

Raul Yzaguirre Schools for Success  
**STEM Academy Pasadena**



***Student-Parent  
Handbook  
2024 – 2025***

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## **RYSS STEM Academy Pasadena**

1062 Fairmont Pkwy  
Pasadena, Texas 77504  
Tel: 832-482-9583

**Established:** 2023

**Mascot:** Raptors

**School Colors:** Green and Yellow

**Website:** <https://www.ryss.org/Pasadena>

### **The Tejano Center for Community Concerns of Directors and RYSS Board of Education:**

Anthony Magdaleno	TCCC Board Chair and RYSS Board Vice-Chair
David Corpus	TCCC Board Vice-Chair and RYSS Board Chair
Margaret Dunlap	TCCC and RYSS Board Secretary
Maria P. Gonzalez	TCCC/RYSS Treasurer Member
Gina De Leon	TCCC Member
Sonia Gonzales	TCCC Member
Genesis Loera	TCCC Member
Marco Martinez	TCCC Member
Laura E. Mayorga	TCCC Member

**RYSS Superintendent:** Adriana Tamez

### **RYSS STEM Academy Pasadena Administration:**

Yesenia Cervantes	Principal
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**RYSS-STEM Academy Pasadena**  
Raul Yzaguirre Schools for Success  
1062 Fairmont Pkwy, Pasadena, TX 77504  
832-482-9583

August 2024

Dear Parents/Guardians,

Welcome to Raul Yzaguirre Schools for Success, we are looking forward to a successful 2024 – 2025 school year. We know that a strong partnership with you will make a great difference in your child's education. Together we will share responsibilities for your student's education.

Your support of the school uniform will be critical in creating an environment at RYSS STEM Academy Pasadena that is conducive to learning. School uniforms will be sold daily in our school front office during **June through August 2024 from 9:00 a.m. to 3:00 p.m.** pending renovations and reconstruction. Should the school building be closed, new arrangements will be made.

As the new school year begins, we would also like to emphasize the importance of good attendance. Families should make every effort to be at school daily. Students with more than 10 absences are subject to being retained or not welcomed back. **School begins Monday, August 12, 2024.** We have included our 2024 – 2025 school calendar. Students who have been absent or tardy must present a written excuse from the parent or guardian, or doctor's office within 3 days of return to school.

**School Hours:**

- Monday through Friday from 7:30 a.m. to 3:45 p.m. for preK – 2<sup>nd</sup> grade, and;  
7:45 a.m. to 4:00 p.m. for 5<sup>th</sup> grade

If your home address changes during the school year, please notify our school of the address change.

We also encourage families to stay connected and informed by following our school website: <https://www.ryss.org/Pasadena> for important updates and information regarding campus updates. Or follow us via Facebook at <https://www.facebook.com/RYSSPasadena>. If you have any questions or concerns, please call us at: 832-482-9583.

We look forward to serving you and your student and are excited about the opportunities for the upcoming school year.

Sincerely,

Yesenia Cervantes,  
Principal

Agosto 2024

Estimados Padres/Tutores,

Bienvenidos a Raul Yzaguirre Schools for Success, esperamos un exitoso año escolar 2024 – 2025. Sabemos que una asociación sólida con usted marcará una gran diferencia en la educación de su hijo. Juntos compartiremos las responsabilidades de la educación de su estudiante.

Su apoyo al uniforme escolar será fundamental para crear un ambiente propicio para el aprendizaje en RYSS STEM Academy Pasadena. Los uniformes escolares se venderán diariamente en la oficina principal de nuestra escuela durante junio a agosto de 2024 de 9:00 a.m. a 3:00 p.m. en espera de renovaciones y reconstrucción. En caso de que se cierre el edificio de la escuela, se tomarán nuevas medidas.

Al comenzar el nuevo año escolar, también nos gustaría enfatizar la importancia de una buena asistencia. Las familias deben hacer todo lo posible para estar en la escuela todos los días. Los estudiantes con más de 10 ausencias están sujetos a ser retenidos o no bienvenidos. Las clases comenzarán **el lunes 12 de agosto de 2024**. Hemos incluido nuestro calendario escolar 2024 – 2025. Los estudiantes que han estado ausentes o han llegado tarde deben presentar una excusa por escrito de los padres o tutores, o del consultorio del médico dentro de los 3 días posteriores al regreso a la escuela.

**Horario Escolar:**

- Lunes a viernes de 7:30 a.m. a 3:45 p.m. por grados preK – 2<sup>nd</sup> grade, y;  
7:45 a.m. to 4:00 p.m. por 5<sup>th</sup> grado

Si la dirección de su casa cambia durante el año escolar, notifique a nuestra escuela sobre el cambio de dirección.

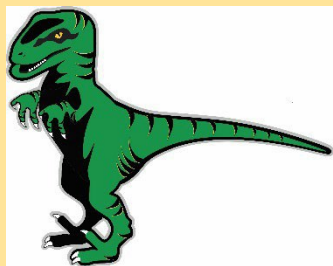
También alentamos a las familias a mantenerse conectadas e informadas siguiendo el sitio web de nuestra escuela: <https://www.ryss.org/Pasadena> para obtener actualizaciones importantes e información sobre las actualizaciones del campus. O síguenos a través de Facebook en <https://www.facebook.com/RYSSTPasadena>. Si tiene alguna pregunta o inquietud, llámenos al: 832-482-9583. Esperamos poder servirle a usted y a su estudiante y estamos entusiasmados con las oportunidades para el próximo año escolar.

Sinceramente,  
Yesenia Cervantes Directora Ejecutiva

Welcome to RYSS STEM Academy Pasadena for the 2024 - 2025 school year. The student/parent handbook is produced to answer common and not so common questions. The handbook is designed to improve communication between the school and students/parents. The administration seeks to increase parental involvement to improve the overall academic performance of the students as well as to nurture the feeling of community at RYSS STEM Academy Pasadena. Parental involvement is directly correlated to student success and well-being. We encourage parents to become more involved in their child's education by attending campus/community meetings.

Please note that information in this handbook could change during the school year. If changes are made parents will be notified in writing of the changes made. The handbook is also located digital on our campus website at <https://www.ryss.org/Pasadena>.

### **RYSS STEM Academy Pasadena MISSION, VISION, AND MOTTO:**

<p style="text-align: center;"><b>Vision:</b></p> <p>Our vision is to cultivate a student-centered learning environment that fosters creativity, critical thinking, and collaboration among our diverse student body while being globally aware, socially responsible, and equipped with the skills to succeed in a rapidly changing world.</p> <p style="text-align: center;"><b>Mission:</b></p> <p>RYSS STEM Academy Pasadena is committed to providing a quality curriculum to our diverse student population that promotes authentic learning opportunities and student achievement that will prepare our students to become successful leaders of the future.</p> <p style="text-align: center;"><b>Motto:</b></p> <p style="text-align: center;">“Where creativity and exploration matter.”</p>	<div data-bbox="933 703 1263 966">  </div> <div data-bbox="836 997 1307 1249"> <p style="text-align: center;">We are RAPTORS! Raptor Pride! We pledge to:</p> <p>P - Presence R - Respect I - Innovate D - Discipline E - Excellence</p> </div>
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RYSS STEM  
Academy  
Student  
Profile

**PRESENCE**


*WE ARE PRESENT AT SCHOOL DAILY!*

We are committed to being present to our class(es) every day and be ready to learn.

**RESPECT**

*WE VALUE AND APPRECIATE EVERYONE!*

We treat and speak to all individuals with respect. We use appropriate language and ask for support when we do not understand.



**INNOVATION**

*WE AIM TO INNOVATE, CREATE, AND EXPLORE OUR CURIOSITY!*

We grow as learners every day through class discussions, collaborative groupings, strategic activities, and STEM learning opportunities.

**DISCIPLINE**

*WE PRACTICE TO BE EXCELLENT MEMBERS OF OUR COMMUNITY!*


We practice our school and classroom expectations. We are accountable for our behavior.

**EXCELLENCE**

*WE STIVE TO BE OUR BEST!*

We take ownership of our learning and progress and become the best version of ourselves.

“Where exploration and creativity matter.”



**SIGNED STUDENT/PARENT SIGNATURE PAGE MUST BE RETURNED TO SCHOOL AFTER THE HANDBOOK IS RECEIVED AND READ (See Page)**

**PROGRAM DESCRIPTION**

We, the faculty, staff, family, and community of Raul Yzaguirre Schools for Success, have committed ourselves to providing and obtaining the highest standard of education in a culturally relevant setting. The pursuit of excellence is aimed at developing self-respect and pride among our students.

We at RYSS empower all students to attain sustainable 21<sup>st</sup> century skills through participation in innovative college and career readiness programs.

**CONTACT INFORMATION**

Reception Desk at RYSS STEM Academy Pasadena number is: 832-482-9583 or email at RYSSSTEAMAcademyatFirstFriendsPasadena@tejanocenter.org.

**CHANGE OF ADDRESS/TELEPHONE NUMBER**

For the school to handle emergencies, the school file with all student information should be current and up to date. Please notify the attendance office of any changes in address, telephone number, name, or other information **in writing**.

**EMERGENCY CONTACT INFORMATION**

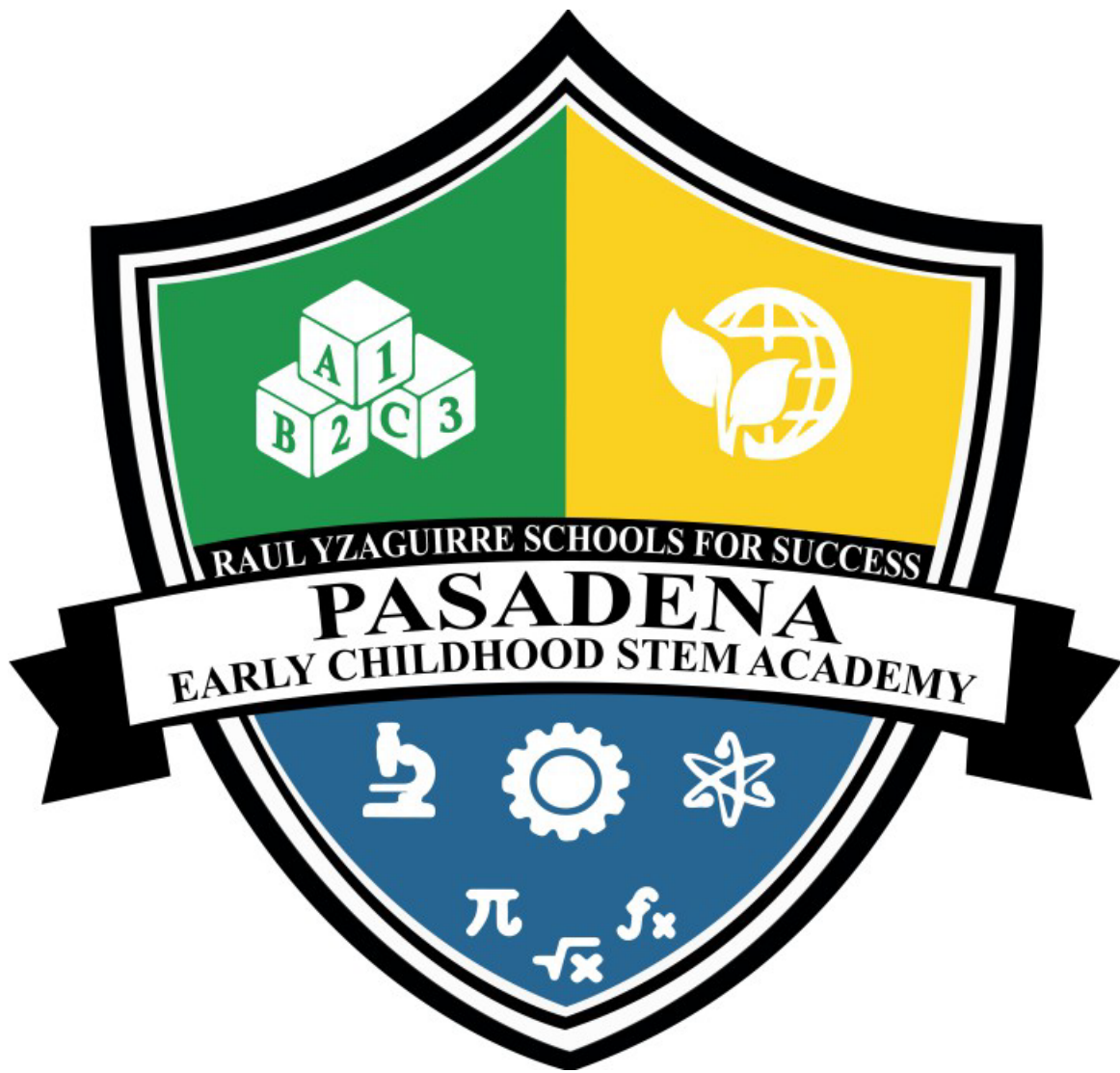
Parents will receive a Student Medical Form for each student at the beginning of the school year. Parents are asked to please complete this form with updated information and return it to school.

It is imperative that the school has accurate emergency contact information on file in the event of a situation that should arise where parents need to be contacted.

Also, the school will not be able to release a student to another person that is not the parent if they are not listed as a secondary contact per district policy.

**RYSS STEM ACADEMY PASADENA'S COMMITMENT TO:  
FAMILIES, STUDENTS, AND COMMUNITY**

RYSS STEM Academy Pasadena pledges to provide high-quality education experience for all students and promotes students' higher-order thinking skills and their capacity to be well-informed and responsible citizens.



# ACADEMICS



## **CURRICULUM PROGRAMS OVERVIEW**

RYSS STEM Academy Pasadena is molding today's learners into tomorrow's leaders. The district has championed innovative educational learning initiatives supported by advanced programs and technology driven resources that foster student success. Through positive community and business support, the district provides a menu of post-secondary, technical and specialized opportunities that prepare students for higher education and adaptable workplace environments.

For years, RYSS students have continued to meet challenges head on and engage in rigorous curriculum. The number of students involved in dual credit and Advanced Placement classes continues to grow as part of the district's commitment to College and Career Readiness.

## **ACCELERATED INSTRUCTION:**

For any student who did not pass STAAR grades 3-8 or EOC assessments, accelerated instruction must be delivered in the 2024 - 2025 school year (starting in fall 2024) or subsequent summer of 2025.

Accelerated instruction entails either:

- 1.) assigning a classroom teacher who is a certified master, exemplary, or recognized teacher, or
- 2.) delivering supplemental instruction (e.g., tutoring) before or after school, or embedded in the school day.

## **GIFTED AND TALENTED:**

At our campus, every student will receive personalized instruction tailored to their individual needs. Furthermore, our gifted and talented students have dedicated time within their daily instruction to focus on their GT Projects. These projects are designed to cater to students who excel academically and exhibit innovative and productive thinking skills.

Annually, parents and teachers can recommend students for Gifted and Talent testing to identify the student as GT. For more information on GT or how to have your student tested for GT, please speak to the front office.

## **STEM (Science, Technology, Math, Engineering and Mathematics):**

At RYSS STEM Academy Pasadena, we prioritize STEM education, providing hands-on experiences in science, technology, engineering, and math. Our curriculum emphasizes practical applications, critical thinking, and problem-solving skills to prepare students for success in higher education and STEM careers.

## **SPECIAL EDUCATION SERVICES:**

RYSS STEM Academy Pasadena adheres to both state and federal regulations concerning the placement and provision of special education services for students in need. We follow a student's Individual Education Plan (IEP), which is determined by the Admission Review and Dismissal (ARD) committee, to ensure appropriate and tailored support is provided.

Students receiving Special Education services from side agencies must first go through our RYSS IAT to receive these services during the school day and on school property. For further information on the IAT process, please reach out to the school front office.

## **SPECIAL EDUCATION AND SPECIAL NEEDS:**

RYSS STEM Academy Pasadena is committed to providing comprehensive services to students with exceptional needs. We believe in ensuring equitable access for all students to the general education and curriculum within the least restrictive environment. Our primary objective is to offer academic support and a diverse range of instructional services that cater to the individual needs of our students.

### **SPECIAL EDUCATION SERVICES:**

When a parent submits a written request for an initial evaluation of their child for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond within 15 school days. The response will include a prior written notice, indicating whether they agree or refuse to conduct the evaluation, along with a copy of the Notice of Procedural Safeguards. If the district or charter school agrees to evaluate the student, the parent will be given the opportunity to provide written consent for the evaluation to proceed.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal laws prior to written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student.

However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

\*There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year.

However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must hold an ARD meeting within 30 days to discuss evaluation findings and provide the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### **SECTION 504 REFERRALS:**

Every school district and charter school are required to establish standards and procedures for evaluating and placing students in their respective Section 504 programs. Additionally, they must have a comprehensive system of procedural safeguards in place. These safeguards include providing notice to parents or guardians, granting them the opportunity to examine pertinent records, facilitating an impartial hearing where parents or guardians can participate and be represented by counsel, and implementing a review procedure to ensure transparency and fairness in the process.

**CONTACT PERSON FOR SPECIAL EDUCATION & 504 REFERRALS:**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Ms. Susan Pansmith  
Phone Number: (713) 640-3778

**ADDITIONAL INFORMATION:**

The following websites provide information and resources for students with disabilities and their families.

- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

**GRADING****PROGRESS REPORTS & REPORT CARDS**

K12 Progress reports will be sent on the third week of every grading period and K12 report cards will be sent home at the end of every six weeks. Report Cards for preK 3 and 4 will be sent 3 times a year. For students who have failing grades or are at risk of a failing grade, parents *must* be contacted to schedule a conference with the teacher of the failing/at risk of a failing grade. The school calendar will provide parents with dates when progress reports and report cards will be distributed. All progress and report card grades are due in Ascender or Teaching Strategies by 1:00 p.m. on the dates listed as “Office Submission Date.”

**RYSS STEM Academy Pasadena preK 3 and preK 4**

<b>Cycle</b>	<b>Cycle Date</b>	<b>Report Card Dates</b>
Beginning of Year	August 12, 2024 – November 1, 2024	November 14, 2024
Mid - Year	November 4, 2024 – February 21, 2025	February 27, 2025
End of Year	February 24, 2025 – May 23, 2025	May 29, 2025

**RYSS STEM Academy Pasadena K12 GRADING CYCLE – Six Weeks**

<b>Grading Cycle</b>	<b>Cycle Date</b>	<b>Progress Reports</b>	<b>Report Card Dates</b>
1 <sup>st</sup> 6 weeks	August 12 – September 19	September 5, 2024	September 26, 2024
2 <sup>nd</sup> 6 weeks	September 23 – November 1	October 17, 2024	November 6, 2024
3 <sup>rd</sup> 6 weeks	November 11 – December 19	December 5, 2024	January 9, 2025
4 <sup>th</sup> 6 weeks	January 7 – February 21	January 20, 2025	February 27, 2025
5 <sup>th</sup> 6 weeks	February 24 – April 17	April 3, 2025	April 24, 2025
6 <sup>th</sup> 6 weeks	April 21 – June 3	May 15, 2025	May 29, 2025

### **K12 GRADING SCALE:**

90-100 = A

80-89 = B

75-79 = C

70-74 = D

Below 70 = F

#### **E= Excellent**

This student's behavior is satisfactory, has a positive and cooperative attitude, and characterizes a good citizen.

#### **S= Satisfactory/Good**

The student's behavior is satisfactory and rarely deviates from the rules.

#### **P= Poor**

Conduct is not satisfactory and needs improvement. The student consistently breaks the rules.

#### **U= Unsatisfactory**

The student's behavior is consistently unsatisfactory or disruptive.

Must have administrator's approval and documentation of parent conferences.

### **PARENT & TEACHER CONFERENCES**

We strongly encourage regular, pre-scheduled parent-teacher conferences to foster effective communication. Parents are kindly reminded to schedule conferences during the teacher's planning period or office hours. It is advised to make alternative arrangements for siblings during conferences or classroom visits. To ensure a smooth process, parents are expected to meet with the teacher first, followed by the grade level administrator if necessary. In cases that require further attention, the principal will be involved as needed to address the situation appropriately.



# SCHOOL OPERATING PROCEDURES

## **ATTENDANCE**

Parents, by law, are accountable for their child's attendance. A positive attitude towards school and regular, punctual, daily attendance are essential for continuous academic progress.

The attendance law of the State of Texas requires that children attend school until their 19<sup>th</sup> birthday or until they graduate from high school. Furthermore, the law states that students must be present for a minimum of 90% of the days that the class is offered to be promoted or receive credit for course work in which they are enrolled.

Students who have been absent or tardy must present a written excuse from the parent or guardian, or doctor's office within 3 days of return to school. Excuses for absences include personal illness, sickness, or death in the family, weather or road conditions making travel dangerous, participation in school activities with permission of the principal, emergencies, or any other cause acceptable to the principal or superintendent.

Students must be given the opportunity to make up work missed due to excused absences. Reasonable time frames for the completion of assignments must be established by the teacher. Written excuses for absences or tardiness should be in the school's possession no later than 3 school days after the date of absence. The three-day period shall begin on the day the student returns to school. Parents and guardians can email Mrs. M. Aviles, the PEIMS Administrative Assistant, the child's excuse at [maria.aviles@tejanocenter.org](mailto:maria.aviles@tejanocenter.org).

## **Attendance Policy**

### **EARLY PICK UP**

For student pick-up before dismissal, the Main Office staff will release the student only to the parent or guardian. If parents authorize another individual to have access to their child, it must be documented on the child's Emergency Contact form. It is crucial to keep all documentation up to date. Individuals picking up students must present a valid ID and check out the student from the Main Office. Please note that early pick-up requests cannot be accommodated after 2:30 PM.

Students should not call or text their parents/guardian from the classroom to be picked up early.

# ACADEMIC CALENDAR

2024-2025 ACADEMIC CALENDAR
RAUL YZAGUIRRE SCHOOLS FOR SUCCESS  
HOUSTON

July 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 24,25,29 New Teacher Induction  
 July 30 New Staff Induction  
 Aug 12 First Day of Instruction  
 Sept 2 Labor Day  
 Nov 25-29 Thanksgiving Break  
 Dec. 23 - Jan 3 Winter Break  
 Jan 20 Martin Luther King Holiday  
 Feb 17 Presidents Day  
 March 10-14 Spring Break  
 March 31 Chavez/Huerta Day  
 April 18 Spring Holiday  
 May 26 Memorial Day  
 June 3 Last day for students  
 June 5 Last day for teachers

**Six Weeks Report Cards**

Aug 12 - Sept 19 Sept 27  
 Sept 23 - Nov 1 Nov 7  
 Nov 11 - Dec 19 Jan 10  
 Jan 7 - Feb 21 Feb 27  
 Feb 24 - April 17 April 25  
 April 21 - June 3 June 3

**PK Report Cards**

November 15  
 February 27  
 June 3 Last day for students

**Important Dates**

Feb 17 and April 18 Make up days

**Key**

- Holidays
- Teacher PD (No Students)
- Student half day
- ★ Make up days
- First/Last Day
- Cycle Ends
- District Parent Conference Day (No Students)
- Teacher Prep Day(No Students)

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Board Approved 04/30/2024



**CONTACTING FACULTY & STAFF**

Parents may contact teachers during their conference period through the reception desk, email, and/or teacher communication platform via ClassDojo.

## **SAFETY**

For increased safety of our students, a security officer is assigned to our campus daily. The officer assists administration in keeping our campus safe.

Our glass front doors will always remain locked during school hours. Parents will need to be buzzed in to gain access to the front office. Parents are not allowed into Early Childhood Center or upper grade classes without an escort. Only district approved parent volunteers will be allowed to work in the teacher workrooms or in the school after signing in and obtaining a volunteer raptor identification badge. Parent volunteers should identify themselves as volunteers if they are at the campus to help out.

Students that arrive after 8:00 a.m. will be required to enter and be checked in at the main office by the parent/guardian Average Daily Attendance – ADA is recorded at 9:00 a.m. sharp.

## **ARRIVAL & DISMISSAL PROCEDURES**

For parents/guardians who pick up their children by car, RYSS STEM Academy Pasadena will use a car line system. We are requesting that parents stay in their vehicle during morning drop off and afternoon dismissal. If you require to speak to any school staff, parents/guardians are asked to park and exit their vehicle to come into the school building. If you wish to buckle up your child after they have been assisted into the vehicle, we ask that you please do not buckle them while in the carpool lane; park in one of the numbered parking spaces to avoid a backup in our dismissal procedures.

### **Morning Drop Off**

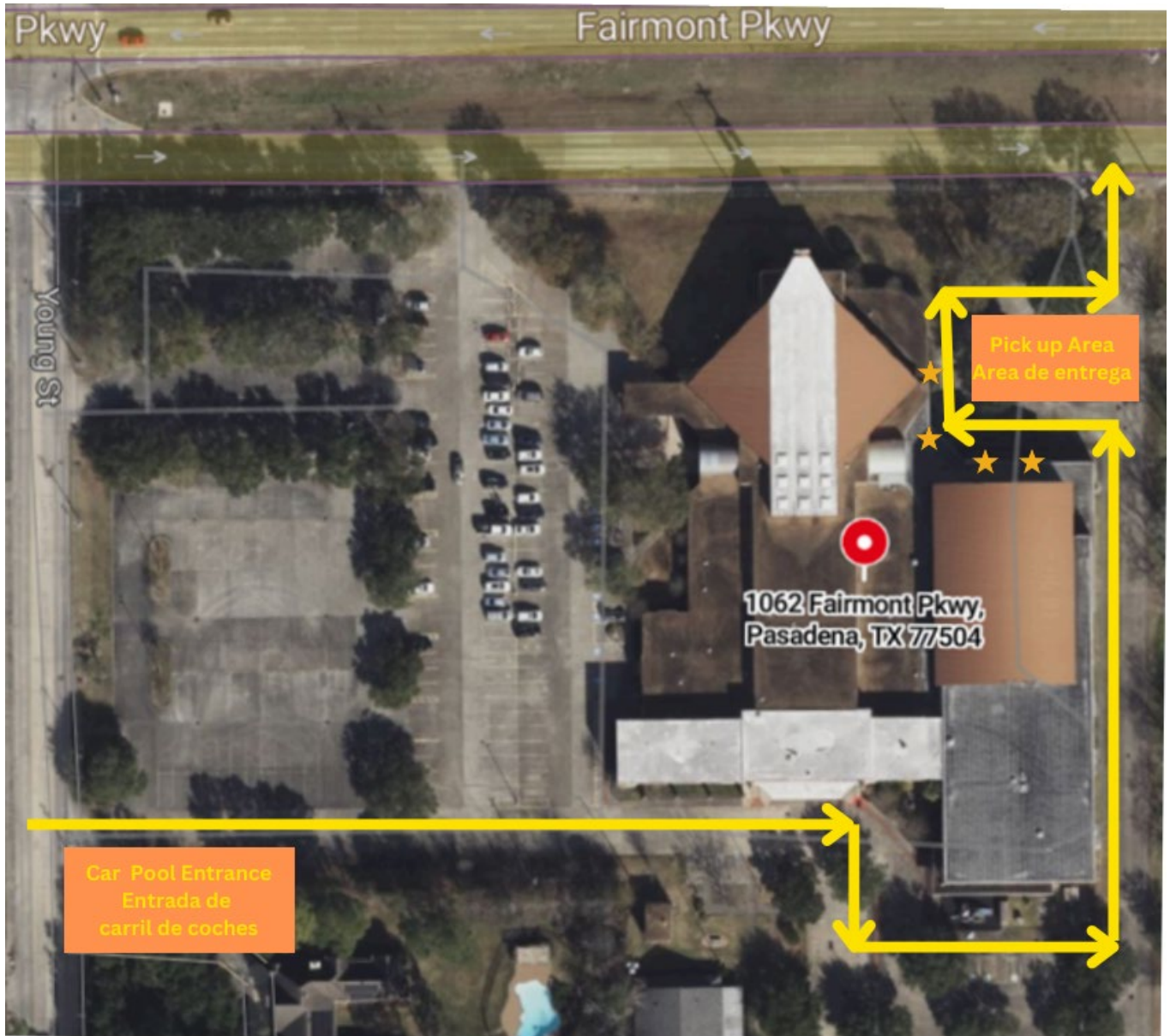
To drop off your student in the morning, please enter through the Young Street entrance. Please stay inside your vehicle. There will be staff at the school entrance to help your student get out of their vehicle. Morning drop-off is from **7:30 a.m. - 8:00 am.**

### **Afternoon Dismissal**

Dismissal will begin at **3:30 p.m. for preK, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup>. Students in 5<sup>th</sup> grade are not dismissed until 4:00 p.m. If a student in preK – 2<sup>nd</sup> has an older sibling in 5<sup>th</sup> grade they will be dismissed at 4:00 p.m. with their older sibling.** Please enter through the Young Street entrance. Remain in your vehicle. Please do not park in the carpool lane to buckle up the student. Park in one of the numbered parking spaces to buckle up your child.

Please refer to the arrival and dismissal map on the following page.

## Student Arrival and Dismissal Plan Map



Enter through the Young Street entrance using the circular drive and stop at one of the orange cones to drop off or pick up students. Exit the school grounds through the Fairmont Parkway exit.

## **BUILDING & CAMPUS HOURS:**

The campus is open to students at 7:30 a.m. **Any student arriving before 7:30 a.m. will not be allowed into the building. Students should not be left unsupervised by parent/guardian prior to the start of the school day.** Parents and guardians have the option of registering their students to participate in our before and after school program through Champions, space permitting. Please further information about the Champions program on page 51.

Parents/guardians who drive their children to school and/or pick them up after school are requested to drop them off and pick up their children by the entrance doors on Fairmont Parkway to the school's front doors. A late fee will be charged to parents for picking up their child late in the afternoon.

## **DAILY OPERATIONS**

### Daily Schedules:

#### Breakfast Schedule

**preK – 2<sup>nd</sup> Grade:** 7:30 a.m. – 8:00 a.m. Monday through Friday

**5<sup>th</sup> Grade:** 7:45 a.m. - 8:15 a.m.

### Instructional Day Schedule:

**PreK – 2<sup>nd</sup> grade:** 7:30 a.m. – 3:30 p.m. Monday through Friday

**5<sup>th</sup> grade:** 7:45 a.m. – 4:00 p.m. Monday through Friday

### Monday through Friday

7:50 a.m. First bell

8:00 a.m. Start of school day

8:10 a.m. Students will be counted tardy

9:30 a.m. ADA is taken

3:30 p.m. Dismissal for preK – 2<sup>nd</sup> grade

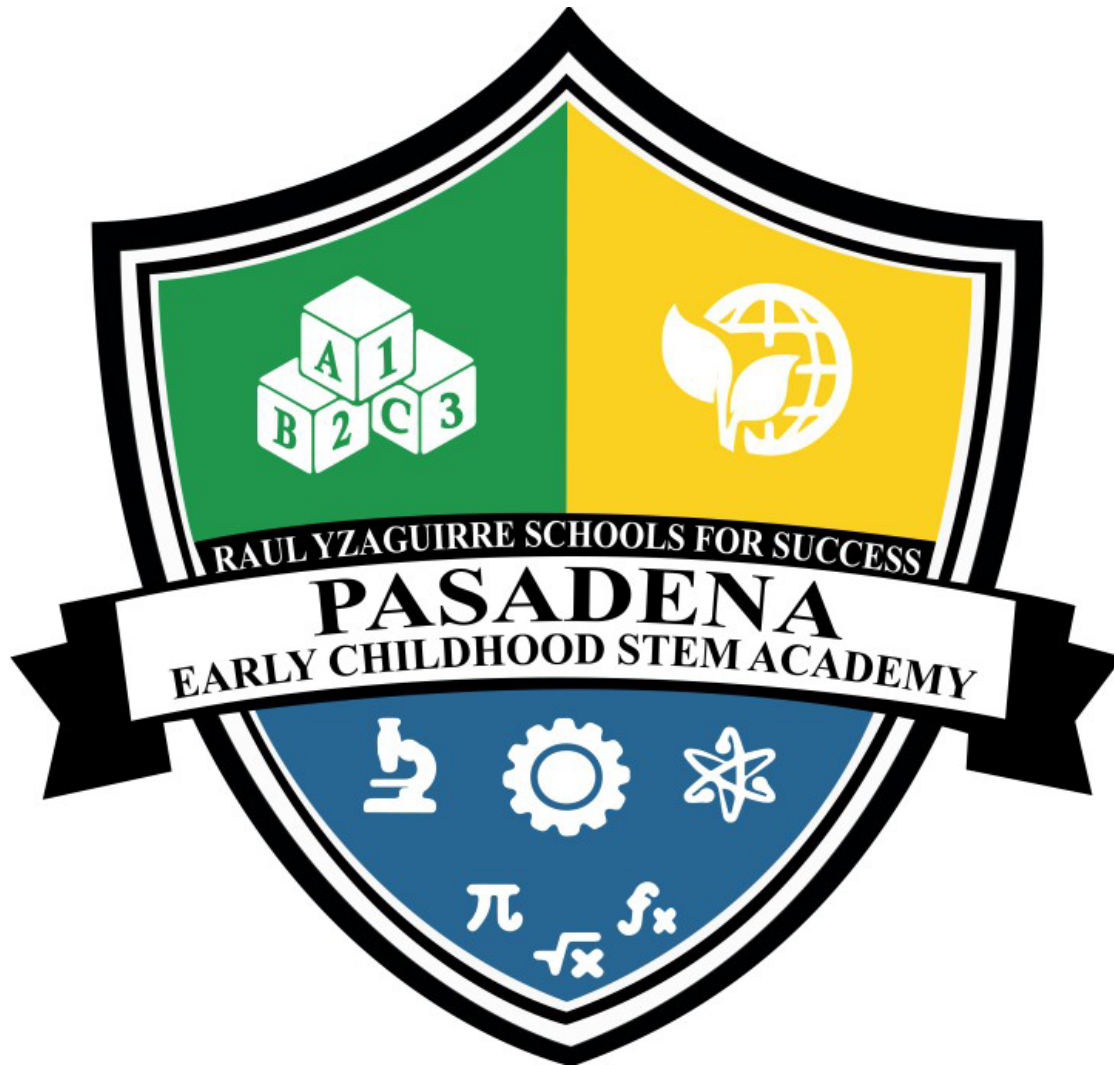
4:00 p.m. Dismissal for 5th grade

**NOTE: Schedules may change to accommodate student needs at the beginning of the school year.**

## **VISITORS**

RYSS STEM Academy Pasadena is a closed campus. All visitors are to provide picture identification and must be approved through the front office to secure a visitor's pass. All visitors (district employees and non-district employees) **MUST** present a state issued picture ID. Only district approved parent volunteers will be allowed to work in the teacher workrooms or in the school after signing in and obtaining a volunteer raptor identification badge. Student visitors, unless given specific approval from the principal's office, are not allowed on campus. RYSS STEM Academy Pasadena will continue to follow RYSS guidelines and safety protocols.

Parents/guardians that would like to visit with Teachers or Staff, please contact the front office to set up an appointment. Parent Teacher conferences arranged by the teachers will require the front office to be notified via email the day prior to the parent conference.



# HEALTH & WELLNESS

## **MEDICATION – ADMINISTRATION POLICIES**

It shall be standard procedure of RYSS that medications brought from home may be administered by the school nurse or designated person during school hours under the rules and guidelines of the school with a doctor's permission form. The school nurse will observe the following rules:

- Medications will be administered at school only if it cannot be administered at home, and
- Medication administered at school must have a written request/authorization from the student's Physician and parent/guardian, must be in the original container, and properly labeled.
- Meeting the above, a written request from a parent or guardian shall contain:
  - The student's name
  - The name of the medication to be given
  - Date of permission
  - Reason for its use
  - Time of day the medication is to be given and
  - Signature of parent or legal guardian
  - Signature of Physician

The school reserves the right to limit the duration of parent-prescribed medication to five school days and/or requires a physician statement for continued use of any medication beyond the specified time.

Medication must be from the U.S. No medication from Mexico or foreign countries will not be administered by school nurses or school personnel.

Medication must be brought and picked up by parent(s) or guardian. It is against school rules for students to have medication in their possession or in their backpack. Each case where a physician states a student can carry his own medications (Asthma inhalers) while in school shall be reviewed for safety and decision making with doctor's order, nurse, parent/guardian, and administration.

The district does not provide medication of any kind to students. The parent/guardian will be contacted if a student needs medication during school hours. The front office will contact the district/school nurse to notify that a student is sick and requires medical attention or treatment.

Parents/guardians and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering any anabolic steroid. Anabolic steroids are physician- prescribed only.

## **CONTAGIOUS DISEASES/CONDITIONS**

To protect students from contagious illnesses, students infected with certain diseases or conditions are not allowed to attend school while contagious. In the event or suspicion of a contagious disease, parents should inform the school nurse or principal. These diseases include: *Amebiasis, Hepatitis A, Rubella (German Measles), Campylobacteriosis, Impetigo, Chicken Pox, Mononucleosis, Salmonellosis, Influenza, Typhoid Fever, Fifth Disease Measles (Rubeola), Scabies, Meningitis, Bacterial Shigellosis, Gastroenteritis, Viral Mumps, Streptococcal Disease*, etc.

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken by

ambulance to the emergency room at the hospital. Current parent and emergency contact information must be on file at school as well as the name and phone number of the student's family doctor.

### **ILLNESS AND INJURY**

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first-aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken by ambulance to the emergency room at the hospital. Current parent and emergency contact information must be on file at school that includes the name and phone number of the student's family doctor. Parents are asked to please complete a nurse's card and return it to school at the beginning of the year.

### **IMMUNIZATION**

A student cannot be in school if he or she is not fully immunized. A student must be fully immunized against certain diseases or must present a notarized certificate or affidavit stating that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, tetanus, polio, measles (rubella), mumps, rubella, varicella, hepatitis A & B series and MCV4.

Proof of immunization must be personal records from a licensed physician or public health clinic, with a signature or rubber-stamp validation. In the case of varicella (chicken pox), a signed statement from the parent indicating the approximate month and year in which the student had the illness should be turned in with the immunization record.

### **REFERRAL TO CLINIC**

The function of the school nurse is health promotion through assessment, counseling, education, and minor first aid; however, the nurse cannot diagnose and/or treat illnesses. The nurse must be made aware of any students with chronic or serious illness. A medical statement describing the condition should be provided by the parent/legal guardian for the student's confidential school health record.

- To send a student to the nurse or front office for medical care, a student must have a nurse pass referral with them to the Front Desk from the classroom teacher.
- Any students wishing to leave school because of illness must be dismissed from school by the front office. Students are not allowed to contact parents to come and pick them up with prior approval from the school office.
- A parent or responsible adult listed on the Student Information System as a contact must be notified before the student is dismissed from school because of illness. The student may only be released to this person.
- Students may not stay in school with any of the following condition:
  - Fever of 100.4 or higher
  - Suspect contagious condition
  - Vomiting
  - Diarrhea
  - Undetermined rash

The parent is to pick up the student from the school/clinic as quickly as possible after being notified and contacted by the school's front office or nurse. No students shall be released to a parent or adult guardian from the campus before they report to the front office and have been approved by the school nurse.

### **MEDICAL EMERGENCY**

Please communicate with our school nurse for all medical emergencies. If a medical emergency presents itself, parents will be contacted immediately. In addition, paramedics will be called if needed.



## **SOCIAL EMOTIONAL SUPPORT**

RYSS STEM Academy Pasadena strives to ensure the well-being of all students. The Tezano Center Resolve division offers counseling services for all students and their families. Please contact Resolve if you should need any counseling services or have your students' teacher refer your family or student to our school nurse.

## **BULLYING PREVENTION**

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and may be accessed on the district's website.

All students at RYSS STEM Academy Pasadena are provided with mechanisms for reporting bullying or threats. RYSS STEM Academy Pasadena is committed to being a "Bullying Free Campus." RYSS STEM Academy Pasadena has clear rules on student conduct and strategies to maintain a positive, collaborative school climate are promoted. Students are provided with instruction and training(s) that promote effective communication, conflict resolution, and character values education.

# BULLYING CHECKLIST

FOR SCHOOLS

## PLEASE READ BEFORE USING CHECKLIST

To determine whether an act is bullying or cyberbullying by law, proceed down the checklist and provide a checkmark for each true statement. If any identified section does not receive at least one checkmark, then the act is not considered bullying by state law.

SB 179, "David's Law" expanded authority to school districts, allowing public and charter schools to address cyberbullying off-campus and outside of school-related or school-sponsored activities based on specific criteria. In order to address this legislative change, this checklist may help parents, educators, and administrators determine if a student at their school has been bullied according to the legislative definition. Please follow the conditional 'yes/no' logic for the questions regarding the use of electronic communication devices in possible bullying scenarios.

### IS IT BULLYING?

Was it a single significant act? ☐

Was it a pattern of acts? ☐

By one or more students directed at another student that exploits an imbalance of power... ☐

Through physical contact ☐

Using verbal expression ☐

Using written expression ☐

Using electronic means ☐

Physically harms a student or damages their property ☐

Creates reasonable fear of harm to student or damage to their property ☐

Is sufficiently severe, persistent, or pervasive enough that the action or threat creates:

Intimidating educational environment ☐

Threatening educational environment ☐

Abusive educational environment ☐

Materially and substantially disrupts the educational process or operation of school ☐

Infringes on rights of victim at school ☐

Did the act occur outside of a school-sponsored or school-related activity?

(This is an important distinction, as David's Law expands a school district's authority to include cyberbullying incidents that occur off campus and outside a school-sponsored or school-related activity, as long as it meets one of the below criteria.)

Yes

No

Was the act committed by using any type of electronic communication device?

(i.e. Cellular or other phone, computer, camera, e-mail, text or instant messaging, social media app, Internet website, Internet communication tool)

Yes

No

On school property ☐

At a school-sponsored or school-related activity (on or off campus) ☐

On school bus or vehicle used to transport students ☐

Did the act interfere with a student's educational opportunities; or substantially disrupt the orderly operation of a classroom, school, or school-sponsored/related activity?

Yes

No

According to law, if the act DID NOT meet the criteria above, it is not under the school district's authority.

### YES, IT'S BULLYING

(Cyberbullying is bullying)

TEXAS STATE  
TEXAS SCHOOL SAFETY CENTER  
www.txssc.txstate.edu (Updated 2021)





# SAFETY

### **CLOSED/OPEN CAMPUS**

All our school and classroom doors will remain locked between 8:00 a.m. and 4:00 p.m.

Late arrivals and late pick-up will require parents to sign in and sign out their students at the front desk. There is a late pick-up fee should parents arrive after 4:00 p.m. to collect their preK – 2<sup>nd</sup> students. Late pick-up for 5<sup>th</sup> grade is after 4:15 p.m.

### **VISITORS**

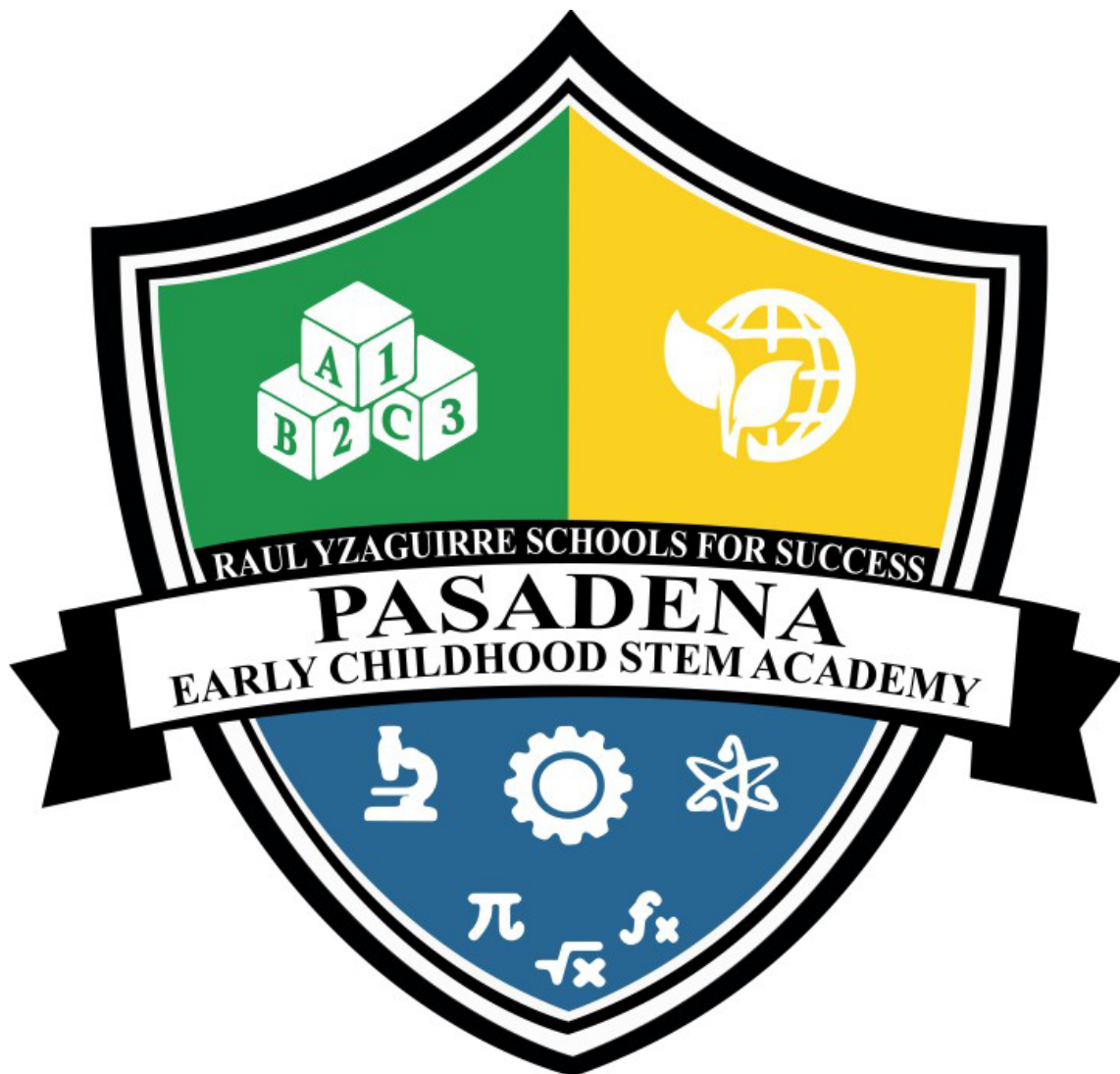
RYSS STEM Academy is a closed campus. All visitors are to provide picture identification and must be approved through the main office to secure a Raptor system visitor's pass. All visitors (district and non-district personnel) MUST present a state issued picture ID. Student visitors, unless given specific approval from the principal's office, are not allowed on campus. RYSS STEM Academy Pasadena will continue to follow RYSS guidelines and safety protocols.

Parents that would like to visit with teachers or staff, please contact the front office to set up an appointment. If teachers arrange to meet with the parent of a student, the teacher should inform the front office as to the time and date of the conference to be aware of parent's arrival to the campus.

Parent Volunteers are greatly appreciated and needed. Annually, at the beginning of school, parents will be notified of the process of how to become a Volunteer In Public Schools – VIPS. Parents wishing to be a volunteer at RYSS STEM Academy Pasadena must fill in and submit a Volunteer Request Form along with a picture id to the school's front office to be approved as a volunteer by the district. Parent Volunteer requirements are:

- Only parents with a social security number can be approved.
- A Volunteer Request will need to be submitted each school year to be eligible to be a volunteer for the school year.
- Parent Volunteers are not to be left alone to supervise a student or group of students. A RYSS staff member must always be present.
- Always identify yourself as a parent volunteer when signing in at the front office to receive a Raptor system VOLUNTEER badge.

**Please see page 47 for Parent Volunteer Request form.**



# DISCIPLINE & EXPECTATIONS

## **CAFETERIA**

Students' breakfast and cafeteria lunch if eligible are provided at no charge.

Parents need administrative permission to eat lunch with their child. For dietary reasons, food cannot be shared with other students. Parents are not permitted to bring any food to the school to share with other students during lunch and/or instructional time, unless pre-approved by an administrator.

### **GENERAL CAFETERIA GUIDELINES FOR STUDENTS:**

1. Clean up and dispose of trash before leaving.
2. Have food and drinks inside the cafeteria, only.
3. No standing in the cafeteria, except when standing in lunch line.
4. Single lines are formed at each serving station; cutting in line or saving place will not be permitted.
5. Sit and speak quietly while eating.
6. Students are to remain in the cafeteria after finishing their lunch.
7. Students are to remain seated after picking up food trays.
8. The administrator on duty will dismiss students.

**Students that choose to bring lunch to school must carry food items in a lunch kit or backpack. Food will not be allowed to be carried around throughout the school day by hand or in grocery bags.**

## **CLASSROOM RULES AND REGULATIONS**

1. **Absolutely no fighting!**
2. All uniforms should always be clean and neat.
3. Be on time and in your assigned seat when the tardy bell rings.
4. Be prepared daily by bringing all needed supplies, homework, and books to class.
5. Be respectful to yourself, as well as others and their property. Keep your hands and feet to yourself.
6. Electronic devices, including cell phones, earbuds, headphones, etc., are not allowed to be used or charged during the school day. If confiscated, a fine of \$15 will be imposed.
7. Do not use abusive and profane language.
8. No eating, chewing gum, or drinking in the classroom or hallways.
9. Once inside the classroom, no students will be allowed to leave without a permit from the teacher.
10. **Students must always abide by the student code of conduct. Students who do not follow the code of conduct will be referred to their grade level administrator for consequences.**

## CLASSROOM EXPECTATIONS

As we are preparing for next year, we want to ensure you understand the safety of our students is our priority; therefore, our school uniform policy will be strictly enforced. RYSS is constantly making improvements to better serve your scholar. Parents, we need your support and partnership to ensure that your child will be safe, prepared, equipped and dressed in the appropriate attire for our out-of-the classroom experiences, and other field opportunities that is in accordance with our school mission and vision. Below is a list of the required items needed so your child will not be in violation with the school uniform policy. All violations of the uniform policy will result in corrective actions outlined in the discipline policy.



**RYSS STEM  
Academy  
Classroom  
Expectations**

**PRESENCE**  
*WE ARE PRESENT AT SCHOOL DAILY!*

- Attend school daily
- Be actively present during class(es)
- Be ready to learn every day

**RESPECT**  
*WE VALUE AND APPRECIATE EVERYONE!*

- Think before you speak
- Respect others' personal space and property
- Respect others' opinions, beliefs, and differences



**RAPTORS**

**INNOVATION**  
*WE AIM TO INNOVATE, CREATE, AND  
EXPLORE OUR CURIOSITY!*

- Contribute to class activities & discussions
- Come to class prepared to learn
- Be willing to grow through learning

**DISCIPLINE**  
*WE PRACTICE TO BE EXCELLENT  
MEMBERS OF OUR COMMUNITY!*

- Follow all school rules & procedures
- Follow all classroom expectations
- Exercise self-discipline









**EXCELLENCE**  
*WE STRIVE TO BE OUR BEST!*

- Enter your class(es) ready to learn
- Complete projects and assignments in a timely manner
- Ask for support or clarification during the learning process

*"Where exploration and creativity matter."*



## DRESS CODE AND UNIFORM EXPECTATIONS

Grade Level	Shirt Monday - Thursday	Grade Level	Shirt Monday - Thursday
PreK- K	 <b>Green</b> polo with school logo	1 <sup>st</sup> - 2 <sup>nd</sup> & 5 <sup>th</sup>	 <b>Blue</b> polo with school logo
All uniform shirts should be tucked in and bottoms should be worn with a belt.			
<b>Bottoms ALL Grades</b>			
<p>All lower garments should always worn at waist level. Gr Undergarments should NOT be visible. Skirts/shorts should reach knee-high or below.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>			
<b>FRIDAYS ALL Grades</b>			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">      </div> <div style="text-align: center;"> <p>School or Spirit Shirt with school logo</p> <p>Jeans (no tears or holes)</p> </div> <div style="text-align: center;">  </div> </div>			

SHOES	
Shoes should be closed toe. No sandals, slides, flip flops or Crocs	 

### **Monday-Thursday**

#### **Bottoms**

- Khaki, black or navy-blue pants, skirts/skorts, shorts (not too tight or too baggy).
- Must be worn at the waist with a belt.
- Cannot be shorter than knee-high (nor too tight).

#### **School shirts with Logo**

- PreK-K- Green
- 1<sup>st</sup> – 2<sup>nd</sup> and 5<sup>th</sup> - Blue

#### **Fridays**

- Jeans will be allowed ONLY on Fridays (No ripped or holes on jeans).
- RYSS school spirit shirt
- School polo shirt

#### **Shoes**

- Footwear must be always worn.
- Tennis shoes.

#### **NOT ALLOWED**

- Baggy or sagging pants and oversized shirts are not allowed.
- No hoodies, caps or hats may be worn.
- No Crocs, flip flops, sandals, high heels, or backless shoes

### **EARLY DISMISSAL**

Parents are to make the necessary arrangements for any scheduled early dismissals. Early dismissal days will be announced through our monthly school calendar and flyer reminders.

### **HOME VISITS**

In some cases, teachers or administrators may do random or scheduled home visits throughout the school year. The purpose of home visits is for the teacher to learn about each student's needs and/or discuss any issues the student may have at school with parents.

### **LOST OR STOLEN ITEMS**

Students are responsible for all personal items at all times. The school is not liable for any lost or stolen items.

## **DISCIPLINE MANAGEMENT**

### **Conduct: Responsibilities in Behavior Intervention**

The effective enforcement of the Code of Student Conduct and the School-Based Discipline Management System is essential in keeping a school and/or school-related activities free of disruption and is dependent on the exercise of the responsibilities by the following:

#### **Students:**

- Adhere to the Code of Student Conduct, classroom rules and regulations for behavior and good conduct.

#### **Parents:**

- Support school and classroom rules for student behavior and ensure that children conduct themselves according to school standards.
- Provide the school with current address and current home, work, and emergency telephone numbers.
- Ensure students attendance at school. By state law, student attendance is the responsibility of parents and guardians.
- Provide the appropriate school personnel with student information that will affect the student's ability to learn and the student's behavior.
- Read, acknowledge, and understand these rules and the rules applicable to their children conduct while they are at school.

#### **Teachers:**

- Establish classroom-management procedurals that concentrate on good student conduct and support school and district policies and procedures.
- Adhere to and implement the Code of Conduct Guidelines.
- Level I offenses are to be handled by the teacher and followed up with parent contact.
- All Level II-V offenses are to be reported directly to an administrator or documented on a discipline referral form.

#### **Fighting:**

Fighting will not be permitted at RYSS STEM Academy Pasadena. If a student is threatened physically, s/he must report the situation to an adult. Students who fight will be subject to disciplinary action up to or including suspension. Students whose parents cannot be notified by the school administration will be taken to In-School Suspension (ISS). Parent conferences are required when the student returns to school from suspension.

#### **Public Display of Affection:**

Public affection is not acceptable on campus at school related off-campus activities, or buses at any time.

***An administrator will contact PARENTS.***

**Examples are but not limited to:**

- Inappropriate touching
- Kissing
- Hand holding
- Hugging
- Unwelcome/inappropriate sexual remarks/solicitation



### **Student Contracts:**

Student contracts are issued for behavior and/or excessive attendance. Parents and students are made aware of the student's behavior and/or attendance prior to their child being placed on a contract. It is the expectation that students placed on a behavior and/or attendance contract at RYSS STEM Academy Pasadena to adhere to the contract's expectations. The expectations include:

1. Maintain conduct of "S" or better
2. Attend all classes daily
3. Have no unexcused absences/tardiness
4. Turn in an absent and/or Dr.'s note to the front office for unattended days
5. Attend Saturday Tutorial(s), after three consecutive missed, unexcused days
6. Attend Saturday Tutorial(s), after three late arrivals
7. Will not skip a class or classes
8. Maintain a 70 or better grade average in all classes
9. Will not destroy school property
10. No possession of drugs/weapons
11. Always follow campus dress code
12. Be respectful to all staff/peers
13. Follow the Student Code of Conduct

### **NON-RENEWALS**

A non-renewal contract is given to a student that has failed to meet the expectations of our Student Code of Conduct or as listed in the students Behavior and/or Attendance Contract. The student who does not show significant improvement in their behavior/attendance will not be invited back to RYSS STEM Academy Pasadena for the following school year.

### **CELL PHONES**

- Electronic Devices: All devices are to remain ***completely off*** (not silent or vibrate) and may not be visible during the school day including passing periods.
- Students may use the school phones located at the front office, with permission, for emergencies.
- ***Cameras, music devices, headphones, ear buds, Air pods, video games and other electronic devices are not permitted at school.***
- Students should not be uploading pictures or videos of other students on any social media
- platforms.
- Disciplinary action will be taken if a student does not abide by the cell phone expectations.

**Note:** *Inappropriate use of cell phones or any other electronic devices will lead to confiscation by the grade level administrator. A \$15.00 administrative fee will be applied, and a parent or guardian must retrieve the device from the administrator.*

## RYSS BEHAVIOR SUPPORT SYSTEM

### RYSS STUDENT BEHAVIOR SUPPORT SYSTEM: Student Behavior Classification

is used when misaligned behaviors are exhibited in the classroom.

Classroom-Facilitated Support (incidental-managed behaviors)	Administrator-Facilitated Support (urgent-acute behaviors)
<ul style="list-style-type: none"> <li>• Off-Task</li> <li>• Inappropriate Language</li> <li>• Disruption to Class</li> <li>• Non-aggressive Physical Contact</li> <li>• Refusal/defiance</li> <li>• Property/Materials Misuse</li> <li>• Electronics Misuse</li> <li>• Dress Code Violation</li> <li>• Unexcused Tardy</li> </ul>	<ul style="list-style-type: none"> <li>• Abusive Language</li> <li>• Vapes/Drugs/Weapons</li> <li>• Terroristic Threat</li> <li>• Stealing</li> <li>• Vandalism</li> <li>• Physical Aggression</li> <li>• Bullying/Threatening</li> <li>• Truancy</li> <li>• Other <u>severe</u> behavior according to RYSS STEM Academy Pasadena Code of Conduct</li> </ul>



RYSS Classroom – Facilitated Behavior Support Sequence 2024–2025 is about. . .

The teachers' actions. Below are sequential action steps for each class. These action steps are used to support students when incidental/managed incidents occur. Begin the sequence anew each day.

Next Consequence (or) Back on Task	<b>Step #1: Verbal Warning</b>	<ul style="list-style-type: none"> <li>• Teacher reminds student of classroom expectations</li> <li>• Review classrooms rules &amp; procedures</li> <li>• Teacher logs consequences in the adopted behavior school system</li> </ul>
	<b>Step #2: Student-Teacher Conference</b>	<ul style="list-style-type: none"> <li>• Teacher conferences with student, produces a verbal plan to move forward</li> <li>• Teacher logs consequences in the adopted behavior school system</li> </ul>
	<b>Step #3 Phone Call Home</b>	<ul style="list-style-type: none"> <li>• Parent / Guardian notified of Consequence (Teacher logs consequences in the adopted behavior school system)</li> <li>• Parent Conferences, if needed</li> <li>• Parent-Teacher conference with student, develop a written plan to move forward (Teacher logs consequences in the adopted behavior school system)</li> </ul>
	<b>Step #4 Parent-Teacher-Student Conference</b>	<ul style="list-style-type: none"> <li>• Administrator, Counselor, or Team Teachers present (if needed)</li> <li>• After school / Saturday Detention (Teacher logs consequences in the adopted behavior school system)</li> <li>• After school detention (Shall be communicated to parents prior to the detention date)</li> </ul>
	<b>Step #5 Referral &amp; Student/Administrator Conference</b>	<ul style="list-style-type: none"> <li>• Teacher Submits Office Referral Form: document in Teacher logs consequences in the adopted behavior school system Admin process Office Referral form and conference with student</li> <li>• Admin support restoration of teacher-student relationship</li> <li>• Admin follow up with support &amp; coaching for classroom culture/mgmt.</li> <li>• Issue ISS, Saturday Detention, After school Detention</li> </ul>



## RYSS Administrator-Facilitated Behavior Support Sequence

	<b>Administrator Support Requested Received</b>	<ul style="list-style-type: none"> <li>Office Referral Form is received &amp; reviewed</li> <li>Communicated w/teacher for clarification, if needed</li> <li>Administrative Team consulted, if necessary</li> </ul>
	<b>Administrator-Student Conference</b>	<ul style="list-style-type: none"> <li>Greet student &amp; explain the purpose of the conference</li> <li>Ask the student to provide their perspective of the incident</li> <li>Explain the student profile &amp; student expectations and how the behavior is misaligned to the campus expectations</li> <li>Guide the student to self-reflect (<i>How could you have handled the situation differently?, What may need to occur next to repair the relationship with the teacher/student(s)?, When can this happen?</i>)</li> <li>Inform the student about any consequences given because of the inappropriate behavior</li> </ul>
	<b>Administrator Documentation</b>	<ul style="list-style-type: none"> <li>Documentation following campus/district policy</li> <li>Parent &amp; Teacher are notified of outcome/next steps/consequences</li> <li>Document details in student data management system (Ascender)</li> </ul>
	<b>Administrator Support for Restoration of Teacher-Student Relationship</b>	<ul style="list-style-type: none"> <li>Facilitate conference with Teacher and/or Student               <ul style="list-style-type: none"> <li>Thoughts &amp; Feelings shared</li> <li>Student is provided an opportunity to remedy the situation</li> <li>Ensure there is a verbal/written plan or commitment going forward, if needed</li> </ul> </li> </ul>
	<b>Administrator Support for Teacher</b>	<ul style="list-style-type: none"> <li>Classroom observation within one-week of the incident</li> </ul>

### **TOBACCO PRODUCTS & E-CIGARETTES**

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### **WITHDRAWAL PROCEDURES**

Advance notification (1 day) is needed to complete the withdrawal forms. Please inform the school of the students' last day of attendance, the new address, and the name of the new school. Only the legal parent/guardian is allowed to withdraw the child. The complete withdrawal form must be taken to the new school with a copy of the last report card attached.

### **TECHNOLOGY AND INTERNET:**

RYSS offers access to a computer network. All students must obtain written parental permission. Failure to follow guidelines for network communication will result in disciplinary action and computer access will be withdrawn. Should a parent prefer that a student not have internet access, use of the computer is still possible for more traditional purposes such as word processing.

### **INTERNET SAFETY:**

The district network serves as a primary platform for voice, video, and data transmission, as well as communication, storage, and application delivery. The internet is a primary source for research, information, and communication. However, with these privileges, users have certain responsibilities. It is expected that system users will utilize technology resources appropriately. Violations of this agreement may result in disciplinary action and/or legal consequences.

RYSS retains the right to periodically monitor and audit electronic devices, network usage, and internet activity to ensure compliance with this agreement and associated policies. Students are generally allowed access to the internet unless their parent or guardian has submitted a written request to the building principal indicating that internet access should be restricted. This request must be submitted annually to the building principal.

### **ONE TO ONE (1:1):**

RYSS STEM Academy Pasadena is preparing students for the Digital Age by integrating technology into their classrooms. Technology serves as a tool to provide more engaged, relevant, meaningful, and personalized learning experiences. Through the 1:1 initiative, students will have access to a computer and academic software throughout the school day.

### **STUDENT RESPONSIBILITIES:**

1. Students are responsible for their issued computer at all times. If equipment becomes damaged, lost or malfunctions, students shall report damage to their teacher immediately. Students are responsible for any loss or negligent damage done to the computer.
2. Students should not loan their computer to another student. Students shall be responsible for any activities conducted by others on their computer whether they had knowledge of that use or not.
3. Students are responsible for always carrying their computer in its issued case.
4. Students shall not download any software, music, pictures, videos, or any other files or reconfigure the computer unless instructed by a teacher.
5. Students shall save data to their assigned network drive or cloud storage.
6. Detailed history of all internet sites accessed, and all student files are subject to monitoring.
7. Each computer will be identified by a specific number (bar code number) and assigned to a student. To ensure that a student always has his assigned computer, computers should never be switched. The identification tag must always remain on the device. If the identification tag is lost, the student must immediately notify a teacher or an administrator.

### **CARE OF THE COMPUTER:**

Students are responsible for properly caring for the computer. If the computer is damaged or not functioning correctly, it should be taken to the designated contact on campus. Please adhere to the following precautions:

1. Always supervise and do not leave the computer unattended.
2. Avoid placing food and liquids near the computer.
3. Refrain from stacking heavy objects on top of the computer.
4. Do not attempt to repair or reconfigure the computer.
5. Avoid writing, drawing, sticking, or adhering anything to the computer or its case.
6. Keep the computer away from magnets.
7. Use a clean microfiber cloth for screen cleaning.
8. Ensure nothing is placed on the keyboard before closing the computer.
9. Student Privacy
10. Internet filtering software is in place to automatically filter internet access while connected to the RYSS network.
11. Students should be aware that they have no expectation of privacy regarding any information stored on, accessed from, or used with the computer. The computer is the property of RYSS, and authorized district and school officials may monitor the computer or access its contents at any time.

## Technology Acceptable Use Policy Agreement Form

The Technology Agreement Form covers various aspects, including:

- **Responsible Use:** Students will be educated on the appropriate and ethical use of technology. This includes respecting intellectual property, practicing good digital citizenship, and adhering to school rules during online activities.
- **Device Care:** Students will learn how to properly handle and care for school devices. This includes guidelines for storage, transportation (if applicable), and basic maintenance. If the device becomes damaged / lost due to negligence on the behavior of the student, the student responsible will be held liable to financially repair the damaged / lost device.
- **Online Safety:** We emphasize the importance of online safety and privacy. Students will be taught about protecting personal information, recognizing online risks, and reporting any inappropriate or concerning content. RYSS is subject to monitoring students' activity on devices using RYSS internet access. Inappropriate use of sites will be subject to disciplinary action.
- **Parental Involvement:** We encourage parents/guardians to engage in their child's digital education. By signing the agreement, you commit to staying informed about your child's technology usage and supporting their responsible online behavior.
- **Lost/Stolen/Damaged:** A cost of **\$400 dollars** will be charged to replace any lost, stolen, or damaged technology by the student. Failure to pay for the lost, stolen, or broken technology device will result in the student not being allowed to receive a replacement device and from receiving final grades and report card.

We ask parents/guardians to carefully review the attached Technology Agreement Form with your student. Discuss the terms, expectations, and responsibilities outlined in the form together. Should parents/guardians have any questions or concerns, please contact the school.

### **FEES, FINES AND REPAIR:**

Each student receives a computer in good working condition with standardized software. It is expected that students will keep the computer in good condition. Failure to do so may incur out-of-pocket costs, as outlined in the table below. All outstanding payments must be settled before a replacement computer will be issued.

In the event of a missing or stolen device, immediate reporting to school administrators is required. The student/parent is responsible for providing information for a police report by the earliest available school day. Any claim of theft must be accompanied by this police report as evidence. If a device is determined to be intentionally damaged or shows persistent damage, the student will be held liable for the full repair cost. Failure to comply with the guidelines may result in disciplinary action and may impact the student's academic performance when deemed appropriate.

### **USE OF SOCIAL NETWORKING/DIGITAL TOOLS:**

Students are allowed to participate in district-approved social media learning environments that are relevant to curricular projects or school activities. They may utilize various digital tools, including but not limited to mobile devices, blogs, discussion forums, messaging, and online meeting sessions.

All students at RYSS STEM Academy Pasadena will be provided with a district-assigned network login, account, and calendar. These accounts are intended for school-related projects and serve as a secure platform for students to store their school-related documents online using services like Microsoft OneDrive or Google Drive.

While efforts have been made to ensure a safe and secure student account, it remains the responsibility of users to adhere to all school rules, follow teacher instructions and procedures, and report any instances of inappropriate use or content to school staff. The student account is designed to support the instructional process, and therefore, all messages sent through the system may be reviewed by the assigned instructor. To maintain and secure the system, technology support personnel may also have access to email communication. Please follow the email guidelines provided below and use common sense to evaluate your actions when using district accounts.

**DISCLAIMER:**

In the process of protecting the network, RYSS cannot guarantee the confidentiality of information. The district is not responsible for phone/credit card bills, or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the district.

**TELECOMMUNICATION DEVICES, INCLUDING MOBILE TELEPHONES:**

"Telecommunication devices" mentioned in this section refer to any device that emits an audible signal, vibrates, displays a message, or otherwise notifies or delivers a communication to the possessor. This includes, but is not limited to, cell phones, etc. In case of emergencies, parents can contact the school office to relay messages.





# SCHOOL – HOME COMMUNICATION

### **WEBSITE**

Visit RYSS STEM Academy Pasadena webpage at <https://www.ryss.org/Pasadena> to stay updated.

### **SOCIAL MEDIA PLATFORMS**

RYSS STEM Academy Pasadena can be followed to stay updated on events, parent meetings, sport opportunities.

#### **Social Media Platforms:**

- Facebook: <https://www.facebook.com/RYSSPasadena>
- Instagram: <https://www.instagram.com/rysspasadena/>

### **SCHOOL/HOME COMMUNICATION**

To ensure effective communication between the school and parents, RYSS STEM Academy Pasadena utilizes various channels such as the website, postal service, newsletters, emails, and phone-out systems. It is crucial for parents to promptly notify the school office of any changes in contact information, including address or phone numbers (cell and home), to facilitate timely communication. A monthly newsletter will be sent home to students to keep parents informed.

If a parent has concerns regarding a school policy or employee, the following steps should be taken to address the issue promptly:

1. Contact the appropriate teacher. Parents are encouraged to schedule a conference with the teacher during their conference period, preferably by arranging it in advance.
2. If the problem persists, contact the grade level administrator. A contact form is available in the main office, or parents can send an email to initiate further discussion and resolution.



# APPENDIX

**Raul Yzaguirre Schools for Success  
2024 – 2025**



**Student Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Media Consent and Release Form**

Throughout the school year, students may be highlighted in efforts to promote Raul Yzaguirre School for Success' (RYSS) activities and achievements. For example, students may be photographed, or videotaped for promoting and/or to increase public awareness of RYSS through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

As the parent or guardian, I hereby give RYSS and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital, or printed media.

- A. This is with the understanding that neither RYSS nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child's participation.
- B. I further release and relieve RYSS, its Board of Trustees, employees, and other representatives of any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent and Release of Liability statement and fully understand—its terms and conditions.

Please understand that failure to return this release form within ten (10) school days from the date of distribution will constitute approval of the above requests.

Please Print

Name of child \_\_\_\_\_ Grade \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Phone Number: \_\_\_\_\_

## MIPS AUTHORIZATION

By signing below, you hereby authorize without reservation, any party or agency contacted by this employer to furnish the information provided below. You further authorize ongoing procurement of reports at any time during your employment (or contract). You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

You have a right to make a request of JD Palentine, LLC, upon proper identification and the payment of any legally permissible fees, for the information in its files on you at the time of your request.

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish First Advantage with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the consumer report, if one is obtained, please check this box. If checked and you are a California applicant, a copy of the consumer report will be sent within three (3) days of the employer receiving a copy of the consumer report.

Print your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License State: \_\_\_\_\_ License Number: \_\_\_\_\_

*The following is for identification purposes only to perform the background check:*

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Race: \_\_\_\_\_ Gender (M or F): \_\_\_\_\_

Other or Former Names: \_\_\_\_\_

Professional License: \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_

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

- School Volunteer: \_\_\_\_\_ Student Teacher

**\*Cleared and notified individual and Voluntary Point of Contact & Intervention Dept. on:**

\_\_\_\_\_



Raul Yzaguirre Schools for Success  
RYSS STEM Academy Pasadena  
1062 Fairmont Pkwy., Pasadena TX, 77504  
832 - 482 - 9583

## RYSS STEM ACADEMY PASADENA

2024 – 2025

### Technology Acceptable Use Policy Agreement Form

Dear Parents/Guardians,

As we continue to embrace technology in education, we want to ensure a safe and responsible digital environment for our students. In this regard, we are introducing our updated Technology Agreement Form that outlines the expectations, guidelines, and commitments for technology usage within our school community. Our goal is to provide students with the tools and skills they need to succeed in a digital world while also promoting a respectful and secure online presence. The Technology Agreement Form covers various aspects, including:

**Responsible Use:** Students will be educated on the appropriate and ethical use of technology. This includes respecting intellectual property, practicing good digital citizenship, and adhering to school rules during online activities.

**Device Care:** Students will learn how to properly handle and care for school devices. This includes guidelines for storage, transportation (if applicable), and basic maintenance. If the device becomes damaged / lost due to negligence on the behavior of the student, the student responsible will be held liable to financially repair the damaged / lost device.

**Online Safety:** We emphasize the importance of online safety and privacy. Students will be taught about protecting personal information, recognizing online risks, and reporting any inappropriate or concerning content. RYSS is subject to monitoring students' activity on devices using RYSS internet access. Inappropriate use of sites will be subject to disciplinary action.

**Parental Involvement:** We encourage parents/guardians to engage in their child's digital education. By signing the agreement, you commit to staying informed about your child's technology usage and supporting their responsible online behavior.

**Lost/Stolen/Damaged:** A cost of \$400 dollars will be charged to replace any lost, stolen, or damaged technology by the student. Failure to pay for the lost, stolen, or broken technology device will result in the student not being allowed to receive a replacement device and from receiving final grades and report card.

We kindly request you to carefully review the attached Technology Agreement Form with your child. Discuss the terms, expectations, and responsibilities outlined in the form together. If you have any questions or concerns, please do not hesitate to contact us.

To provide your consent and acknowledgment of the terms, please sign and return the form to your child's homeroom teacher. Students who return the signed forms will be granted access to school technology resources.

☐ *Yes, I give permission for my student to have user access to RYSS internet and technology and my signature below is an acknowledgement that it will be my responsibility to financially pay for any technology lost, stolen and/or damaged*

☐ *No, I do not give permission for my student to have access to RYSS technology and internet.*

Student Name: \_\_\_\_\_

Student Grade: \_\_\_\_\_

Student ID: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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



**CHAMPIONS**

**EXPLORE.  
PLAY.  
LEARN.**



**Give your child a creative space to discover what they love, be original, and build friendships!**

Are you craving some community and normalcy now that school is back in session? Our programs for kids in grades K–6 are here for you! We partner with local schools to complement the learning they offer with our own robust curriculum for elementary schoolers. Plus, kids get extra time in the school day to connect and laugh with friends their age!

Find your back-to-school groove. Our programs take extra-special care of hearts and minds, and give kids a safe space to do what they do best—be kids!

### **LOCATION**

RYSS STEM Academy  
1062 Fairmont Pkwy  
Pasadena, Tx. 77504

### **DATES & HOURS**

After Care  
Dismissal until 6:00PM  
  
NCI/Subsidy Accepted  
License #1799703

### **PRICING**

1-2 Days-\$50/wk  
3-5 Days- \$78/wk

**CALL OR EMAIL US FOR  
MORE INFORMATION,  
OR TO SCHEDULE A**

Site Director: Kim Leon 971.469.7546

E-Mail: [Kimberly.Leon@discoverchampions.com](mailto:Kimberly.Leon@discoverchampions.com)

Enroll [@discoverchampions.com](https://discoverchampions.com)



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## Acknowledgement of the Parent-Student Handbook Form



### Acknowledgment of Distribution of the 2024 - 2025 RYSS District and Campus Parent-Student Handbook

My child and I have been offered the option to receive a paper copy or to electronically access the school website <http://www.ryss.org/Pasadena> the 2024 - 2025 District & Campus Parent-Student Handbook.

**I have chosen to:**

☐ Accept responsibility for accessing the Parent-Student Handbook by visiting the Web address listed above.

**or**

☐ Receive a paper copy of the Parent-Student Handbook.

I understand that the Student 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 here. If I have any questions regarding this Handbook, I should direct those questions to my child's campus principal.

---

*Printed name of student*

---

*Signature of student*

---

*Signature of parent*

---

*Date*

*Grade:*

<i>preK3</i>	<i>preK4</i>	<i>Kinder</i>	<i>1<sup>st</sup></i>	<i>2<sup>nd</sup></i>	<i>5<sup>TH</sup></i>
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