

# EARL RUDDER MIDDLE SCHOOL

## CAMPUS POLICY

### EARL RUDDER MIDDLE SCHOOL ADMINISTRATION

Dr. Mary Jewell .....	Principal
Anna Kessler .....	Vice Principal
Adela Morado .....	Academic Dean
John Decker .....	Assistant Principal

### Section A

#### Campus Policy

2019-2020

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# Earl Rudder

Earl Rudder Middle School, the eighth middle school in the Northside Independent School District, was named after the patriotic Texan, Earl Rudder. Born in Eden, on May 6, 1910, Rudder was a graduate of Texas A&M and Texas Christian University. In 1932, he began a career in education as a teacher and coach in Brady, Texas. This career was interrupted in 1941 by the outbreak of World War II. In June, 1943, Rudder organized and trained the 2nd Ranger Battalion which was given the mission of scaling the 100-foot cliffs at Point du Hoc during the D-Day invasion of Normandy. Rudder's Rangers suffered over 50 percent casualties during the first day of the invasion of France. Although wounded twice during the engagement, Rudder remained in action and in command. In 1944, he took command of the 109th Infantry Regiment. Eight days later, the Germans began their last great counteroffensive of the war, now known as the Battle of the Bulge. The 109th is credited with a major role in repulsing the German attack. After the war, he returned to Brady where he entered private business. He also remained active in the Army Reserve where he advanced to the rank of Major General, served as Mayor of Brady for six years, and was Texas Land Commissioner from 1955-1958. In 1958, General Rudder returned to education, serving as President of Texas A & M University System until his death in 1970. Earl Rudder Middle School proudly bears the name of this very distinguished Texan and American.

## FOREWORD

This Student Handbook has been prepared for your information and guidance. From it, you and your parents will better understand the spirit, ideals, and objectives of Earl Rudder Middle School—Rudder Middle School is a school of quality without compromise and is dedicated to the purpose of training minds and building skills that will be useful and required, now and in the future. Today's Learners are Tomorrow's Leaders, therefore, it is necessary to have certain rules to ensure each individual the opportunity to benefit from the program. This handbook outlines some of the basic policies around which our school functions. Frequent references will keep you informed of guidelines and allow you to take full advantage of all school offerings. Please feel free to contact teachers and the administration when you deem it necessary. The cooperation of school patrons, based upon the knowledge of the school, will result in a more efficient and successful school program.

## PEOPLE WHO CAN HELP YOU

### Principal

The principal is responsible to the Superintendent of Schools for proper administration of Earl Rudder Middle School. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and community members. He/She will be glad to help you with any of your problems.

### Vice/Assistant Principals

The Vice/Assistant Principals work directly with the principal in the administration and organization of the school. They are in charge of attendance, handle the routine discipline problems, monitor instruction in the classes and help to handle the day to day operations of the school. They accept the role of principal when she is off campus.

### Academic Dean

The Academic Dean works with teachers and students on academic success. Students in need of assistance with an academic challenge are highly encouraged to meet with their teacher first and then the Academic Dean. Students will be conferencing with the Academic Dean throughout the year on Benchmark success, academic progress, and STAAR testing skills /results.

### Parent & Family Involvement Liaison

The family involvement liaison works directly with the campus principal to support family needs. The parent liaison conducts parent workshops based on campus surveys, parent request and changing needs on our campus. The parent liaison works closely with students, parents and all staff to provide high quality care for your child.

### Counselor

The function of the counselor is advisory, not disciplinary. You may make appointments to consult with your counselor on problems having to do with your school work, course selection, group or social problems, and/or problems of a personal nature. All information is confidential. A portion of your counselor's training has been in the field of testing. The counselors normally handle the annual standardized testing program and interpret the tests. Counselors will be assigned a grade level to oversee. Please make use of our great counseling services

### Librarian

The librarian will assist you in the orientation and use of the library. Before, after or during the school day, feel free to consult with her in order to more efficiently use the library.

### School Nurse

The school nurse is available to help you at school with medical emergencies and will work closely with your parents and physician in administering prescribed medication.

### Teachers

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

The teachers will be on duty each school day from 7:50 a.m. to 8:23 a.m., and will remain after classes from 3:40 p.m. to 4:00 p.m. for the purpose of helping any student desiring to report at this time. All teachers offer tutoring either before or after school at least one day a week. It is up to the student to arrange for his or her tutoring needs. Check the school website for email addresses of all staff members and stay in regular contact.

### Secretaries

Our friendly and courteous secretaries work under the direction of the administration and counselors. All of the secretaries carry out the important clerical functions of the school and will assist you in matters concerning attendance, report cards, etc., or will refer you to the office where you can obtain the information or assistance you need.

# GENERAL INFORMATION

## Absences/Make-Up Work

In case of a period of extended absences due to illness or injury, contact the attendance office as soon as possible. Absences requiring three or more consecutive days require a note from a physician. Attendance notes should contain the following information: Student First and Last Name, Student ID #, Dates of Absence and Reason. Please contact the Front office to make arrangements to pick up missing work.

## Appointments/Conferences

Due to regular school duties administrators/teachers are often not available for unscheduled conferences. Please call ahead to set up an appointment or -conference.

## Assessments

Frequent academic assessments are given to students to measure mastery of the district and state standards. Although assessment is on-going in all classes some assessments will occur at the end of a six weeks grading cycle. Teachers collaborate on scheduling of assessments with the expressed concern of not overloading the students. It is best to study and plan for all assessments ahead of time. Quality accurate data from all assessments will be used to re-teach where necessary, as well as for planning quality instruction for all students.

## Athletics

Physicals are required prior to participation in any sport. Students in 7th and 8th grade who are planning to participate in any of the school sports may be assigned to a P.E. athletic class at the beginning of the year. These classes are during the 1st and 8th periods of the day. Intramural sport and leisure activities are offered to any 6th-8th grade students starting in January and run through April. This after-school program is at no cost to the students. A variety of activities is provided for students and will usually run from 4:00-6:00 p.m. two days of the week. NISD provides a swimming program for 7th and 8th grade students independent of campus activities. Contact Northside Aquatics for additional information

## Band/Choir/Orchestra

Students in band and orchestra are expected to buy and/or rent their instruments. Select instruments are furnished by the school and we will do everything possible to make other instruments available to students in financial need. Students who use a district instrument will be assessed a \$30 maintenance usage fee and any additional fees to repair damages caused by the student. Students are expected to participate in Solo and Ensemble contests. Students are required to attend all performances as part of their grade. Students are also expected to attend before and after school rehearsals in preparation for upcoming concerts. Rudder participates in University Interscholastic League competitions and our 7th and 8th grade students are expected to participate.

## Cellular Phones and Personal Electronics

Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless you are in a school designated 'electronic device zone' or using the device for 'teacher approved' instructional purposes. Students who violate this policy will be subject to escalating consequences which might include confiscation of the device and require a parent to pick up the device. Students should follow specific guidelines regarding PED's in Section B and Section E of the Student-Parent Handbook which include the Acceptable Use of District's Technology Resources.

## Change of Address / Phone Number

Parents are expected to notify the Attendance Secretary, the Front Office, and the nurse's office in writing of any changes of address/phone as soon as they occur. A legal document, such as water or electric utility bill, or lease will be accepted as proof of the new address. This is extremely important in order for parents to receive school-wide mailings and other district communication as well as having a correct phone number should the school need to contact a parent. Parents moving out of the Northside Independent School District attendance boundaries, but leaving their children in a Northside school, will be asked to pay a daily rate of tuition. Application for this type of enrollment may be found at the Pupil Personnel office.

## Chromebooks

Northside ISD grants permission to the student to use the chromebook and/or wifi for educational purposes. The student is responsible at all times for the care and appropriate use of his/her Chromebook and accessories. The Chromebook and all accessories remain the property of Northside ISD and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express, written consent of Northside ISD. Permission granted to the student ceases on the LAST CALENDAR DAY OF THIS CURRENT SCHOOL YEAR (unless terminated earlier by Northside ISD). Each student and/or parent-guardian is responsible for ALL instructional technology (Chromebook and accessories) not returned in an acceptable condition by the student (see chart below for fees). In addition, failure to return the Chromebook and related accessories on or before the LAST CALENDAR DAY OF THIS SCHOOL YEAR to the campus Principal or designee may result in criminal charges being sought against the student and/or parent-guardian. Northside ISD reserves the right at any time to demand return of the Chromebook forthwith.

## Clubs/Organizations

Every student will profit from the varied experiences enjoyed as a member of a club or organization. Meeting times and locations are announced during morning announcements. Membership in clubs is open to all students who meet the established guidelines of each organization and who are eligible. Club meetings will be coordinated through the principal. Clubs and organizations require an Advisor assigned to the Rudder staff.

## Dances

School dances sponsored by the PTA and club organizations will be held periodically. These dances are open only to students enrolled at Rudder. Students with discipline infractions requiring an In-School Suspension or Out of School Suspension during a designated time period before the dance maybe denied the opportunity to purchase tickets.. In order to continue to attend future dances, students must be picked up no later than twenty (20) minutes after the dance. Wristbands will be sold in advance during lunch on the day of the dance. No wristbands will be sold at the door. Students may not exchange or sell wristbands among themselves. Students are allowed to purchase only one wristband—their own. Appropriate school attire as specified in the dress code is to be worn to all dances. Most dances will cost the students \$3.00 and will last one and a half to two hours. Students are not allowed to leave prior to the end of the dance unless picked up by the parents. Parent chaperones are always welcome. Please contact our PALS coordinator for additional information.

## Deliveries

Should your child call to request that you bring a forgotten item to school, please let your child know that the item will be left in the front office. The child may then stop at the office between classes or at lunch time to pick up the item. Deliveries of flowers, balloons, gifts to the school are discouraged and those items will be held in the front office for parent pickup at the end of the school day.

## Detention Hall

A supervised detention hall will be held at Earl Rudder Middle School. Students are assigned to detention hall for disciplinary purposes due to poor choices. The student and parents or guardians will be notified 24-hours in advance as to what day and time the detention hall is assigned. Administrators and teachers work to contact parents of students assigned to detention but also feel it is the student's responsibility to inform their parent. Transportation after detention hall will be the responsibility of parents or guardians. Students who do not attend an assigned detention hall will be subject to additional disciplinary action. Detention halls are held on designated days from 3:45 p.m. to 5:15 p.m.

## Discipline

We encourage all students to model the Six Pillars of Character and make intelligent, healthy, and good common sense choices in all they do. Please refer to the student code of conduct for specific details regarding Northside policy.

## Display of Affection

Embracing, holding hands or kissing is not an accepted practice on the school campus. Students will be redirected, parents will be notified, and students may be subject to disciplinary action.

## Extra-Curricular Events (After-school activities/field trips)

Students absent from school the day of these activities may not participate or attend. Exceptions must be approved by the principal. Students who do attend these activities must be picked up no later than 20 minutes after the activity, or they may be prohibited from attending future events.

## Gum

Due to the unsanitary conditions created by the improper disposal of gum, students are not permitted to chew gum during the school day. Students who violate this regulation will be subject to disciplinary action.

## Health Care-Sickness at School

If a student becomes ill while at school, he/she will need a hall pass to the clinic. Parents will be asked to pick up their student if the student has a temperature of 100 or over, or is vomiting, or if the school determines that the health of the student requires immediate attention. Parents or guardians will be notified in these circumstances and should pick the student up as soon as possible after notification. If the parents are unable to come for the child, arrangements must be made by the parent or guardian for the student to be picked up and the school notified as to the person picking up the student. If a child becomes ill or is injured at school, he/she will be given first aid and the parents or guardian will be notified.

In an extreme emergency, E.M.S. will be called. Payment for E.M.S. is the responsibility of the parent or guardian.

## Honor Roll

Each six-week grading period, students meeting the following criteria will be recognized for achieving one of the Honor Rolls designated below. We expect all students to work toward being an honor roll student. A good worth ethic will lead students in this direction.

1. All A's
2. Any combination of A's and B's.
3. None of the above can have any conduct grade lower than -satisfactory

## In-School Suspension

In-School Suspension is an on-campus setting for students who commit disciplinary infractions. Students continue to receive instruction in each course to the extent possible.

## Leaving Campus

Rudder Middle School is a closed campus. When students arrive on campus they are to remain on campus until 3:40 p.m. Students who leave campus before the end of the school day must be checked out by a parent, legal guardian, relative, or designated friend that is on the Student Information Card. Our front office staff will check the Student Information Card on file against a properly presented I.D. Students will not be released unless confirmation is made. For the security of our students, parents will be required to present a picture I.D. to school personnel when contacting or checking their child out of school. For the safety and security of our students, leaving campus without permission from an administrator is subject to disciplinary action.

## Library

The Rudder Library is open from 7:50 a.m. to 4:00 p.m. each day. Students who want to go to the library before school to read, check books in or out, or complete homework, need to have a pass from either the teacher on duty or the librarian. It is expected that students help maintain a quiet atmosphere in the library. Students may check out up to three books at a time. Each student is responsible for returning their library materials when they are due. If library materials are lost or damaged the student is expected to pay for them.

## Lockers

Rudder Middle School does not issue lockers to students except for those students participating in P.E. or athletics. Students will be allowed to carry their backpack during the day.

## Liquid Correction Fluid (White Out)

Because of their toxic nature these items are not allowed on campus.

## Lost and Found

Since the school assumes no responsibility for lost articles, the students are urged to take every precaution to protect their possessions. Students should carefully mark articles such as wearing apparel, books, and supplies in order that each may be easily identified. Students should check the lost and found regularly for lost or misplaced items. Unclaimed items are donated to a charitable organization during the year and after the second week in June.

## Meals

Lunch and breakfast is provided at no cost the students. Snacks/ drinks such as ice cream, chips, cookies and Gatorade are not part of the meal but can be purchases. Breakfast is served from 7:30am to 8:15am. Students should eat breakfast before going to the grade level specific areas each morning. Please check in the front office and get a Visitor's Badge if you plan to stay for lunch. Due to the limited amount of time scheduled for lunch, the school will not allow planned lunch parties. Parents are not allowed to bring meals to other students. We request that high school / college students do not come up for lunches with outside food to share with students other than your child are not permitted.

## National Junior Honor Society

The NJHS is an academic organization for students who meet the rigorous standards for acceptance. Each spring teachers are asked to nominate 7th and 8th grade students based on consistent academic, excellent citizenship, leadership, and service qualities. A special ceremony is held each spring to induct new members into the Jack C. Jordan Chapter of the Rudder NJHS. Students who qualify will receive an invitation.

## Nuisance Items

Radios, CD players, iPods, MP3 players, PSP's, electronic games, portable/wireless speakers, shoes with wheels, skateboards, laser lights, watches with alarms, tape recorders, stuffed animals, blankets and pillows, balloons, fidget spinners, toys, or games of any kind are considered nuisance items and are not conducive to the learning environment. The school is not responsible for lost or stolen items like those mentioned above. These items are not to be brought to school and when confiscated will only be returned after a parent conference.

## Office Hours and Procedures

Office hours are from 7:45 a.m. to 4:15 p.m. Students are asked to remain out of the office until 8:00 a.m.

Visitors to Rudder must check in with the front office staff and receive a Visitor's Pass to be on campus. Parents must show a government issued identification such as a current driver's license, State I.D., or Military I.D. to sign out or inquire about a student.

## Permanent Markers

Only water-based markers are allowed on campus. Permanent markers will be confiscated and not returned. Students who use permanent markers on school walls or equipment run the risk of being arrested on a State Jail Felony

## Physical Education

All students are required to take physical education. Students are required to dress out in their P.E. uniform (gray shirt, plain royal blue shorts, socks, and tennis shoes) during physical education classes. Students may purchase a uniform from the coaches. When an injury prohibits full participation in activities, a student is still expected to dress out unless otherwise stipulated by a physician. Students must have a note signed by a parent for restrictions of 1-2 days. In such cases, students will still dress out and participate in limited activities as requested by the parent. For restrictions of a longer length (3 days to 4 weeks) a note from a physician is required. The note must describe the nature of the illness or injury, the nature of the restriction, and the dates of the restriction. Students who cannot participate in P.E. for a period longer than 4 weeks must have a detailed doctor's report. At the administrator's discretion, the student may be assigned to an alternate class.

## Police

The NISD Campus Police Officer is highly visible both inside and outside the building. The officer builds relationships with students so they feel confident in discussing situations that need attention on the campus. The officer is a great resource of knowledge for parents who have questions about school law, who experience challenges with their child, or for discussing problems that occur in the school or community.

## PTA – Parent Teacher Association

Earl Rudder's PTA is a volunteer organization. The PTA is a member of the National Congress of PTA and Northside Council of PTA's. Parents are urged to join and support PTA. Notice of meetings will be distributed to the students prior to the meeting date. Middle school PTA meetings and events will be on a school calendar. We invite you to join the Rudder PTA and show your support for the teachers, students and parents.

The PTA will be sponsoring family nights throughout the year. The school will be open for family activities, for grade level events, or whole school events such as special speakers, games, and instructional challenges. Please plan on participating in these great evening events with your family.

Volunteers are always needed to help in the office to help instructional specialists with clerical needs, chaperone field trips, or to assist with school and community events. If you have a few spare hours during the week, we encourage you to join our PALS (Parents Assisting Learning in School) program. Your service is truly appreciated.

## Report Cards/Progress Reports

Report cards are generally issued to students on the Friday after the end of the six-weeks. Progress reports are issued the 4th week of every six-week period throughout the school year. In addition, grades, and attendance can be monitored daily through Parent Connection via the Northside website at [www.nisd.net](http://www.nisd.net).

## Rudder General Store

The Rudder General Store is open for business. Thanks to parent and student volunteers our students have a place to purchase necessary school supplies and school spirit items. Hours will be posted for the students at the beginning of the year.

## Schedule Changes

Parents should speak to their student's counselor with concerns about schedules. While efforts are made to solve problems it may not be possible or advisable to change schedules. The principal or his/her designee has the final authority to change schedules.

## School Day

The school day begins at 8:30 a.m. and ends at 3:40 p.m. The first bell for students to get to class is 8:23 a.m. We expect all students to be prompt, punctual, and prepared. Rudder Middle School has an eight period school day.

## Skateboards, Scooters and Bicycles

Skateboards and scooters are not allowed at Rudder. Students who ride bicycles to school should lock their bikes to the posts provided at the front of school. Rudder is not responsible for locks or stolen bicycles.

## School Dress

Students are required to follow the NISD dress code policy.

## School Security

Rudder Middle School is a very safe school. A comprehensive school safety program is in place for students, teachers and staff members. Their safety is our number one concern. We have 70 security cameras installed throughout the campus, both inside and outside. These cameras provide coverage of the interior to include hallways, stairwells, the cafeteria, gymnasiums parking lots, main entrances and various other perimeter locations.

Students and staff members routinely practice a variety of safety drills throughout the year. Perimeter doors are secured during the day and all visitors must enter through the front office. Our campus police officer is highly visible during the day and at after school events. Northside also provides a safety hotline for students, parents and community members to call and give information the schools may need. The number to call is 397-SAFE (7233).

## Student Council

These representatives must meet the following requirements:

1. Maintain a "C" or better average in all subjects for the current year.
2. Not have received more than one "N" in conduct during the current year.
3. Not have received an "F" or "U" in the current school year.

A student can be placed on a six-week probation for failure to comply with the academic and citizenship guidelines. Should the occasion arise for a second probation period on the same student, possible dismissal will be considered? Probation will be determined by a committee reviewing the circumstances.

## Tardies

Rudder students are expected to be prompt, punctual, and prepared for all classes. Once the tardy bell rings all students should be ready to successfully participate in the daily lesson. Students who are repeatedly tardy will be subject to disciplinary action. Notification of disciplinary action will be provided for the parents through a paper copy of the referral that the child is to take home or through a phone call from a teacher or administrator. Students arriving late to school (before 8:40 a.m.) report directly to their first period class. Students arriving any time after 8:40 a.m. report to the Attendance Office to turn in parent notes and /or check into school. Students will be issued an admission slip to class. A tardy will be recorded and excessive tardies can result in an Attendance Warning Letter being issued to the parent or guardian. Continued tardiness after the warning letter can result in a referral to Court for further actions.

## Telephone

The telephone in the office is for school business and emergencies. It is not for general use by the students. A student will not be called from class to answer telephone calls. In extreme emergencies, a message will be taken by the office staff and delivered to the student.

## Textbooks

Consumable textbooks are issued in Science and Mathematics. State-adopted textbooks in Social Studies and English will be issued to students based on the request of the parent. A very limited amount are available, however, teachers will have a classroom set of textbooks for student use. Fines will be assessed for any damage to non-consumable textbooks issued to the student, whether or not the damage occurred while the book was in the student's possession at the time the damage occurred. Payment of all textbook fines and payment for lost books is required before a student's withdrawal records are processed or end of the year report cards are mailed home.

## Transportation

Many of our students are eligible for district bus transportation. Students are reminded that they may ride ONLY the bus they are assigned to ride. Permission may not be given to ride alternate buses unless an emergency situation exists. Clearance to ride an alternate bus due to an emergency situation must be requested in writing by the parent and submitted to the Vice-Principal's office before noon on the day they are requesting assistance. If a student misses an assigned bus, a telephone will be available for students to contact a parent for pickup. ONLY students that are eligible for district transportation may ride a school bus and there are no exceptions. Students are expected to follow all directives of the bus drivers so transportation to and from school is a safe experience.

## Visitor's Pass

Parents are encouraged to visit the school. All parents and visitors are required to register in the Front Office with the school receptionist or secretary. We will always ask the nature of your visit and work to accommodate you. You will be asked to provide identification either with a Military I.D., a state issued I.D. or a driver's license. You will be issued a Visitor's Pass and we ask you wear this, at all times, while on the campus. If you are requesting to visit a classroom where your child is enrolled, please make sure you have requested the visit 24 hours in advance. Visitors and parents are also required to sign-out prior to leaving the campus and we ask you to return the Visitor's Pass.

## Web Page & Twitter Account

For up-to-date information/services about Rudder, contact us at [www.nisd.net/rudder](http://www.nisd.net/rudder). The Rudder twitter handle is @earl

## Withdrawal from School

When a family has moved out of the Rudder attendance area or the student has been placed at an alternative campus, the student must be withdrawn from Rudder.

The parent or guardian should contact the Attendance secretary at 397-5008 and request the "NISD Withdrawal Request" form. This form must be completed and signed by the parent or guardian before a student will be withdrawn. This form will request the new address by street address and city. For those that know in advance of an anticipated move we request you contact the attendance office early for assistance and to speed up the process for you. For other withdrawals, a twenty-four (24) hour notice is generally needed to complete the withdrawal process.

On the student's last day of attendance, the student should report to the Attendance Office between 7:50 and 8:30 a.m. to start the withdrawal process. The student is expected to be in attendance for the entire day on their last day at Rudder. All school property must be returned and all fines and debts must be satisfied in order for the withdrawal process to be completed. At the end of the day, the student will receive a copy of the withdrawal papers.