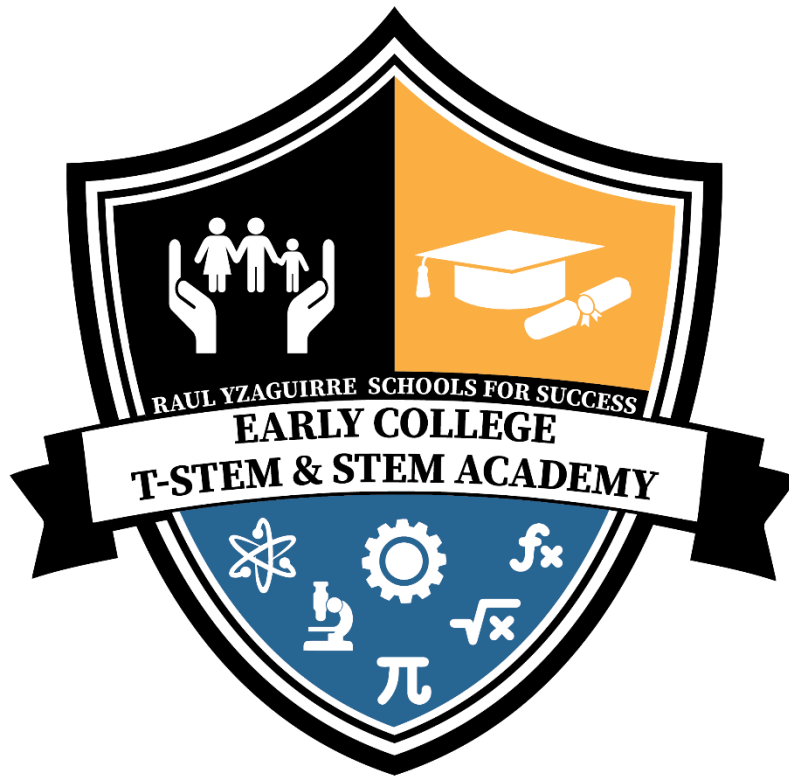


Raul Yzaguirre Schools for Success
Early College T-STEM & STEM Academy



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

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Early College T-STEM & STEM Academy

2950 Broadway Street
Houston, Texas 77017
Tel: 713 – 640 – 3700

Established: 1997

Mascot: Panther

School Colors: Black and Gold

Website: <https://www.ryss.org/earlycollege>

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

David Corpus	TCCC Board Chair and RYSS Board Vice-Chair
Anthony Magdaleno	RYSS Board Chair and TCCC Board Vice-Chair
Margaret Dunlap	TCCC and RYSS Board Secretary
Marco Martinez	TCCC/RYSS Treasurer Member
Gina De Leon	TCCC Member
Sonia Gonzales	TCCC Member
Genesis Loera	TCCC Member
Joaquin Martinez	TCCC Member

RYSS Superintendent: Adriana Tamez

Early College T-STEM & STEM Academy Administration:

Mrs. Noelia Longoria	Principal
Mr. Damon Jasso	Assistant Principal
Mr. Adan Montelongo	Instructional Specialist
Mrs. Olga Reyes	Counselor
Mrs. Daniela Botello	Counselor

Early College T-STEM & STEM Academy Administration Support Staff:

Ms. Rebeca Martinez	SEL Counselor
Ms. Michelle Bracho	School Nurse
Officer Jose Rodriguez	Campus Police Officer



Early College T-STEM Academy
Early College STEM Academy
Raul Yzaguirre Schools for Success
2950 Broadway, Houston, TX 77017

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.

Early College T-STEM & STEM Academy uniform requirements are enclosed. Your support of the school uniform is critical in continuing to create an environment at Early College T-STEM & STEM Academy that is conducive to learning. Please review the school uniform expectations with your child carefully. 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.

As the new school year begins, I would also like to emphasize the importance of good attendance. Students should make every effort to be at school daily. Students with more than 3 absences are subject to losing credit. **School begins Monday, August 12, 2024.** We have included our 2024 – 2025 school calendar. We will continue an after-school program with a variety of choices for students.

School Hours:

- Monday through Friday from 8 a.m. to 4 p.m.

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/earlycollege> for important updates and information regarding campus updates. If you have any questions or concerns, please call us at: 713-640-3761.

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

Sincerely,

Noelia Longoria



Early College T-STEM Academy
Early College STEM Academy
Raul Yzaguirre Schools for Success
2950 Broadway, Houston, TX 77017
713 – 640 – 3761

Agosto 2024

Estimados padres/guardianes:

Bienvenido 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/a. Juntos compartiremos las responsabilidades de la educación de su estudiante.

Se adjunta el vestimenta de 2024 – 2025 para los alumnos de Early College T-STEM & STEM Academy. Su apoyo a este vestimenta es fundamental para continuar creando un ambiente en Early College T-STEM & STEM Academy que se propició para el aprendizaje. Revise el código de vestimenta con su hijo/a detenidamente.

Al comenzar el nuevo año escolar, también me gustaría enfatizar la importancia de una buena asistencia. Los estudiantes deben hacer todo lo posible por estar en la escuela todos los días. ¡Los estudiantes con más de 3 ausencias están sujetos a perder crédito! La escuela comienza el 12 de agosto de 2024. Continuaremos con un programa extracurricular con una variedad de opciones para que los estudiantes elijan.

Horas de escuela:

- lunes a viernes de 8 a.m. a 4 p.m.

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

También alentamos a las familias a mantenerse conectadas e informadas siguiendo el sitio web de nuestro distrito: <https://www.ryss.org/Domain/10> para obtener actualizaciones e información importantes sobre nuestros planes de reapertura. Si tiene alguna pregunta o inquietud, llámenos al: 713-640-3700.

Esperamos poder servir a su estudiante y estamos entusiasmados con las oportunidades para el próximo año escolar.


Atentamente,

Noelia Longoria
Directora

Welcome to Early College T-STEM & STEM Academy 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 Early College T-STEM & STEM Academy. 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/earlycollege>.

EARLY COLLEGE MISSION, VISION, AND MOTTO:

<h2 style="text-align: center;">Early College T-STEM & STEM Academy</h2>	
<p style="text-align: center;">Vision:</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;">Mission:</p> <p>Early College T – STEM & STEM Academy 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;">Motto:</p> <p>“Empowering Students to Roar to Success”</p>	 <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p style="text-align: center;">We are Panthers! Hear us Roar!</p> <p style="text-align: center;">We pledge to:</p> <p>R – Respect Everyone O – Own and Account for our Learning A – Actively Engage in the Learning R – Respond with Self – Control</p> </div>

SIGNED STUDENT / PARENT SIGNATURE PAGE MUST BE RETURNED TO SCHOOL AFTER THE HANDBOOK IS RECEIVED AND READ (See Page 46)

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 21st century skills through participation in innovative college and career readiness programs.

It is our goal to see each student that graduates from Early College T-STEM & STEM Academy attend a two or four-year college or enroll in a career specific training institute upon graduation from high school.

CAMPUS PROFILE

<u>YEAR</u>	<u>CAMPUS NAME</u>	<u>ETHNICITY</u>	<u>ENROLLMENT</u>
2022-2023	EARLY COLLEGE STEM ACADEMY	Hispanic/Latino	<330
2022-2023	EARLY COLLEGE STEM ACADEMY	White	<10
2022-2023	EARLY COLLEGE T-STEM ACADEMY	Hispanic/Latino	<320
2022-2023	EARLY COLLEGE T-STEM ACADEMY	White	<10

CONTACT INFORMATION

Reception Desk at Early College T-STEM & STEM Academy number is: 713 – 640 – 3761

CHANGE OF ADDRESS / TELEPHONE NUMBER

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

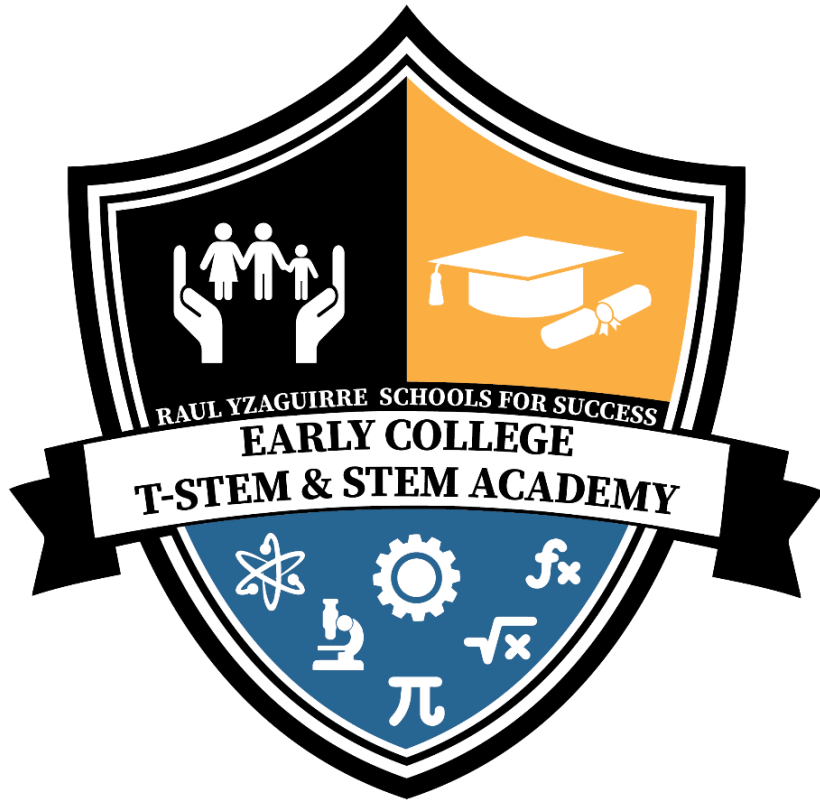
EMERGENCY CONTACT INFORMATION

Parents will receive a nurse card 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 should arise where parents need to be contacted.

EARLY COLLEGE T-STEM & STEM ACADEMY'S COMMITMENT TO: FAMILIES, STUDENTS, AND COMMUNITY

Early College T-STEM & STEM Academy 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 OVERVIEW

Early College T-STEM & STEM Academy 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.

CURRICULUM PROGRAMS

AP COURSES:

Early College T – STEM & STEM Academy offers advanced courses to middle and high school students in reading language arts, math, science, and social studies.

STEM (Science, Technology, Engineering, Math):

RYSS is committed to support and promote STEM education on our campus. Our students will be provided with educational opportunities in science, technology, and math. Students will engage in critical thinking opportunities to achieve skills that support how to problem solve.

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 2024.

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 and meeting HB 4545 requirements. To adhere to the HB4545, all middle school students receive Math and Reading enrichment classes. Furthermore, in high school, students that did not pass STAAR EOC assessments will be placed in support class. Please refer to HB 4545 for more information.

GIFTED AND TALENTED:

All students at our campus will learn and be provided with instruction that addresses their specific needs. Our teachers have been trained to provide our gifted and talented students with a challenging curriculum to expand their knowledge and develop into independent learners who go beyond the traditional curriculum. In addition, our gifted and talented students are allotted with a specific time in their instructional day to work specifically on their GT Project. The GT Program is designed for students who perform at a higher level and demonstrate creative and productive thinking.

SPECIAL EDUCATION SERVICES:

ECMS/ECHS complies with all state and federal regulations regarding the placement and services provided to students identified as needing special education services. Special education services are guided by a student's Individual Education Plan (IEP), as defined by the student's Admission Review and Dismissal (ARD) committee decision.

SPECIAL EDUCATION AND SPECIAL NEEDS:

RYSS will provide services to all our students who have exceptional needs. All students will have equitable access to the general education curriculum in the least restrictive environment. Our goal is to provide our students with academic support and a variety of instructional services to meet their needs.

SPECIAL EDUCATION SERVICES:

If a parent makes a written request for an initial evaluation 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 no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the

school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

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:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

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.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)

- Texas Project First

GRADING

PROGRESS REPORTS & REPORT CARDS

Progress reports will be sent on the third week of every grading period and report cards will be sent home at the end of every six weeks. 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. Progress reports and report cards **must** be signed and returned to the teacher the following school day. The school calendar will provide parents with dates when progress reports and report cards will be distributed.

Early College T-STEM & STEM Academy GRADING CYCLE – Six Weeks

Grading Cycle	Cycle Date	Report Card Dates
1 st 6 weeks	August 12 – September 19	September 27, 2024
2 nd 6 weeks	September 23 – November 1	November 7, 2024
3 rd 6 weeks	November 4 – December 19	January 10, 2025
4 th 6 weeks	January 7 – February 21	February 21, 2025
5 th 6 weeks	February 24 – April 17	April 25, 2025
6 th 6 weeks	April 21 – June 3	June 3, 2025

GRADING SCALE:

90-100 = A
 80-89 = B
 75-79 = C
 70-74 = D
 Below 70 = F

GRADING RUBRICS:

Assignment	Percentage
-------------------	-------------------

Test Common Assessment	35%
Quiz/Checkpoint	35%
Classwork	30%

CONDUCT:

Marks in conduct are of great basis of these standards.

E= Excellent

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

S= Good

The student's behavior is satisfactory.

P= Poor

The student's behavior requires regular attention qualifies less than satisfactory; needs improvement

U= Unsatisfactory

The student's behavior is consistently unsatisfactory or disruptive.

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

PARENT & TEACHER CONFERENCES

Regular, pre-scheduled, parent-teacher conferences are encouraged. Parents are requested to arrange conferences during the teacher's planning period and / or office hours. Please make other arrangements for preschool children when conferences or classroom visits are scheduled. To ensure that proper protocol is followed, parents are to meet with the teacher first, and then the grade level administration. If the situation requires further attention, the principal will be asked to intervene.

FIELD CULTURAL EXPERIENCES

Early College T-STEM & STEM Academy practices and exposes all students to various cultures from different parts of the world.



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.

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, juvenile court proceedings documented by probation officer, 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 with the teacher. Written excuses for absences or tardiness should be in the school's possession no later than three school days after the date of the absences. The three-day period shall begin with the day the student returns to school.

Tardy Policy

Number of Unexcused Tardies	Disciplinary Action	Intervention Action Steps
1	Teacher-student conference: Teacher reminds students about arriving on time.	<ul style="list-style-type: none"> Teacher has a conference with student(s).
2	Parent Contact: Teacher counsels students & reinforces expectations; Teacher informs students about implementing parent notifications; reminds student next tardy will result in detention.	<ul style="list-style-type: none"> Teacher will notify parent/guardian Teacher has the option of assigning lunch detention or any approved disciplinary action.
3	Afterschool Detention: Teacher informs student of 3 rd tardy and impending detention; Teacher should also notify parent/guardian of chronic tardiness and that detention will be scheduled by grade level clerk or administrator.	<ul style="list-style-type: none"> Admin and Teacher will conference with the student. Admin will notify parent/guardian of tardy violations, discipline assigned, and progressive disciplinary plan if needed.

Attendance Policy

Number of Unexcused Absences	Disciplinary Action	Intervention Action Steps
3	Teacher-student conference: Teacher reminds students about attending class regularly	<ul style="list-style-type: none"> Teacher has a conference with student(s).
4	Parent Contact: Teacher counsels student & reinforces expectations. Teacher informs students about parent notification and reminds student next absence will result in	<ul style="list-style-type: none"> Parent/guardian will be notified Teacher has the option of assigning detention or any

	disciplinary action.	approved disciplinary action.
5	Parent Conference: Teacher informs student of 5 th absence and impending disciplinary action. Admin should also notify parent/guardian of chronic tardiness, if applicable, and that discipline will be scheduled by grade level administrator.	<ul style="list-style-type: none"> • Admin and Parent will conference with the student. • Admin will notify parent/guardian of other attendance violations, discipline assigned, and progressive disciplinary plan if needed. • Contract will be signed
5 +	2nd Conference: Teacher informs student of excessive absences and impending disciplinary action. Admin should also notify parent/guardian of chronic tardiness, if applicable, and that discipline will be assigned by grade level administrator.	<ul style="list-style-type: none"> • Admin and Parent will conference with the student. • Admin will notify parent/guardian of other attendance violations, discipline assigned, and progressive disciplinary plan if needed. • Contract will be signed • Non-Renewal may be discussed

EARLY PICK UP

If there is a need for a student to be picked up before dismissal, the Main Office staff will only release the student to the parent or guardian. If parents wish for other individuals to have access to their child, this information must be documented on the child's Emergency Contact form. It is imperative that all documentation is current. Any individual picking up students must possess a valid ID and **MUST check out the student from the Main Office**. Students will not be released for early pick up after 3:00

Students should not be calling or text their parent / guardian 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		

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						

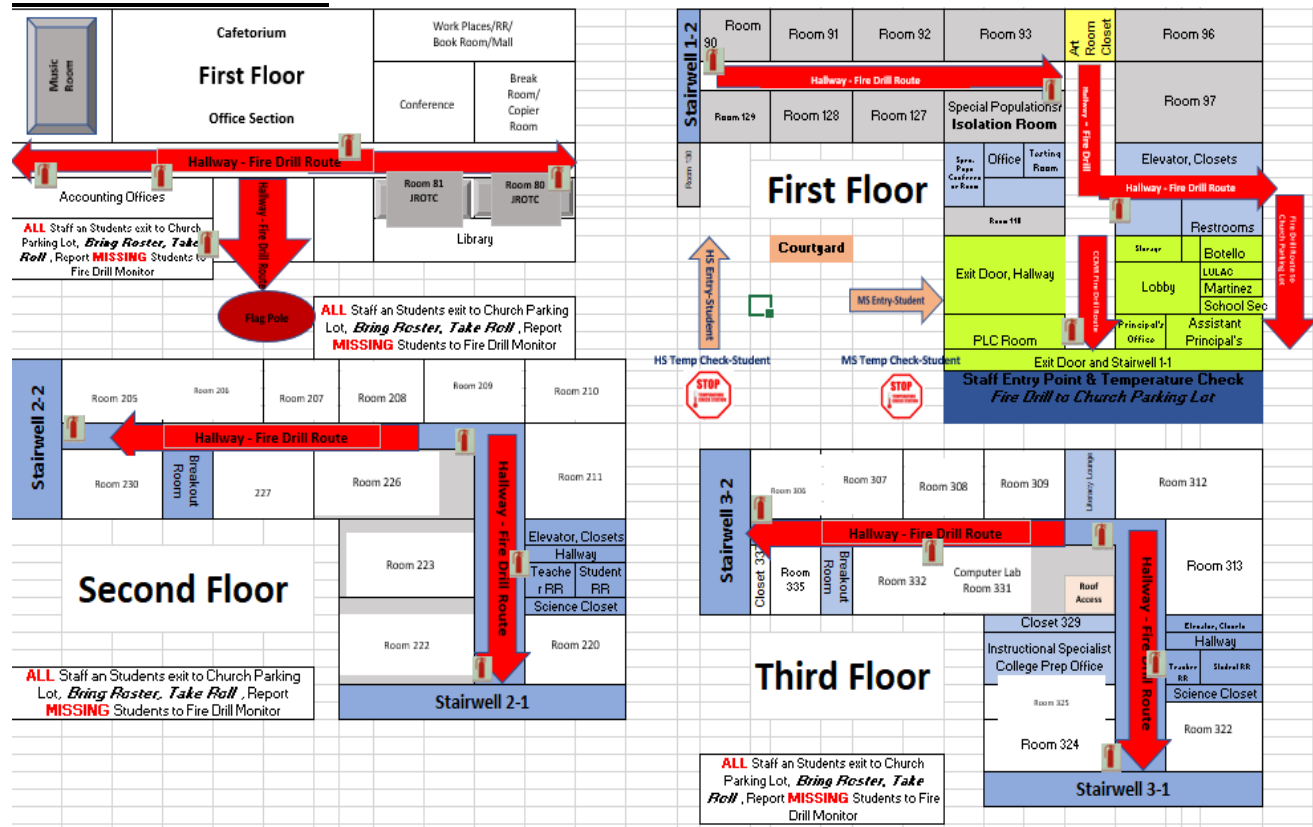
June 2025

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				

CONTACTING FACULTY & STAFF

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

EMERGENCY PLAN



SAFETY

For increased safety of our students, a security and police officer are assigned to our campus on a daily basis. The officer assists administration in keeping our campus safe.

Our drive-in gates will remain locked between 9:00 a.m. and 2:45 p.m.

Courtyard gates will close promptly at 8:10 a.m. and will remain locked until 4 p.m.

Students that arrive after 8:10 a.m. will be required to enter and check-in at the main building.

ARRIVAL & DISMISSAL PROCEDURES



Students are to report to the cafeteria or courtyard each morning until the ringing of the first bell at 7:50 a.m. Students are not allowed to enter the building without written permission/pass from a teacher or administrator. Students are not permitted to gather outside in the morning from 7:50 a.m. and 8:05 a.m.) while waiting for the admittance bell. Loitering in the faculty parking lot, courtyard, in the streets, or in the surrounding neighborhood (businesses) is not allowed. The building is closed to students at 4:15 p.m. unless participating in a pre-approved activity / event.

BUILDING & CAMPUS HOURS:

The campus is open to students at 7:15 a.m. **Any student arriving before 7:15 a.m. will not be allowed in the courtyard or building and must wait at the front of the entrance doors to the courtyard.**

Parents who drive their children to school and/or pick them up after school, are requested to drop off and pick up their children by the entrance doors to the courtyard adjacent to Broadway Street.

DAILY OPERATIONS

Daily Schedules:

Breakfast Schedule (All Grades) **7:15 a.m. – 8:15 a.m. / Monday through Friday**

Instructional Day Schedule: **8:00 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
4:00 p.m. Dismissal

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

BELL SCHEDULE

A Day Periods	B Day Periods	Time
1	6	8:00-9:00
2	7	9:05-10:35
3	8	10:40-12:50
Lunch A		10:40 - 11:10
Lunch B		11:13 - 11:43
Lunch C		11:45 - 12:15
Lunch D		12:20 - 12:50
4	9	12:55-2:25
5	10	2:30-4:00

STUDENT DRIVERS

Students with a valid driver's license must possess valid insurance coverage when operating a vehicle. Any driver without proper identification will be subject to a ticket issued by Houston Police Department. Students must complete an application to receive a parking permit from our school a \$20 registration fee.

DRESS CODE

The dress code is designed to promote a safe learning environment free of distractions. Several areas are directly addressed; however, any item determined to be a distraction to the education process will not be allowed. The administrative team will serve as the final arbitrator to determine what distracts from the educational process. Parents are asked to monitor their child's attire since violations may result in students being removed from classes.

All Students:

- ID Cards must be worn and visible daily.
- Khaki/black pants (not too tight or too baggy). Must be worn at the waist.

- School polo shirt with **school logo**.
 - Maroon and/or Navy Blue for middle school
 - Black for high school
- No caps/hats are allowed.
- Only jackets bought from Early College T-STEM & STEM Academy may be worn. Uniform shirt must be worn under.

For Girls:

- Khaki/black/navy blue skirts can be no shorter than knee length (not too tight).

For Boys:

- Baggy or sagging pants and oversized shirts are **NOT** allowed.

Jackets/Sweaters:

- **ONLY** jackets bought from Early College T-STEM & STEM Academy may be worn.
- No hoodie/hat may be worn during school hours.

Shoes/Socks:

- Footwear must be worn at all times.
- Tennis shoes, canvas, or leather shoes are permissible during school hours.
- No flip flops, sandals, CROCS, high heels, and backless shoes.

BACKPACKS / BOOK BAGS / PURSES

- If students carry backpacks or book bags, it must be mesh or clear so that the contents may be seen.
- Students may bring a purse that is 6 inches x 8 inches or smaller and must also be clear or mesh.

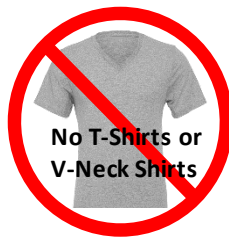
ID BADGES

- ID's will be issued in a clear pocket with a lanyard for free at the beginning of the year
- ID's, ID pocket, and lanyards that need to be replaced will be charged as follows:
 - Replacement ID: \$5
 - Replacement ID Pocket: \$1
 - Replacement Lanyard: \$2

Students out of compliance with dress code will be referred to administration.

Middle School 6-8

Navy Polo shirt with School Logo



No T-Shirts or
V-Neck Shirts



High School 9-12

Black Polo shirt with School Logo



Navy Sweater with School Logo



Black Sweater with School Logo



ALL STUDENTS

Lower Garment

- Black, Navy, or Khaki pants or skirt
- All lower garments must be worn at the waist
- Undergarments must not be visible
- Skirts must be knee-length



Spirit Day-Friday's Only

- RYSS Spirit Shirts, College shirt, JROTC shirt, or Uniform Shirt may be worn with jeans
- Jeans with rips, holes, or frays may **NOT** be worn



Shoes

- Shoes **MUST** be closed toe.
- No Sandals, slides, flip flops, or Crocs



Backpacks and Purses

- All bags and purses **MUST** be clear or mesh



STEM Academy is a closed campus. All visitors are to provide and be approved through the main office to secure a visitor's pass. All visitors **MUST** present a state issued picture ID. Student visitors, unless given specific approval from the principal's office, are not allowed on campus. Early College T-STEM & STEM 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.

ADDRESS & PHONE NUMBER

Early College T-STEM and STEM Academy
Raul Yzaguirre Schools for Success
2950 Broadway, Houston, TX 77017
713 – 640 – 3761

VISITOR PARKING

All visitors should park at the church, **Church of Jesus Crist of Latter-day Saints**, parking lot.



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. The school nurse will observe the following rules:

- Medications will be administered at school only if it cannot be administered at home.
- Medication administered at school must have a written request/authorization from the student's parent/guardian, must be in the original container and properly labeled.
- 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

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 a specified time period.

Medication must be from the U.S. No medication from Mexico or foreign countries will be administered by school nurses or school personnel.

Medication must be brought and picked up by responsible adult. It is against school rules for students to have medication in their possession. 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, and administration.

The district does not provide medication of any kind to students. The parent/guardian will be contacted if a student is in need of medication during school hours.

Parents 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.*

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 as well as 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 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 be admitted to the clinic, a student must have a written pass from the teacher whose class the student is missing.
- Each student must sign in and out on the daily register when coming to the clinic.
- Any students who wish to leave school because of illness must come through the clinic and sign out in the attendance office.
- A parent or responsible adult named on the student's "Pick Up" form must be notified before the student is dismissed from school because of illness. The student may only be released by this person as well.
- 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.

Students should NOT call their parents to pick them up before they report the nurse's office.

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

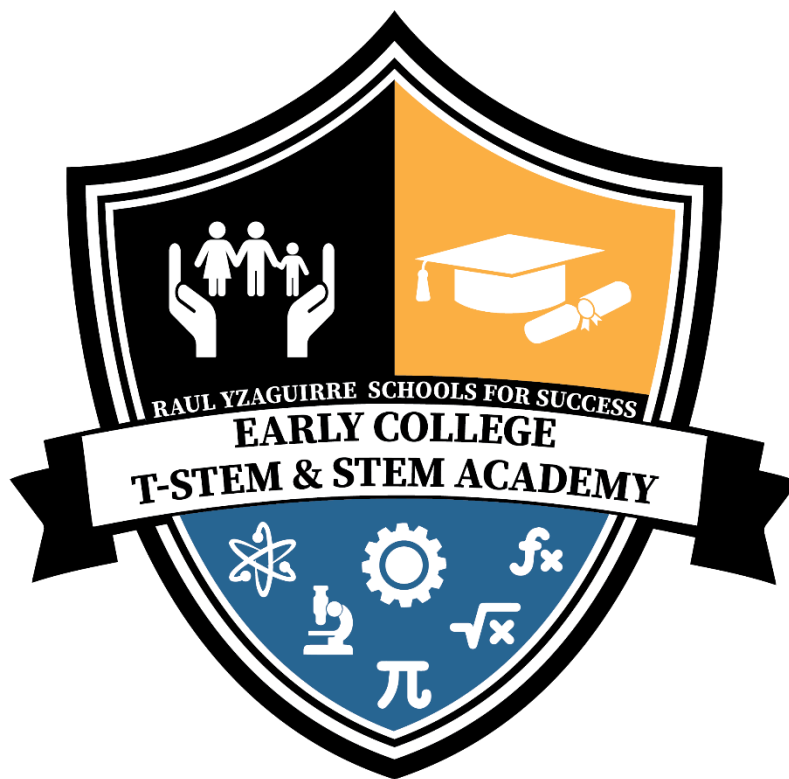
Early College T-STEM & STEM Academy strives to ensure the well-being of all students. Early College T-STEM & STEM Academy offers counseling services through Baylor University for all students who are 13 years of age. Parents must sign a consent form agreeing to allow your student to receive the service.

In addition, our school counselors, Mrs. Reyes and Mrs. Botello, provide support for all students during the school day and finds programs outside of RYSS if needed.

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 districts

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



STUDENT LIFE

EXTRA CURRICULAR

A student who participates in extracurricular activities must maintain passing grades of 70 or higher. This academic expectation will be firmly enforced for student-athletes each progress report and report card cycle.

SPORTS:

- Flag Football
- Soccer
- Basketball
- Volleyball
- Cross Country
- Softball
- Baseball
- Dance-Pantherettes

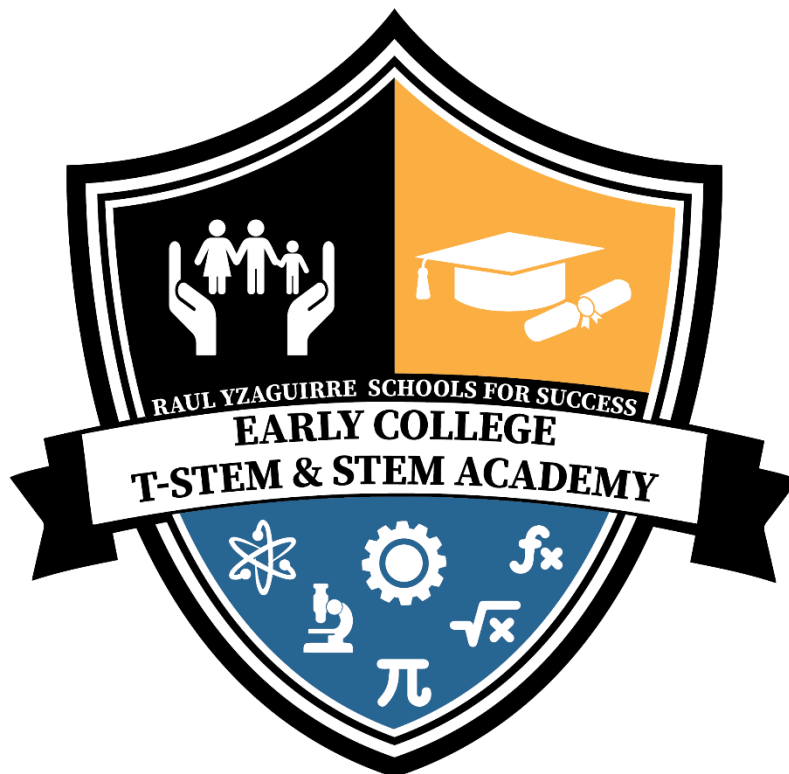
CLUBS

Early College T-STEM & STEM Academy offers various clubs and organizations that enrich and support academics such as Art Club, Chess Club, Student Council, JROTC, Band, and Entre Mujeres.

FIELD TRIPS

Students must have permission from parent / guardian to attend field trip. Monies and permission slips for field lessons must be collected before the day of the field lesson. Verbal authorization to attend a field lesson **will not** be allowed.

Students will adhere to the uniform policy and code of conduct before and during any school sponsored event. Any student(s) who does not comply will be sent back to school and/or will no longer attend the next field trip scheduled.



SAFETY

CLOSED / OPEN CAMPUS

Our gates will remain locked between 8:30 a.m. and 2:45 p.m.
Courtyard Gates will be locked promptly at 8:10 each morning.

VISITORS

Early College T-STEM & STEM Academy is a closed campus. All visitors are to provide picture identification and must be approved through the main office to secure a visitor's pass. All visitors **MUST** present a state issued picture ID. Student visitors, unless given specific approval from the principal's office, are not allowed on campus. Early College T-STEM & STEM 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.

VISITOR PARKING

All visitors should park at the church, Church of Jesus Christ of Latter-day Saints, parking lot.

HAND – HELD AND WALKTHROUGH METAL DETECTORS

GENERAL GUIDELINES AND PROCEDURES FOR THE USE OF HAND-HELD AND WALK-THROUGH METAL DETECTORS

Purpose: Any search pursuant to these guidelines is designed to deter the bringing of weapons and other dangerous items onto school grounds and to thereby reduce the potential for violent incidences.

General Guidelines and Procedures:

These guidelines are designed to ensure that searches conducted with a metal detector are lawful, unbiased, and respectful of the right of privacy. Therefore, the principal or designee will be present when these searches take place. Resource officers along with law enforcement officials shall oversee operating metal detectors in the schools.

Prior to conducting searches using metal detectors, school system officials shall take the following actions:

- Students shall be put on notice through announcements on the public address system and/or in other ways that they are subject to being searched with metal detectors at any time.
- As soon as feasible, the student handbook will be given to further inform the students and their parents or guardians of the policy of using metal detectors for searches. The public will also be made aware of the use of metal detectors at school and at extracurricular activities. Students and non-students will be made aware that they are subject to being searched by metal detectors anytime they are on school property.
- The public will also be made aware of the use of metal detectors at school and at extracurricular activities through the available media and communication.

Procedures:

1. The principal or designee and resource officer along with law enforcement officials will operate the walk-through metal detectors.
2. All students entering the school may be subjected to the walk-through metal detectors, although the law enforcement officials or the school principal or designee could choose to limit the search by a pre-determined random or general formula.

Example: Random - Search every third or fourth person entering school, every other bus, or every other classroom.

General - All students and visitor at an event are searched as they enter school today. The school principal or designee and/or law enforcement officials are prohibited from selecting a particular student or visitor to search unless there is a reasonable suspicion to believe that the student or person is in possession of a weapon and/or dangerous instrument.

3. The principal or designee or law enforcement officials will ask the student to place any bags or parcels on the table and remove all metal objects from his/her person, along with any metal objects from any bags, parcels, or other containers being carried. After the above request has been made and the student has been given the opportunity to comply, the student will be asked to walk through the metal detector.
4. If the detector signals on a student, the student will be asked to step out of line and remove any remaining metal objects from his/her person. The student will be asked to extend both hands out with the palms up. The hand-held scanning device should be passed along the front, back, and both sides of the person being scanned without touching the body. If the hand-held scanning device also activates, the law enforcement official or principal or designee will ask the student

once again to produce the signal-triggering metal object.

5. If the student refuses to produce the metal object, then a reasonable suspicion will be deemed to exist, and the individual will be personally searched ("pat down") by the principal or designee of the same sex. At least one witness of the same sex as the student shall be present throughout the search.
6. If a student is personally searched (as outlined in the preceding paragraph), then his/her parent or guardian shall be notified.
7. Any illegal objects (i.e., firearms, knives, or other implements which can be used as weapons) found during the search will be turned over to law enforcement officials.
8. If the metal detector activates on any bags, parcels, or other containers being carried by the student, a request to remove any remaining metal objects from the said container shall be made. If the student refuses, and the hand-held scanning device activates again, then a reasonable suspicion exists and a search of the container in question will be conducted. Should any illegal object be found during the search, it will be turned over to law enforcement officials.

RANDOM SEARCHES

District Property

Desks, District-provided technology, and similar items are the property of the District and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice. Students have no expectation of privacy in District property. Students shall be fully responsible for the security and contents of District property assigned to them. No student shall place or keep in a desk, locker, District-provided technology, or similar item any article or material prohibited by law, District policy, or the Student Code of Conduct. Students shall be responsible for any prohibited item found in District property provided to the student.

Searches in General

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and District policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner.

District officials may initiate a search in accordance with law, including, for example, based on reasonable suspicion, voluntary consent, or pursuant to District policy providing for suspicion security procedures, including the use of metal detectors.

In accordance with the Student Code of Conduct, students are responsible for prohibited items found in their possession, including items in their personal belongings or in vehicles parked on District property.

Reasonable-Suspicion Searches

Searches should be reasonable at their inception and in scope. If there is reasonable suspicion to believe that searching a student's person, belongings, or vehicle will reveal evidence of a

violation of the Student Code of Conduct, a District official may conduct a search in accordance with law and District regulations.

Suspicion Searches

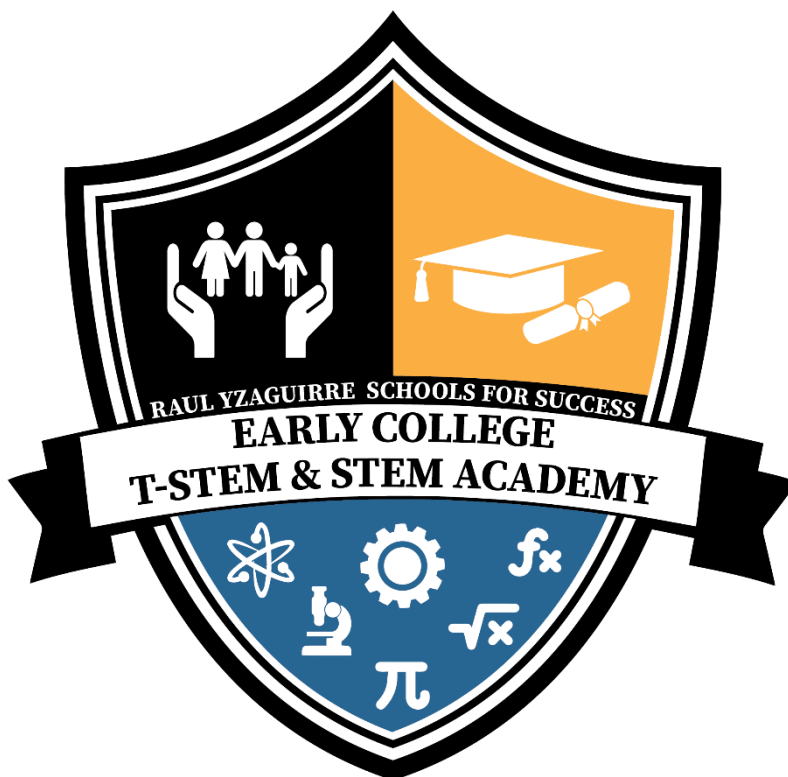
For purposes of this policy, a suspicion search is a search carried out based on lawful security procedures, such as metal detector searches or random drug testing.

Metal Detector Searches

In order to maintain a safe and disciplined learning environment, the District reserves the right to subject students to metal detector searches when entering a District campus and at off-campus, school-sponsored activities.

Use of Trained Dogs

The District reserves the right to use trained dogs to conduct screening for concealed prohibited items. Such procedures shall be unannounced. The dogs shall not be used with students; however, students may be asked to leave personal belongings in an area that will be screened. If a dog alerts to an item or an area, it may be searched by District officials.



DISCIPLINE & EXPECTATIONS

CAFETERIA

Student's breakfast and cafeteria lunch 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 allowed to bring any food to the school to share with other students during lunch and/or instructional time, unless pre-approved by an administrator.

DELIVERY FOOD APPS

Students are not permitted to ordering and receiving food using apps such as but not limited to Uber Eats, Door Dash and such behavior will result in disciplinary action.

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. Students are to remain in the cafeteria after finishing their lunch.
6. Students are to remain seated after picking up food trays.
7. The administrator on duty will dismiss students.

Students that choose to bring a 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. Abide by the dress code. No hoodies, sagging pants, or pants / jeans with rips, holes, frays, designs, or prints.
2. **Absolutely no fighting!**
3. All uniforms should be clean, nice, and neat always.
4. Be on time and in your assigned seat when the tardy bell rings.
5. Be prepared daily by bringing all needed supplies, homework, and books to class.
6. Be respectful to yourself, as well as others and their property. Keep your hands and feet to yourself.
7. Cell phone / technology usage, including charging is not permissible during the school day this includes ear buds / headphones. \$15 fine will apply if confiscated.
8. Do not use abusive and profane language.
9. No eating, chewing gum, or drinking in the classroom or hallways.
10. Once inside the classroom, no students will be allowed to leave without a permit from the teacher.
11. **The teachers dismiss the class, not the bell!** Students will be given 5 minutes to pass to each class.
12. **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.**

EARLY DISMISSAL

Parents are to make the necessary arrangements for any scheduled early dismissals.

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.

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 procedural 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 Early College T-STEM & STEM Academy. 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 placed on a contract. It is the expectation that students placed on a behavior and/or attendance contract at Early College T-STEM & STEM Academy 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. Follow campus dress code at all times
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 and as listed on 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 Early College T-STEM & STEM Academy for the following school year.

CELL PHONES

- Cell Phones, Cameras, Music Devices, and Other Electronic Devices: Cell phones 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 phone or any other electronic device will result in the item being confiscated and turned into the grade level administrator. A \$15.00 administrative fee will be charged, and a parent/guardian is **required** to pick-up the device from the administrator.*

TABACCO 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. Disciplinary action including but not limited to suspension, non-renewal, and expulsion will follow if a student is in possession of or using tobacco products and / or E-Cigarettes.

HOMEWORK

Homework provides a means of extending students' classroom experiences and reinforcing instruction. Homework may be assigned to students from Monday-Thursday. The amount of time spent on homework will vary but will not exceed **30 minutes**. We ask students to complete homework assignments daily. Failing to do so may result in a loss of privileges (free time, study hall, extracurricular activities, etc.). Homework will be planned according to the student's grade level. If no homework is assigned, students are required to read 20 minutes every night to meet the goals established by the ELA teacher.

MAKE-UP WORK

Students who are absent will be given the opportunity to make up work. It is the student's responsibility to see that such work is completed. The student should request make-up work from each class missed. The students may be granted an extended period of time by the teacher for absences of four or more consecutive days. A student receiving an "incomplete" for a grading period has until the end of the 6-weeks grading period to raise the grade from an "incomplete" to an earned grade.

HALLS

Students are not permitted in the halls during instructional time without a hall pass. Students should

move promptly during passing periods to their next classroom. Students should follow all directions given by teachers and staff.

WITHDRAWAL PROCEDURES

Advance notification (1 day) is needed to complete the withdrawal forms and determine if fines and textbooks, device have been cleared. Please inform the school of student's 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. Final check-out must take place with the grade level administrator. The complete withdrawal form must be taken to the new school with a copy of the last report card attached.

TEXTBOOKS

Each student and parent / guardian are held responsible for all textbooks, and library books issued. All textbooks must be properly cared for and covered according to the direction of the teacher. Lost textbooks must be paid for before a student is issued books. All monies are turned in to the school secretary. Students that check out library books or materials will be responsible for any loss, damage, or theft incurred while under the care of the student.

TECHNOLOGY

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 is a primary source for voice, video, and data transmission, communication, storage, and application delivery. The internet is a primary source for research, information and communication. Along with this privilege come responsibilities. System users are expected to behave appropriately with the use of technology resources. Any system user found in violation of this agreement can be subjected to disciplinary action and/or legal prosecution. RYSS reserves the right to monitor and audit electronic devices along with network and Internet usage on a periodic basis to ensure compliance with this agreement and all associated policies.

The Internet may be accessed by a student unless the student's parent or guardian has filed a written request with the building principal. This request, indicating that the Internet should not be accessed, must be filed annually with the building principal.

ONE TO ONE (1:1):

Early College T-STEM & STEM Academy 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 REPOSIBILITIES:

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 made 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 carrying their computer in its issued case at all times.
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 remain on the device at all times. If the identification tag is lost, the student must immediately notify a teacher or an administrator.

CARE OF THE COMPUTER:

Students are responsible for the general care of the computer. Computers that are broken or fail to work properly must be taken to the campus designated contact. Please follow these precautions:

1. Do not leave the computer unattended.
2. Do not place food and/or liquids near the computer.
3. Do not stack heavy objects on top of the computer.
4. Do not attempt to repair or reconfigure the computer.
5. Do not write, draw, stick or adhere anything to the computer or its issued case.
6. Keep the computer away from magnets.
7. Use only a clean microfiber cloth to clean the screen.
8. Do not place anything on the keyboard before closing.
9. Student Privacy
10. Internet filtering software automatically filters all access to the Internet while the student is connected to the RYSS network.
11. Students will have no privacy rights regarding any information stored on, accessed from, or used with the computer. The computer is the property of RYSS, and appropriate district and school officials may monitor a computer or access its contents at any time.

FEES, FINES AND REPAIR:

Each student is issued a computer in good working order with standardized software. Students are expected to keep the computer in good condition. Failure to do so could result in out-of-pocket costs summarized in the table below. All monies owed must be paid in full before the computer will be reissued.

Missing or stolen devices must be reported immediately to school administrators. It is the responsibility of the student/parent to provide information for a police report by the soonest available school day. This police report demonstrating evidence of theft must accompany any claim of theft. If a device is deemed intentionally damaged or persistent damage is noted, the student is responsible for the full cost of the repair. Failure to follow the guidelines listed above can result in disciplinary action and may have an impact on student academic performance where appropriate.

USE OF SOCIAL NETWORKING/DIGITAL TOOLS:

Students may participate in district-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, messaging, and on-line meeting sessions.

All Early College T – STEM & STEM Academy students will have access to a district assigned network login, account, calendar. These accounts will be used for school related projects, including the use of Microsoft OneDrive or Google Drive as a place for students to safely keep school-related documents online.

Every attempt has been made to provide a safe, secure student account; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel. This account is provided as a support to the instructional process, and consequently all messages are open for review by the assigning instructor. In maintaining and securing the system, technology support personnel also have access to email. Follow these email guidelines below and apply common sense to evaluate your actions in using district accounts.

EMAIL GUIDELINES:

1. Messages will not contain profanity, obscene comments or sexually explicit materials.
2. Messages will not contain racist, sexist, religious or derogatory content. Respect for members of the school and general community is expected.
3. User identity will be accurately reflected in all accounts.
4. No virus or program will be introduced into the system, which alters its operation, destroys or damages data or renames or relocates files.
5. Overall message volume should not absorb a disproportionate amount of email system resources. The use of digital tools is considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other district-approved digital tools. Employees who use digital learning tools in their classrooms must monitor student actions to ensure compliance with the Student Code of Conduct/Handbook, CIPA, and other applicable laws. The safety and security of minors must be included when using digital tools.

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" referred to in this section include any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. This includes but is not limited to, cell phones, etc... A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers. Parents should refrain from contacting their student directly during the school day. **The student's telecommunication device should be turned off. Parents may contact the school office to deliver emergency messages.**

Students are prohibited from sending or posting electronic messages or images, including sexting, which are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including off school property if the conduct causes a substantial disruption to the school environment. Students who abuse the privilege of possessing these devices are subject to disciplinary measures. In addition, district employee may confiscate any telecommunication device.

BRING YOUR OWN TECHNOLOGY (BYOT) RESPONSIBLE USE GUIDELINES:

Technology is one way of enhancing the district's mission of teaching students to be productive, college- and career-ready members of the 21st century. In order to increase the use of technology in the classroom.

BRING YOUR OWN TECHNOLOGY:

Bring Your Own Technology allows students to bring and use their own personal technology devices to connect to the district wireless network and Internet for use during classroom activities. For the purpose of this program, the word "technology" will include Wi-Fi enabled devices including but not limited to cell phones, iPads, iPod Touches, laptops, e-readers and Android tablets.

INTERNET ACCESS AND USE WITH BYOT:

The district will provide secure and filtered access to the internet through the district wireless network. Usage of the district wireless network account is encouraged. The district is not liable for content that is accessed or charges that may be incurred if students choose to use his/her personal data plan to access the internet.

SECURITY AND DAMAGES WITH BYOT:

Each user is responsible for his/her device and is expected to use it appropriately. Responsibility to keep personal technology secure rests with the individual owner. RYSS is not liable for any device stolen or damaged on campus. RYSS ISD will NOT replace or provide financial restitution for any stolen or damaged personal electronic device. If a technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

BYOT STUDENT AGREEMENT:

The use of technology to access educational material is a privilege. When abused, privileges will be taken away. When respected, they benefit the learning environment as a whole. Students and parents/guardians participating in the BYOT program must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Student Responsible Use agreement.

STUDENTS AND PARENTS / GUARDIANS ACKNOWLEDGE THAT:

1. The school's network web filter will be applied to a device's connection to the internet and any attempt to bypass the network filters is prohibited.
2. Students are prohibited from processing or accessing information by "hacking", altering, or bypassing RYSS network security policies.
3. The district has the right to collect and examine any device if there is reasonable suspicion that a search will uncover evidence of further wrongdoing or of injury to the student or another.
4. Technology is expected to run off its own battery while at school.
5. The district is not responsible for lost, stolen or damaged personal technological devices.
6. The district is not responsible for maintenance or repair of any personal technology.
7. The district is not responsible for any costs incurred due to use of personal technology.
8. Printing from personal devices will not be supported at school.



SCHOOL – HOME COMMUNICATION

BLACKBOARD MASS COMMUNICATION

Early College T-STEM & STEM Academy uses mass call outs / text to communicate with parents for various important information. It is imperative that our Blackboard data base maintain updated with phone numbers.

ADDRESS & PHONE NUMBER

Early College T-STEM and STEM Academy
Raul Yzaguirre Schools for Success
2950 Broadway, Houston, TX 77017
713 – 640 – 3761

WEBSITE

Visit Early College T-STEM & STEM webpage at <https://www.ryss.org/earlycollege> to stay updated.

SOCIAL MEDIA PLATFORMS

Early College T-STEM & STEM Academy can be followed to stay updated on events, parent meetings, sport opportunities.

Social Media Platforms:

- Twitter: @ryssecacademy
- Facebook: @ryssecacademy
- Instagram: @ryssecacademy

PARENT RESPONSIBILITIES

SCHOOL / HOME COMMUNICATION

Early College T-STEM & STEM Academy administration and staff believe communication with parents is vital for students to be successful in school. RYSS utilizes a variety of ways to maintain communication with parents – website, marquee, postal service (mail), newsletters, emails, phone-out system, etc. In order to provide the most effective and timely communication, it is imperative that parents inform the school office immediately of any change of address or phone (cell and home) contact information. A monthly newsletter will be sent home with students.

If a parent has a concern about a school policy or an employee, the following procedures should be followed to resolve the problem as quickly as possible:

1. Contact the appropriate teacher. In addition, parents are encouraged to schedule a conference with teachers during their conference period but are asked to please schedule the conference in advance.
2. If the problem still exists, contact the grade level administrator. The contact form is available in the main office, or you can send an email.

CHANGE OF ADDRESS / TELEPHONE NUMBER

For the school to handle emergencies, school file information should be current. Please notify the attendance office of any changes in address, telephone number, name, or other information **in writing**. It is imperative that the school has accurate emergency contact information on file in the event of a situation where parents need to be contacted.

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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 at the school website <http://www.ryss.org/earlycollege> 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:

6	7	8	9	10	11	12
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