking permit or the privilege of getting a parking permit in the future. A ticket for loitering may be issued to students who are repeatedly in unsupervised areas inside or outside the building after 3:00 p.m., after other disciplinary measures have been taken. If special circumstances exist, this needs to be communicated to the Administration.

## ASSIGNED PARKING

Because of limited parking at RHS, students must qualify for an assigned parking space. Having a driver's license and a car does not necessarily mean that the student automatically receives a space. Student parking is permitted in the student parking lot only (located at the back of the school building.) Parking Permits will be sold at registration for \$20.00. All cars must have a Permit. Parking privilege rules and expectations will be given to the students before they purchase their permits. The parking lots in the front and the side of the building are reserved for visitors, teachers, and employees only. Unauthorized cars will be “booted,” and a \$20.00 fee is charged to have the boot removed. To keep a parking permit once you have it, you must attend school regularly and comply with all school rules. A student may lose an assigned parking space for rule violations and for excessive absences or tardies, and/or excessive RAC or Suspensions, or DAEP or JJAEP Placement.

Assigned parking is based on good attendance, most specifically third term attendance of the previous year. Summer information packets are mailed in the summer. When you receive your packet, the address label will indicate the status of your eligibility to receive a parking permit. If you have questions, call before August 9<sup>th</sup>.

The label will indicate one of the following: (1) that the student had perfect attendance in third term the previous year and will qualify to be in the first group for the 11<sup>th</sup> and 12<sup>th</sup> grade times to receive an assigned place, or (2) that the student does not qualify because they were not cleared with fines and/or textbooks by the May deadline the prior year, or (3) that the student does not qualify because the student was on the loss of credit list and did not restore credits or (4) that the student does qualify because, although they were on

the Loss of Credit list, they did restore all credits and paid for the required sessions. These LOC students, who did make up the required time to restore their credits and paid the amount owed for the sessions, will be in the last group to register for a space (i.e. at the same time as the 10<sup>th</sup> graders). Please refer to the parking registration instructions in the information you will be receiving.

1 <sup>st</sup>	Perfect Attendance Seniors	2 <sup>nd</sup>	Eligible Seniors
3 <sup>rd</sup>	Perfect Attendance Juniors	4 <sup>th</sup>	Eligible Juniors
5 <sup>th</sup>	Perfect Attendance Sophomores	6 <sup>th</sup>	Eligible Sophomores and LOC Students

**\* Students ineligible for a parking space in August may try to get a space at the end of the first grading period, if they qualify.**

**If you have been denied parking privileges, or lose them, you may only get your name on a waiting list if you are in good standing for attendance and discipline. Students will be removed from the waiting list if they appear on the Loss of Credit or Fines list. Sign up in the Asst. Prin. Office, and this will be verified for you.**

Parking on campus is a privilege, not a right, and that privilege may be denied at the discretion of the Administration. By purchasing a parking permit, you are stating your intention to attend school over 90% of the days, to drive the registered vehicle, and to follow all school rules and the parking lot rules. If your parking privileges are removed, no refunds will be given.

### **CAFETERIA**

There is a no charge policy at RHS. Students are to use only their account. If they violate this, they can be removed from the program and will receive a school consequence.

### **CELL PHONES**

**Cell phones, by state law, are not permitted in the building during the school day.** If students defy that state law, they should not allow school officials to become aware that they have a phone in school. Phones should remain turned off and out of sight from the time the students enter the building until they leave the building at the end of the school day.

**If students are observed with a phone, a referral will be written and turned into the office. Depending on the specifics noted on the referral, the student will receive a consequence based on where the offense falls on a scale from one to five: 1.) simply having their phone out where it could be observed 2.) being off-task 3.) creating a disturbance 4.) inappropriate behavior related to using their phone 5.) willful disobedience for repeated violations of the state's and the district's cell phone expectations.**

**School officials will not confiscate phones, but consequences will range from Office Detentions or Wednesday School to RAC or Suspension, depending on the number of, and the nature of, the occurrences. Additionally, there will be a \$15 fine, starting on the second offense.**

**Dozens of cell phones are reported stolen each year. Treat your phone and other electrical devices as if they were a \$500 bill. You wouldn't be careless with a \$500 bill, so don't be careless with your phones and other devices - leaving them unattended or not locked up. If you have a cell phone at school, and it gets stolen, do not expect the school to try to recover it for you.** We are sorry for your loss, but we cannot take the time away from our responsibilities to run the school, to help you recover something that should not have been at school in the first place.

### **CHAPERONES**

If you wish to chaperone a field trip or school event, district policy requires that parents complete a criminal background check. This must be completed and checked before parents can chaperone.

## **CLINIC**

Students who are ill, and need to go home, must follow school procedures in order for the absence to be considered excused. They must be sent to the clinic and sent home through the clinic. **Students are not allowed to use cell phones or office phones in other areas to call home for this. Consequences could end up to be Wednesday School for using a cell phone and not following Clinic procedures.**

## **ELECTRONIC DEVICES**

Electronic Devices such as CD players, MP3 players, IPODS, etc. and laser pointers are not permitted on campus. If a student is observed using one, a referral will be turned into the office, and a consequence will be assigned. Laser pointers are prohibited per the GISD student code of conduct. Dozens of these "devices" are reported stolen each year. Treat your phone and other electrical devices as if they were a \$500 bill. You wouldn't be careless with a \$500 bill, so don't be careless with your phones and other devices - leaving them unattended or not locked up. If you have one of these items, and it gets stolen at school, do not expect the school to try to recover it for you, as it should not have been at school in the first place.

## **FINAL EXAM EXEMPTIONS**

Students making passing grades and having good attendance are rewarded with the possibility of getting attendance exemptions from having to take some of their final exams each term. Students may also earn exemptions by passing the state TAKS tests and benchmark tests. Both types of exemptions will require other criteria to be met.

## **FLOWERS**

**No flower or balloon deliveries will be accepted at Rowlett High School for students.**

## **GRADUATION PARTICIPATION**

“Unlike receipt of a diploma, participation in the graduation ceremony is a privilege, not a right.” (Swany v San Ramon Valley Unified Sch Dist. 720 F Supp 764 (ND Cal, 1989). Although the ceremony is an important event, participation or non-participation does not alter the significance or value of the diploma (Lisa Swann, M.A.T./, J.D.). The senior's right is to the diploma since he/she has earned the required credits for graduation along with passing the state exit TAKS tests. Once again, participation in the ceremony itself is a privilege and not a right.

Outlined below are three situations that would result in a senior losing the privilege to participate in graduation.

1. A senior commits a violation of the school and district code of conduct and must be sent to DAEP, but there is not enough time left in the school year to serve the recommended number of days at DAEP. The student will not participate in graduation and this will be written in the placement order, along with being told at the discipline conference with parents and students.
2. A senior who is constantly referred to the office risks participation in graduation and may be placed on probation and be required to serve community service hours as part of the discipline consequence in order to participate. If the student's discipline record warrants a placement in AEC for persistent misconduct, refer to Scenario #1 above as to participation in graduation.
3. A senior who was an early graduate, while at a school-sponsored activity, commits a violation of the school and district code of conduct that would require a DAEP placement. This senior would not participate in the graduation ceremony.

If a senior is sent during the year to the DAEP, and there are sufficient days left in the year, so the student can serve the time required, return and re-enroll back at RHS, they will be able to participate in graduation if they follow all the rules and policies leading up to graduation, and if they are cleared in all other areas.

Every senior will sign a form at the beginning of the year stating that they understand the expectations for participation in the graduation ceremony. Their parents will also sign this form. Seniors will be required to turn in the completed form to their 2<sup>nd</sup> period teachers by a certain deadline.

### **LEAVING CAMPUS**

Students may only leave campus with an appropriate pass. Handwritten notes by teachers are not appropriate. Students found returning to campus after leaving without permission are subject to disciplinary consequences, including losing your parking permit, and a personal search, along with that of their vehicle, by a principal and SRO.

### **LOCKERS**

No one else will have the combination to your locker unless you give it out. Overstuffed (shared) lockers will be cleaned out and lost/found fees attached to the textbooks in the lockers. Do not share lockers.

### **LUNCH PERIOD**

Students must remain in the cafeteria during their assigned lunch period. Per school district policy, RHS is a closed campus. **Lunches may not be delivered to students without prior administrator approval.** **Non-students are not allowed on campus without prior approval.**

### **PASSING PERIODS**

Students are to remain in the building during passing periods to travel from one class to another. No one will be allowed to go outside the building unless they are going to the fieldhouse, the choir room, a portable classroom, or leaving campus due to work or an appointment.

### **PEP RALLIES**

**Pep rallies are “maroon out” days.** In order to attend a student must wear a solid or nearly solid maroon shirt.

### **RANDOM SEARCHES**

Any time you are in a place you shouldn't be, at a time you shouldn't be there, you will likely be searched. Other random searches will be conducted periodically. The “drug dog” visits our campus randomly at least once a week. GISD and RHS officials will conduct random screenings, including using our portable metal detector. Lockers, backpacks, and cars parked within 300 feet of the campus are subject to search. **You are responsible for any item found in the vehicle you drive to school, AND you will receive the consequences regardless of whether or not the vehicle belongs to you. Know what is in your car!**

### **SCHEDULE CHANGES**

Schedule changes are made only after students have received permission from parents and the principal. Changes are permitted only in accordance with the stated student handbook policy. Moves from “Honors” classes to Regular classes will not be made. This policy was communicated early on as students and parents made ‘next year’ subject choices. Exceptions will only be made with Principal approval.

### **SMOKING**

Smoking or possession of tobacco products is prohibited on campus at any time, including during extra-curricular activities. Prohibited tobacco products include cigarettes, cigars, pipes, snuff, chewing tobacco (and matches or lighters). It is against the law for minors to be in possession of tobacco products or smoking in a public place. Students in violation will be issued a ticket by the School Resource Officer for possession of tobacco, and have school disciplinary consequences.

### **TELEPHONE USAGE**

Students are welcome to use the phone in the office when they have need. If a student feels they need to make an important phone call from their cell phone, they may do so in the office, after receiving permission from one of the office staff.

### **STUDENT ID'S**

Will be required this year. Please refer to this section in packet.

### **TEXTBOOKS**

It is very important that you and your student understand that you are responsible for all textbooks issued during the school year. Students will not be allowed to register for classes or receive their class schedule at RHS until their textbook record from the prior year or their previous school is clear. Textbooks are very expensive, most costing \$40 or more to replace. Be responsible in keeping close track of your property. Don't leave them in a teacher's classroom, and **don't share lockers**. Payment must be made for lost or damaged textbooks. Books recovered in the Lost and Found will be returned to the student only after an administrative fee of \$1-5 is paid. Students with lost books or an unclear textbook record will not be issued report cards until cleared. State law provides that a district or school may withhold a student's records if textbooks are not paid for or returned. State law also provides that a student with an unclear textbook record forfeits the right to free textbooks until the lost textbooks are paid for or returned. Also, students who do not clear their fines/fees by the May deadline will not qualify for a parking space for the next school year and will not have a schedule on the first day of school.

**Specific information on exemptions and textbook issues is given to students throughout the school year. Final decisions on these matters are made by the administrators of Rowlett High School.**