



**ROWLETT HIGH SCHOOL STUDENT
EXPECTATIONS, PROCEDURES, AND POLICIES
2025-2026**

Leading with Integrity, Soaring Together!

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ROWLETT HIGH SCHOOL

Mission

We will support academic and social excellence in a global society for diverse students through the combined efforts of all community members.

Vision

We will prepare individual students for their best future by collaborating together and demonstrating excellence, every day.

Values

We believe all students can learn, every day.

We will work together to promote and achieve high expectations, every day.

We know that students deserve our best, every day.

We value all cultures, every day.

We respect all students, families, staff and community members, every day.

We demonstrate ethical behavior, every day.

We will hold each other accountable for our actions, every day.

We believe education transforms lives, every day.

#WeROne

Attendance

Attendance is imperative to ensure students' academic success. Attendance is required to obtain and keep a parking permit, earn exemptions, qualify for senior release, and/or obtain or renew a driver's license. Students who maintain perfect attendance are recognized each year. Seniors who have perfect attendance for all four years will receive a campus scholarship.

- a. ****NEW** TARDY POLICY:** Students are expected to be on time for school and class. Students have 5 minutes of transition time between classes and 4 minutes during lunch. Failure to make it to class will result in an office referral and consequences. All tardies are considered unexcused unless the student has a pass from the office or clinic. Students who arrive more than 20 minutes after the class is scheduled to start will be marked absent.

Students will be on time for all classes. Students who arrive to class after the tardy bell will report to the Cafeteria Annex for non-lunch periods (A1, A2, A4, B5, B6, and B8). **Students will scan in and be escorted to class.** Teachers will address tardiness during the lunch period, and APs will assign consequences.

# Of TARDIES	CONSEQUENCES
5	Loss of phone for the day + Thursday School
10	ISS Attendance Contract + Loss of Parking Privilege for 1 week
15	ISS 2 Days + Loss of Parking Privilege for the 2 weeks
20	Suspension 1 Day + Loss of Parking Privilege for the 3 weeks
RETURN FROM LUNCH TARDY	ISS 1 Day

Additional Tardy Consequences

- Multiple tardies in one day → full day of ISS
- If seen before 7:20 AM in the building → full day of ISS (i.e., if a bus rider who enters the building at 6:50 is late to A1/B5)
- If a student arrives at school late and has outside food or drink (e.g., Starbucks), it will be confiscated and can be picked up at the end of the school day in the AP office.
- Tardy students will be subject to random searches.
- **Tardy counts are reset at the beginning of each grading cycle.**

Please refer to Section 3E regarding Tardy Sweeps for more information.

- b. **Excused Absences** – When a student is absent for a class or for a day, one of the following is required: A note written and signed by the parents, verification provided by the doctor/dentist's office, and/or a note from the agency visited or from the organization represented (court, religious holidays, university, etc.) Notes must be received by the Attendance Office within 3 days of the student returning to school. If it is not received within three days, the absence becomes an unexcused absence.

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

- c. **Unexcused Absences** – Because of unexcused absences, students may be placed on the Loss of Credit and/or Loss of Privilege list.
- d. **Loss of Credit** – the Loss of Credit (LOC) list shows any student who has accumulated 4 or more absences in a course and has fallen below the 90% state compulsory attendance law. Loss of credit means a student will not receive the ½ credit for the course due to too many absences. This could require the student to take the course again, even if they have a passing grade. Unfortunately, all absences (Excused, Unexcused) count toward loss of credit, so yes, 4 excused absences will cause a student to lose credit in a class.
- e. **Missing Assignments due to Absences** – students are responsible for obtaining and completing any assignments missed. Assignments may be requested by the parent upon the third consecutive day of absence and picked up in the counselor's office on the following school day, depending on the time of the request, or you may contact teachers through the RHS web page.
- f. **Single-Period Absences** – If a student is flagged for a single-period absence, the attendance office will contact the teacher to verify the absence. If it has been determined that the student had an unexcused absence from that single period, the teacher will document the absence as "skipping" in an office referral.
- g. **Leaving Campus** – Students may only leave campus with an appropriate pass. Teacher passes are not acceptable. Students found returning to campus after leaving without permission from a campus administrator are subject to disciplinary consequences, including loss of parking permit, personal search, and vehicle search by a principal and SRO.

If students become ill at school, notification of parents and release from school must come from the clinic for the absence to be excused. If a student notifies the parent and requests the parent to pick the student up from school, the absence will be unexcused. ***If a student must leave school during the school day, other than through the clinic, they must sign out at the Attendance office. The only excused reasons will be for court, doctor, or dentist appointments. Proper documentation must follow.***



ROWLETT HIGH SCHOOL

25-26 BELL SCHEDULE



CLASS PERIOD	START	END	A3/B7 LUNCH TIMES
A1/B5	7:30 AM	9:02 AM	GRCTC LUNCH 10:44 AM - 11:12 PM GRCTC STUDENTS A LUNCH LUNCH: 11:09 AM - 11:39 AM CLASS: 11:41 AM - 1:15 PM B LUNCH CLASS: 11:14 AM - 11:41 AM LUNCH: 11:41 AM - 12:11 PM CLASS: 12:13 PM - 1:15 PM C LUNCH CLASS: 11:14 AM - 12:13 PM LUNCH: 12:13 PM - 12:43 PM CLASS: 12:45 PM - 1:15 PM D LUNCH CLASS: 11:14 AM - 12:45 PM LUNCH: 12:45 PM - 1:15 PM
A2/B6	9:07 AM	10:39 AM	
A3/B7	10:44 AM	1:15 PM	
A4/B8	1:20 PM	2:52 PM	

A DAYS: MONDAYS & WEDNESDAYS / B DAYS: TUESDAYS & THURSDAYS / A OR B DAYS: ALTERNATING FRIDAYS

- a. **Rowlett High School Bell Schedule 25-26**
- b. **Morning Arrival and Afternoon Dismissal**- Students should be dropped off in the back of the school. Students are not allowed to be dropped off or enter in the front. Students are expected to enter the building as soon as they arrive on campus. Students who plan to purchase (eat) breakfast should report to the cafeteria. All other students should report to the gym. Students must remain in these designated locations until the bell rings.
- c. Students will not be allowed in hallways or classrooms before 7:25 AM without a note from a parent or a pass from a teacher.
- d. Students may not loiter on the patio, around the portables, in the parking lot, or near the tennis courts before or after school. Students found in undesignated places may receive disciplinary consequences.

- e. Students with parking passes are responsible for actions and activities near their vehicles. Consequences for inappropriate behavior could include the removal of a parking space.
- f. All students must exit the building after school by **2:52 PM** unless supervised by a faculty member in a tutoring session, practice, meeting, detention, etc. Students found in the building unsupervised after **2:52 PM** will receive consequences. Students must be picked up in the back of the building by **3:10 PM** each day.
- g. **Passing Periods** – Students are to remain in the building during passing periods to travel from one class to another. Students may exit the building if they are scheduled to be at the field house, a portable classroom, or if they are leaving campus due to work or the GRCTC. Teacher presence is required in the hallways during passing periods to assist students. There should be no loitering in the cafeteria, stairwells, hallways, or other areas.
- h. **Lunch/Cafeteria**– Students must wear an ID and may only use their account. Students are to remain seated as well as remain in the cafeteria during their designated lunch period. Students must remain in the school per district policy; RHS is a closed campus. **Visitors will not be allowed to eat with students. No food deliveries from food delivery services will be accepted (Uber Eats, Door Dash, etc.)**
- i. Staff in the cafeteria, as a duty assignment, are required to continuously move throughout the cafeteria, monitor student activity, and are encouraged to engage with students.
- j. **Clinic**– Students who are ill and need to go home must follow school procedures for the absence to be considered excused. They must be sent to the clinic and sent home through the clinic. Students are not allowed to use cell phones or office phones in other areas to call home.
- k. **Tardy/ID/Dress Code Sweeps**– Periodically, the administration will conduct “sweeps” to ensure compliance with tardy, ID, and dress code policies. Students out of compliance will receive consequences according to the Student Code of Conduct. Excessive violations will be considered insubordination and result in immediate consequences. During these sweeps, students are subject to search and go through metal detectors.
- l. **Hall Passes/Travel**– Students are not permitted to be in the halls for any reason without having both a physical hall pass. If a student does not have a hall pass, they will be considered skipping class. Students without a hall pass will be subject to search and the implementation of consequences. This includes visiting the AP Office, Counselor’s Office, or the Reset Room.
- m. **Loss of Privilege**– Students will be placed on the LOP list for unpaid fines. Students on the LOP list will not be permitted to participate in a variety of campus activities, including pep rallies and assemblies.

- n. ****NEW** Unauthorized Building Access Before and After School** – Students found in the academic halls before 7:20 AM or after 3:00 PM without a tutorial/hall pass and in direct supervision from a teacher, coach, or sponsor will receive a disciplinary consequence, which may include placement in In-School Suspension (ISS). Unauthorized presence in the academic areas during these times is a violation of campus expectations and poses safety concerns.

Electronic Devices

What counts as a personal communication device?

- *Cell phones (smartphones, flip phones)*
- *Laptops, Tablets, iPads, Smartwatches, Smartglasses*
- *Earbuds, headphones, radios, or any device capable of calling, texting, recording, or accessing the internet*
- *School-issued devices are not considered personal communication device*

What counts as a “school day”?

The school day is defined as the period from when a student enters the campus building to the final instructional bell. During this time, personal communication devices must remain powered off, out of sight, and stored in the student’s backpack, locker, or other non-visible location.

What happens if a student violates the policy?

The use of personal communication devices during the school day is a violation of district guidelines. Any student found using a personal electronic communication device during instructional hours will have the device confiscated and will be subject to a graduated set of consequences.

Consequences for violation of the policy:

***1st Violation:** Student phone is confiscated. The student may retrieve the device during the designated pick-up time (2:52pm-3:30pm).*

***2nd Violation:** Student phone is confiscated. Parent must retrieve the device during designated pick up time (2:52pm-3:30pm)*

***3rd Violation:** Student phone is confiscated. Parents must retrieve devices at designated pick up time and may result in an administrative fee of \$15 will be charged for the return of the device.*

***4th & Subsequent Violations:** May result in continued confiscation, a \$15 administrative fee, and disciplinary action such as ISS, OSS, or DAEP placement, depending on the severity of the behavior.*

Dress Code

Rowlett High School Dress Code

**Updated for the 2025-2026 School Year*

To prepare students for a working environment with minimal distractions, students must comply with the dress and grooming code the moment they enter the campus.

Dress Code Violation Consequences

To maintain a positive and respectful learning environment, students are expected to follow the school dress code each day. Failure to comply with the dress code will result in the following progressive disciplinary actions:

1. **1st Offense:** Verbal Warning
2. **2nd Offense:** Assignment to Thursday School
3. **3rd Offense and Beyond:** In-School Suspension (ISS)

Repeated violations may result in additional disciplinary action at the discretion of the administration.

Students will be required to correct any dress code violations immediately. If unable to comply, parents may be contacted to bring appropriate clothing.

Here are the expectations:

Tops

- Tops must fully cover the stomach and back— **No visible torso/midriff.**
- No low-cut tops; no cleavage displayed.
- No spaghetti straps, halter tops, or racer-back shirts.
- Off-the-shoulder tops are NOT allowed.
- **Tank tops must have a 2-inch-wide strap (the width of an ID)**
- See-through tops are NOT allowed.
- **If leggings/yoga pants/tights are worn, the shirt hem must fully cover the buttocks and front.**
- **No bodysuits may be worn.**
- **Sweatshirts, hoodies, jackets, coats, or other outer garments cannot cover inappropriate attire.**

Bottoms

- **All bottoms may not be shorter than one ID length (3 inches) above the knee, in front and back.**
- **No rips or tears higher than one ID length (3 inches) above the knee, in front and back.**
- Undergarments should NOT be visible.
- **No bodysuits may be worn.**
- **See-through pants, including but not limited to mesh/sheer/lace, shorter than one ID length (3 inches) above the knee, are not**

	<p><i>permitted.</i></p> <ul style="list-style-type: none"> • <i>If leggings/yoga pants/tights are worn, the shirt hem must fully cover the buttocks and front.</i>
<p>Hats/ Sunglasses</p>	<ul style="list-style-type: none"> • <i>Hats and caps are not permitted except on Fridays and announced spirit days. Sleepwear such as bonnets, durags, and bandanas are not permitted at any time.</i> • <i>Hoodies are permitted as clothing, but hoods may NOT be worn on the head.</i> • Sunglasses are not allowed to be worn in the building.
<p>Student ID</p>	<ul style="list-style-type: none"> • No student is allowed in the building at any time unless they are wearing an ID on a lanyard around their neck or clipped to their clothing. IDs must be visible at all times. <i>(May NOT be attached to a backpack or bag)</i> • The first student ID will be provided at no charge. • <i>Replacement IDs are \$3.00, and Lanyards are \$2.00. If a student needs both, they will be charged \$5.00. A \$2.00-\$5.00 charge will be entered into Skyward. They will be placed on the LOP (loss of privilege) list until it is paid. They can pay as soon as the next day in the Business Office.</i>
<p>General</p>	<ul style="list-style-type: none"> • Nighttime/bedtime attire or items, such as pajama tops or bottoms, robes, pillows, blankets, durags, bonnets, and house shoes, will not be permitted. • Apparel that advertises or depicts alcohol, drugs, nudity, tobacco products, any other substance prohibited under <u>FNCF (Legal)</u>, violent or criminal themes, gang membership, obscene language, and obscene graphics will not be permitted. Any disruptive or distracting mode of clothing or appearance that adversely impacts the educational process is prohibited. • Jewelry that causes a distraction or that could be dangerous to the student or other individuals is prohibited (i.e., spiked/studded jewelry, chokers, dog collars, necklaces made out of safety pins or chain links, etc.)

Students can be referred at any time during the day if observed to violate the dress and grooming code policy. Students out of compliance will receive consequences according

to the Student Code of Conduct and will be required to change clothes to comply with the dress code.

The final decision regarding appropriate dress and appearance shall rest with the administration. Failure to adhere to the dress and grooming code will result in disciplinary consequences. Excessive violations will be considered insubordination and result in an ISS placement.









Please refer to **Section 3E** for detailed information regarding **Dress Code Sweeps**.

Guidelines for **dance attire** can be found on the school website.

The final decision regarding appropriate dress and grooming rests with campus administration. Students may be referred at any time during the school day if observed to violate the dress and grooming code.

Failure to comply with the dress and grooming standards will result in disciplinary consequences.

TOPS

RHS school appropriate!	RHS NO WAY!
 	     

Bottoms

RHS school appropriate!	RHS NO WAY!
 	   

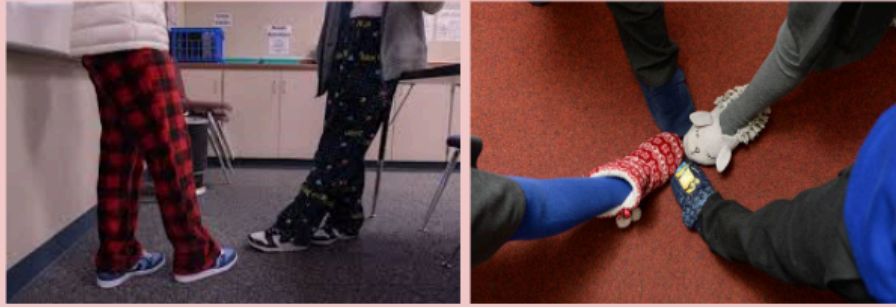
Hats/Hoodies

RHS NO WAY!



General

RHS NO WAY!



Rowlett High School Discipline Plan



Rowlett HS Discipline Plan

Attendance.....Dress Code.... Respect!



Observe & Identify Problem Behavior

*The steps should be followed per behavior. If a student is continually disrupting with multiple behaviors, you can write a referral as persistent misbehavior/insubordination.

Teacher Managed *Classroom Incident	Office Managed *Office Referral
<ul style="list-style-type: none"> ● Inappropriate language ● Tardies ● Teasing others ● Talking without permission' ● Throwing Objects ● Refusing to Work ● Sleeping ● Student ID- students without IDs may not leave the classroom, unless called by the office. ● Arguing/Talking Back ● PDA-Kissing ● Horseplay ● Food/Drink/Gum ● Not following classroom rules/procedures ● Technology Violation ● Tone/Attitude ● Plagiarism/Cheating 	<ul style="list-style-type: none"> ● Weapons** ● Fighting** ● Threats** ● Smoking** ● Alcohol** ● Vandalism** ● Drugs** ● Gambling** ● PDA- Inappropriate touching** ● Theft** ● Assault** ● Bullying ● Walking out of class ● Pornography ● Refusing to give phone to teacher** ● Dress code ● Cursing at a teacher** ● Skipping- including single period absences
<p>Step 1: Redirect student. Re-teach desired behavior –Verbal warning Remind student of appropriate behavior in this situation and of potential positive or negative consequences.</p> <p>Step 2: Conference with student privately. Contact parents. <u>Parent Square, Phone or Email.</u></p> <p>Step 3: Teacher instructs in behavior/skill expectation. 1st Teacher Detention. Contact Parents. <u>Document incident</u></p> <p>Did the behavior change?</p> <p>If yes: Notice & reward</p> <p>If no: Step 4: Following a minimum of 2 classroom incident reports for general misconduct in a 9-week period: Complete "Office referral" in review 360 and reference existing classroom incidents.</p>	<p>Step 1: Teacher completes "Office Referral" In Review 360. **Call office (62506 or 62507) for an emergency office referral, and then input in Review 360</p> <p>Step 2: Student behavior expectations are explicitly reviewed and reinforced. Parents are notified.</p> <p>Step 3: Administrative action following progressive discipline plan.</p> <p>Step 4: Administration follows up with teacher via notes in Review 360.</p>

- **Mission:** We will support academic and social excellence in a global society for diverse students through the combined efforts of all community members.
- **Vision:** We will prepare individual students for their best future by collaborating together and demonstrating excellence every day.

Counseling Office

- a. **Schedule Changes**- Schedule changes are made only after students have received permission from parents and the principal. Changes are permitted only in accordance with the stated student handbook policy. Moves from "AP/Pre-AP/Dual Credit" classes to Regular classes will not be made. This policy was communicated early on as students and parents made 'next year' subject choices. Exceptions will only be made with Principal approval. Schedule changes will NOT be made during the first two weeks of school unless a student is missing a credit for graduation.
- b. **Counselors**- Students may request to meet with their counselor or the responsive services counselor using their Chromebook to scan the QR code and/or request to meet their counselor at the site on the counselor's canvas page. <http://bit.ly/4lAqki0> Counselors will request students when available. Students must have an ID to check in to the counselor's office.

Safety & Security

- a. **Student IDs** – For safety and security purposes, students must wear their IDs around their necks during school hours. Students are not permitted to wear another student's ID badge.

Students may obtain an ID during lunch or before school.

Students without IDs may not leave the classroom unless called by the office.

Please refer to Section 3E regarding ID Sweeps for more information.

- b. **Searches** – Random searches will be conducted periodically. The drug dog visits our campus randomly at least once a week. GISD and RHS officials will conduct random screenings, including using our portable metal detector. Lockers, backpacks, and cars parked within 300 feet of the campus are subject to search.
- c. ****NEW** Headphones/Earbuds During Passing Periods** – For safety and security reasons, **headphones, earbuds, or similar devices are not permitted** to be worn or used during passing periods. Both ears must remain uncovered to ensure awareness of announcements and surroundings.
- d. **Headphones/Earbuds in Classrooms** – Headphones or earbuds **may only be used in the classroom when explicitly directed by a teacher for instructional purposes**. At all other times, their use is prohibited.

Students are responsible for any item found in the vehicle driven to school and will receive consequences regardless of whether the vehicle belongs to him/her.

- e. **Illegal Substances and/or Tobacco Products-** Smoking, electronic cigarettes, and/or possession of tobacco products are prohibited on campus at any time, including during extra-curricular activities. Prohibited tobacco products include cigarettes, cigars, pipes, snuff, and chewing tobacco, including matches and/or lighters. It is against the law for minors to be in possession of tobacco products or smoking in a public place. Students in violation may be issued a ticket by the School Resource Officer for possession of tobacco and have school disciplinary consequences.
- f. **Chaperones & Visitors-** Persons interested in the opportunity to chaperone a field trip or school event must complete a criminal background check per district policy. This must be completed and checked before parents can chaperone and file in the office by the deadline set by the district.

All visitors must enter through the front of the building and receive a visitor badge.

- g. **Building Security-** Doors must not be propped open at any time. Students must not open the door to allow visitors into the building.
- h. **Deliveries-** Flowers, balloons, and/or food deliveries for students will not be accepted on campus.
- i. **Pep Rallies** - Students will be unable to attend if the student is currently on the LOP list.
- j. **Assemblies/Presentations** - Students will be required to wear the current school year ID to attend any school function on campus. Backpacks and jackets will not be permitted at assemblies, presentations, or pep rallies. Students will be unable to attend if the student is currently on the LOC/LOP list.

Resources

For details about clubs, athletics, upcoming events, and other school-related information, please visit our website.