



Woodville Independent School District

Registration Form

2019-2020

School Year

New Students, Grades 9-12

Parents,

The following pages contain forms that must be completed in order for your child to be registered in Woodville ISD. Please complete all fields on each form.

Please read each form carefully. Some forms require a parent/guardian and or the student's signature. These forms must be physically signed after they are printed.

After the forms have been signed and returned to school, you will be given a Student Handbook, Student Code of Conduct, Acceptable Use Policy, and your child's schedule or teacher assignment.

To get started, complete all fields, sign and return to your child's campus.

Thank you and Welcome to WISD!

Registration Form for School Year 2019 - 2020

| | | | | | |
|--|---------------------|--|----------------------|--|---|
| Campus Name: _____ | | Campus Phone: (409) _____ | | Campus Fax: (409) _____ | |
| STUDENT INFORMATION | | | | | |
| Local ID _____ | Student Name _____ | Grade Level _____ | Orig Entry Dt _____ | Track _____ | SSN _____ |
| Gender _____ | Date of Birth _____ | Birth Place _____ | Age (Sept 1st) _____ | Texas Unique ID _____ | <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Asian |
| | | | | | <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> American Indian |
| Address: _____ | | | | | Student Home Phone: _____ |
| Mailing Address: _____ | | | | | Student Cell Phone: _____ |
| Student Email: _____ | | | | | Will your child be using bus transportation to get to school? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| PARENT INFORMATION | | | | | |
| 1. Guardian: _____ | | Relation: _____ | | 2. Guardian: _____ | |
| Address: _____ | | Address: _____ | | Relation: _____ | |
| City, St, Zip: _____ | | City, St, Zip: _____ | | | |
| Employer: _____ | | Employer: _____ | | | |
| Cell Ph: _____ | | Home Ph: _____ | | Bus Ph: _____ | |
| Other Ph: _____ | | Phone Pref: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other | | Other Ph: _____ | |
| Receive Mailouts: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Language Pref: <input type="checkbox"/> English <input type="checkbox"/> Spanish | | Receive Mailouts: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Emergency Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Email: _____ | | Emergency Contact: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Svc Branch: _____ | | Rank: _____ | | Enrolling Person: _____ | |
| Right to Transport: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Driver License #: _____ | | State: _____ | |
| Vehicle Make: _____ | | Model: _____ | | Color: _____ | |
| Vehicle Plate #: _____ | | State: _____ | | Vehicle Plate #: _____ | |
| | | | | State: _____ | |
| EMERGENCY CONTACT INFORMATION | | | | | |
| 1. Name: _____ | | Relation: _____ | | Cell Ph: _____ | |
| Other Ph: _____ | | Phone Pref: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other | | Right to Transport: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Vehicle Make: _____ | | Model: _____ | | Color: _____ | |
| | | | | Plate #: _____ | |
| | | | | State: _____ | |
| 2. Name: _____ | | Relation: _____ | | Cell Ph: _____ | |
| Other Ph: _____ | | Phone Pref: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Other | | Right to Transport: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Vehicle Make: _____ | | Model: _____ | | Color: _____ | |
| | | | | Plate #: _____ | |
| | | | | State: _____ | |
| Doctor: _____ | | Bus Ph: _____ | | Dentist: _____ | |
| Hospital: _____ | | Bus Ph: _____ | | Other Medical: _____ | |
| | | | | Bus Ph: _____ | |
| List any Allergies or Health Concerns: _____ | | | | | |
| SIBLING INFORMATION | | | | | |
| Brothers/Sisters | | Grade | | School | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| _____ | | _____ | | _____ | |
| BUS INFORMATION | | | | | |
| Eligible: _____ | | Seat: _____ | | Special Requirements | |
| Route: _____ | | Run: _____ | | Transportation: _____ | |
| Pickup Stop: _____ | | Dropoff Stop: _____ | | Special Seating: _____ | |
| Pickup Assigned: _____ | | Dropoff Assigned: _____ | | Wheelchair: _____ | |
| Pickup Route: _____ | | Dropoff Route: _____ | | | |
| <p>The above information is required for a permanent school record of your child and will be used by school personnel. Presenting false documents, records or information is a violation of state law and may subject you to tuition cost for your child. I certify that the information given above is correct. I authorize the school to contact the person named on this form and the above named physician to render such treatment as may be necessary in an emergency of said child. In the event parents, physician, or other persons named cannot be contacted, school officials are hereby authorized to take whatever action is necessary in their judgment for the health of the above child. I will not hold the school district financially responsible for emergency care and/or transportation.</p> | | | | | |
| Parent or Guardian Signature _____ | | Date of Birth _____ | | Date _____ | |
| (For Office Use Only) | | | | | |
| Teacher Name: _____ | | Control Nbr: _____ | | Eligibility Code: _____ | |
| Birth Certificate on File: _____ | | Mil Conn: _____ | | Immunization on File: _____ | |
| Soc Sec Copy on File: _____ | | At Risk: _____ | | Title I: _____ | |
| Gift: _____ | | LEP: _____ | | BIL: _____ | |
| ESL: _____ | | Par Per: _____ | | Econ: _____ | |
| Special Education: Prim: _____ | | Sec: _____ | | Tert: _____ | |
| | | | | Multi: _____ | |

WOODVILLE INDEPENDENT SCHOOL DISTRICT
Special Instruction Programs

Student's Name: _____ **Grade:** _____

Please indicate by checking yes or no if this student is now or has been in any of the following programs.

- | | | |
|--|-----------|----------|
| 1. Program for Gifted Students | _____ YES | _____ NO |
| If yes, school year identified: _____ | | |
| 2. Advance / Honors Class | _____ YES | _____ NO |
| If yes, school year courses taken: _____ | | |
| 3. Medically Identified (ADD, ADHD) | _____ YES | _____ NO |
| If yes, is student on medication now? | _____ YES | _____ NO |
| 4. Has this student received Special Education services? | _____ YES | _____ NO |
| Enrolled in resource classes? | _____ YES | _____ NO |
| 5. Was the student protected under Section 504? | _____ YES | _____ NO |
| 6. Has this student been identified as Dyslexic? | _____ YES | _____ NO |
| 7. Has this student ever received Speech Services? | _____ YES | _____ NO |
| 8. Has this student ever been retained? | _____ YES | _____ NO |
| If yes, school year retained? _____ | | |

2019-2020 Income Determination

This information is used to determine eligibility for additional entitlement benefits for which your child and his/her school may qualify. Please complete, sign and return this form to your child's school.

Student Name _____ ID# _____ School _____

Part A: Household Size and Gross Income (before deductions)

1. Select your household size.
2. In the same line of the household size, **check** the box next to Annual Income Range 1 OR 2 OR 3 that includes your total annual household income.

Do not check an income in all ranges. For help determining your household size and annual household income, please refer to instructions on page 2.

| Household Size | Annual Household Income Ranges | | |
|----------------|---|--|------------------------------------|
| | Range - 1 | Range - 2 | Range - 3 |
| 1 | <input type="checkbox"/> \$0 - \$16,237 | <input type="checkbox"/> \$16,238 - \$23,107 | <input type="checkbox"/> \$23,108+ |
| 2 | <input type="checkbox"/> \$0 - \$21,983 | <input type="checkbox"/> \$21,984 - \$31,284 | <input type="checkbox"/> \$31,285+ |
| 3 | <input type="checkbox"/> \$0 - \$27,729 | <input type="checkbox"/> \$27,730 - \$39,461 | <input type="checkbox"/> \$39,462+ |
| 4 | <input type="checkbox"/> \$0 - \$33,475 | <input type="checkbox"/> \$33,476 - \$47,638 | <input type="checkbox"/> \$47,639+ |
| 5 | <input type="checkbox"/> \$0 - \$39,221 | <input type="checkbox"/> \$39,222 - \$55,815 | <input type="checkbox"/> \$55,816+ |
| 6 | <input type="checkbox"/> \$0 - \$44,967 | <input type="checkbox"/> \$44,968 - \$63,992 | <input type="checkbox"/> \$63,993+ |
| 7 | <input type="checkbox"/> \$0 - \$50,713 | <input type="checkbox"/> \$50,714 - \$72,169 | <input type="checkbox"/> \$72,170+ |
| 8 | <input type="checkbox"/> \$0 - \$56,459 | <input type="checkbox"/> \$56,460 - \$80,346 | <input type="checkbox"/> \$80,347+ |

If household size is greater than 8, list household size and total annual income below: Household Size: _____ Total Annual Income: \$ _____

Certification - The head of household or adult designee who completed this form must complete the certification.

I certify (promise) that all information on this form is true and that all income is reported to the best of my knowledge. I understand that this form may impact the amount of state and/or federal funding allocated to my local school. I understand that the information I have provided may be verified.

Sign Here: X _____ Print Name: _____ Date: _____

Registration Income Information

Part A: Household Size and Gross Income

What is included in "Annual Household Income"? Annual Household Income includes the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources. Do not include SNAP or FDPIR payments.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker's compensation, unemployment or strike benefits, rental income, interest and dividends, regular contributions from people who do not live in your household, and any other income received. Do not include income from WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances, and food or clothing allowances. Do not include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay ONLY if you receive it on a regular basis.

How do I calculate total household income received from multiple sources and/or on a weekly, every two weeks, twice a month, or monthly basis?

1. Annualize pay for each source of income based on the above definitions for every household member. Use the table below for the Annual Income Conversion.

| Frequency | Annual Income Conversion |
|----------------------------|--------------------------|
| Weekly | = 52 x Weekly |
| Bi-Weekly(Every two weeks) | = 26 x Every 2 weeks |
| Twice per month | = 24 x Twice a month |
| Monthly | = 12 x Monthly |

2. Sum the annualized pay for all sources for all household members to determine the total annual household income and check the box within the appropriate range for your household size in Part A.
3. If your household size exceeds the size on the chart, list household size and total annual household income in the space provided.

If your income fluctuates, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, use \$1,000 each month as the basis for your annual income. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.



WOODVILLE INDEPENDENT SCHOOL DISTRICT

STUDENT RESIDENCY QUESTIONNAIRE

(Required for ALL Students)

This questionnaire is intended to address the actions required for McKinney-Vento Education Act, 42 U.S.C. 11435. Your answers will help determine if your students is eligible for services through the McKinney Vento Act. Eligible student status remains active for one academic year.

Please Print:

| | | | |
|---|----------------|---|-----------------------------|
| Name of School: | | | |
| Name of Student: | | Grade: | |
| SSN: | Date of Birth: | Age: | Gender: ___ Male ___ Female |
| Name of Parent / Guardian: | | | |
| Home Address : | | City / State/ Zip | |
| Home Phone: | Mobile: | Work: | |
| Emergency Contact: | Relationship: | Phone: | |
| How many children to you have enrolled in WISD? | | How long has the student lived at this address? | |

Housing Situation (check all that apply):

Housing

- ☐ Living in a shelter: _____
- ☐ Living with more than one family in a house or apartment
- ☐ Living in a motel or hotel
- ☐ Moving from place to place / "couch surfing"
- ☐ Living in a car, park, campsite, or outside
- ☐ Living in a trailer park / mobile home
- ☐ Scattered Site Housing (HUD supplemented)
- ☐ Moving due to migrant work in fishing or agriculture
- ☐ Housing lacks running water and/or electricity
- ☐ Living in a structure not usually used for housing

Type of structure: _____

Unaccompanied Youth? ☐ YES ☐ NO

Background Situation (check all that apply):

- ☐ New to town
- ☐ Loss of employment
- ☐ Economic hardship / low earnings
- ☐ Evicted / kicked out
- ☐ House fire or other destruction
- ☐ Natural disaster / evacuation
- ☐ Domestic issue: _____
- ☐ Migrant work in fishing or agriculture
- ☐ Awaiting placement in Foster Care / CPS custody
- ☐ Parent(s) involved in military deployment
- ☐ Recently released from incarceration
- ☐ Catastrophic illness / medical expenses/disability
- ☐ Other: _____

Unaccompanied youth includes a youth not in the physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing; children and youth denied housing by their families; school-age unwed mothers living in homes for unwed mothers because they have no other housing available, and students living with non-custodial relatives or friends without a parent or legal guardian

Signature of Parent / Guardian: _____ Date: _____

Presenting a false record or falsifying records is an offense under Section 37.10, Penal Code and enrollment of the child under false documents subjects the persons to liability for tuition or other costs. TEC Sec 25.002(3)(d).

McKinney Vento Act: Administration Determination: ___ Yes ___ No Is family situation urgent? ___ Yes ___ No

Administrator Signature: _____ Date: _____

Woodville Independent School District
Health Services
Guidelines for Keeping Sick Children Home

Each day many parents are faced with a decision: should they keep their sick child at home or send them off to school? Often the way a child looks and acts can make the decision an obvious one. Please consider these guidelines:

- **Colds:** Please keep your child at home if he/she has a fever over 100 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy). If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your physician.
- **Conjunctivitis (pink-eye):** Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medication has begun. Students with viral infection may return when eyes are clear.
- **Diarrhea/Vomiting:** A child with diarrhea and /or vomiting should stay at home and return to school only after being symptom-free for 24 hours without medications.
- **Fever:** The child should remain at home with a fever greater than 100°. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- **Impetigo:** The child with impetigo may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is recommended.
- **Rashes:** Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- **Strep Throat:** A child with strep throat may return to school 24 hours after treatment has begun and fever free for 24 hours without fever reducing medication.
- **Headlice:** Identification of head lice requires treatment and **removal** of all nits and lice before a student can return to school. The student must be brought to the school nurse by parent/ guardian after lice treatment for readmission to school.
- **Chickenpox:** cases must stay home until all lesions are scabbed over, approximately 5 - 7 days.
- **MRSA (Staph):** Must be kept covered with a clean, dry bandage.
- **Infections** (wounds, skin, and soft tissue): exclude until drainage from wounds or skin and soft tissue infections is contained and maintained in a clean dry bandage; restrict from situations that could result in the infected area becoming exposed, wet, soiled, or otherwise compromised;

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover.

Guidelines for Transporting Medications to and from School and Administering Medication at School

1. All medication must be brought to the school by a parent or guardian and given to the school nurse.
2. Prescription and non-prescription medicine must be in the original container. Prescription medication must be in the container with a pharmacy label with student's name, prescribing physician, instructions, date, and expiration date.
3. If a prescription or non-prescription medicine must be given during school hours, it must be accompanied by a signed note from the parent or guardian giving authorized school personnel directions for its administration with the time and dosage noted.
4. School personnel will not give oral or apply any topical medication, such as Tylenol, Motrin, Hydrocortisone, Carmex...etc... unless it is provided by the parent or guardian.
5. If a student has broken skin due to accident/injury, triple antibiotic ointment and a bandage will be used.
6. Medications will be stored in a locked cabinet or medication closet with the nurse, principal and authorized staff having access keys.
7. Medications in the original container will be placed in a clear zip lock bag with the signed permission slip from the parent or guardian, and with the student's name written on the outside of the bag.

Immunization Requirements for School Year 2019-2020

Below is a list of the required vaccines for students who will attend a Texas school in the 2019-2020 school year. This list includes new requirements that were added to kindergarten and 7th grade in 2009. *Parents of students who will enter kindergarten and 7th grade should pay special attention to the additional vaccine requirement.* Please be aware that students without the *vaccine requirements* or a valid exemption will not be allowed to attend school.

Vaccine requirements for students entering kindergarten through 12th grade:

- 3 to 5 doses* of diphtheria, tetanus, and pertussis (DTaP/DTP/DT/Td)
- 3 to 4 doses* of polio
- 2 doses* of measles, mumps, and rubella (MMR)
- 3 doses of hepatitis B
- 1 to 2 doses* of varicella
- 1 booster dose of tetanus, diphtheria, and pertussis (Tdap) 10 years after the last dose of tetanus-diphtheria-containing vaccine

Additional vaccine requirements for students entering kindergarten- 2nd grade, 7th grade- 9th grade:

- 2 doses of hepatitis A for students entering K – 2nd grade
- 2 doses of varicella for students entering K – 1st and 7th – 9th grade
- 1 booster dose of tetanus, diphtheria, and pertussis (Tdap) for students entering 7th grade, if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine
- 1 dose of meningococcal for students entering 7th – 9th grade

Woodville Independent School District Health Services

Student's Name: _____

Grade / School Year: _____

Medication Administration

The following is a list of products that are commonly used for **minor illness or first aid**. In order for the school to administer, you must authorize by placing an "X" by the items below and sign.

- _____ Non-Aspirin (Acetaminophen, Tylenol) for pain / fever
- _____ Motrin or equivalent for pain / fever
- _____ Pepto Bismol, Tums or equivalent for upset stomach
- _____ Topical Antibiotic Ointment (Neosporin, Bacitracin)
- _____ Campho-phenique for cold sores or fever blisters
- _____ Vaseline / Carmex for chapped lips
- _____ Anbesol/Orajel for toothache
- _____ Chloraseptic or equivalent for sore throat
- _____ Benadryl cream, Hydrocortisone cream, or calamine/calaclear lotion/gel for rashes or insect bites
- _____ Benadryl capsules or liquid for allergic reaction
- _____ Sting-ease or Medcaine swabs for insect bites or wasp stings
- _____ Bactine / Hydrogen Peroxide for skin disinfectant or cleansers
- _____ Burn spray / cream for burns or sunburns
- _____ Eye solution / contact solution / visine for eye irritation
- _____ Cough drops for cough

Tylenol, Motrin, Pepto Bismol, and cough drops must be supplied by the parent or guardian.

Medication must be in original container with student's name on the label if it is a prescription.

Medical Conditions / Illnesses

Please place an "X" if your child has any of the following conditions:

- _____ Hemorrhagic disease (abnormal bleeding tendency)
- _____ Diabetes
- _____ Hypoglycemia
- _____ Seizures
- _____ Heart conditions
- _____ Asthma
- _____ Other: Specify: _____
- _____ Allergies to food, insect stings or other unknown causes: Specify: _____

Parent is responsible for contacting the nurse if student has a serious allergy or medical condition and supplying physician's orders/medication if needed for child's condition at the first of every school year.

Parent/Guardian Signature _____

Date _____

Emergency Number _____

Relative / Friend _____

Phone Number _____

Relative / Friend _____

Phone Number _____



WOODVILLE INDEPENDENT SCHOOL DISTRICT

PK-12 Home Language Survey (Required for New WISD Students)

Dear Parent / Guardian:

We are surveying home language to help determine the best instructional program for your child. With this information, our teachers will do their best to meet the needs of each student and provide a quality educational program.

Please answer this survey for each child who is new to the District. Mark only one language for each question. Thank you for your assistance.

STUDENT INFORMATION (please print)

School: _____

Name of Student: _____

Last

First

Middle

Grade: _____

SSN: _____

Date of Birth: _____

Age: _____

Gender: ☐ Male ☐ Female

Name of Parent/Guardian: _____

Home Address: _____

City/Zip: _____

Home: _____

Mobile: _____

Work: _____

Emergency Contact: _____

Relationship: _____

Phone: _____

LANGUAGE SURVEY (MARK ONLY ONE LANGUAGE FOR EACH QUESTION):

1. What language is spoken in your home most of the time? ☐ English ☐ Spanish ☐ Other If Other, which one? _____
2. What language does your child speak most of the time? ☐ English ☐ Spanish ☐ Other If Other, which one? _____
3. What was the first language your child spoke? ☐ English ☐ Spanish ☐ Other If Other, which one? _____
4. Has your child lived outside the U.S. for two or more consecutive years? ☐ Yes ☐ No If yes, indicate when: _____
(month/year to month/year)
5. (If applicable) When your child lived outside the U.S., did he or she attend school regularly? (Check one)
☐ Yes, my child attended school regularly in all previous grades outside the U.S.
☐ No, my child missed significant portions of one or more school years, as specified:

Specify grade and time period, including month and year (For example: Grade 2, Jan. 2000 through May 2000).

Signature of Parent/Guardian: _____ Date: _____

SCHOOL USE ONLY:

- Issue this survey only to students new to the District.
- Ensure that only one answer has been marked for each question.
- If the parents checked English in all three questions, input "98" in the Home Language Field Category and a "9" in Category field on screen WST1175.
- If the parents checked Spanish or Other in either question, give the language survey to the LPAC Coordinator for testing. After testing, input all appropriate coding into screen WST1175.

Woodville Independent School District does not discriminate on the basis of race, religion, color, national origin, gender or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.



WOODVILLE INDEPENDENT SCHOOL DISTRICT

Migrant Education Program Family Survey

| | | |
|--|----------------|---------------------|
| District: | Campus: | |
| Student Name: | Age: | Grade Level: |
| Dear Parents, In order to better serve your children, our school district is helping the State of Texas identify students who may qualify to receive additional educational services. | | |

The information provided below will be kept confidential.

Please answer the following questions and return this form to your child's school.

- 1. Within the past 3 years have you, or your child, moved from one school district, city or state to another?**
☐ YES or ☐ NO
- 2. If yes, did you, or your child, move so you could work or look for work in agriculture or fishing?**
☐ NO (STOP here and return survey to your child's school.) ☐ YES (Please ☒ check all that apply below)



Fruit, vegetables, sunflower,
cotton, wheat, grain, farms or
ranches, fields & vineyards

☐

Working in a cannery

☐

Working on a dairy farm

☐

Working in a fishery

☐

Working on a poultry farm

☐

Working in a plant nursery,
orchard, tree growing or
harvesting

☐

Working in a slaughterhouse

☐

Other similar work, please explain:

| | | | | |
|--|-------------------------------|--|------------------|---------------------|
| Please complete the following information: (Please Print) | | Best time to contact you: _____ | | Date:: _____ |
| Parent/Guardian Name: | Home Address/Apt Name: | City: | Zip Code: | |
| | | | | |
| Telephone Number: | Mailing Address: | City: | Zip Code: | |
| | | | | |

For School Use Only: Please return survey with two YES responses to Karen Hughes.

Es norma del Distrito Escolar Independiente de Woodville de no discriminar por motivos de raza, religion, color, origen nacional, género o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.



WOODVILLE INDEPENDENT SCHOOL DISTRICT
ETHNICITY AND RACE DATA QUESTIONNAIRE

(Required for all new Students)

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights and the Equal Employment Opportunity Commission.

School district parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

PART 1. ETHNICITY. Is the person Hispanic/Latino? (Choose only one)

- ☐ **Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **Not Hispanic/Latino**

PART 2. RACE. What is the person's race? (Choose one or more)

- ☐ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ☐ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American** - A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Name of Student (please print)

Signature of Parent/Guardian

Student ID Number

Date

This space is reserved for the local school observer (if necessary). Upon completion of form and after entering data in student software system, file this form in student's permanent folder.

Ethnicity – choose only one:

_____ Hispanic / Latino
_____ Not Hispanic/Latino

Race – choose one or more:

_____ American Indian or Alaska Native
_____ Asian
_____ Black or African American
_____ Native Hawaiian or Other Pacific Islander
_____ White

Observer signature:

Campus:

Date:



WOODVILLE INDEPENDENT SCHOOL DISTRICT

DIRECTORY INFORMATION and FERPA NOTICE
(Required Annually)

Student's Name: _____ ID#: _____

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Woodville ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 days of your child's first day of instruction.

Release for School Purposes: WISD has designated the following information as directory information for school-sponsored purposes only: your child's name, address, telephone number, photograph, honors and awards received, date and place of birth, dates of attendance, grade level, most recent school attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. Also, the names, addresses and dates of birth of entering seniors may be disclosed to the Department of Education only, in order for WISD to participate in the Free Application for Federal Student Aid (FAFSA) Completion Project, which allows WISD to provide valuable support to senior students seeking financial aid for college.

The District often needs to use student directory information for publication in the district yearbook, campus and district newsletters, a student directory and other school-sponsored publications. This information will not be used for other purposes without the consent of the parent or eligible student. Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

Please complete the following if you do **not** want your child's information used for **school-sponsored purposes**.

- ☐ I do **NOT** give the district permission to use information in the list above for **school-sponsored purposes**.

Release to Military Recruiter or Universities: Federal law requires Districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et. seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student enrolled in the district, unless the parent or eligible student directs the District not to release information to these types of requestors without prior written consent. Please complete the following if you do **not** want your child's information released to a military recruiter or an institution of higher education without your prior written consent:

- ☐ I do **NOT** give the district permission to release my child's information to a **military recruiter or institution of higher education** upon their request, without my prior written consent.

Parent's Signature: _____ Date: _____

Failure to return this form within 10 days will be automatic permission to release the above information.

Note to schools: Data clerks must enter restriction codes in student database annually. File and retain completed forms until replaced.



WOODVILLE INDEPENDENT SCHOOL DISTRICT

Parent / School Acknowledgement Sheet

Dear Parents,

Please mark each box below and sign and return this single sheet of paper to the campus that your child attends. **Each of your children will need a signature sheet on file at their campus.**

We acknowledge that we have been offered the option to receive a paper copy of the Woodville ISD Student Code of Conduct and Student Handbook for the 2019-2020 school year or to electronically access the on the district's website at www.woodvilleeagles.org. We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

We have chosen to:

_____ Accept responsibility for accessing the Student Code of Conduct and the Student Handbook on the district's Web site.

_____ Receive a paper copy of the Student Code of Conduct and the Student Handbook.

6 – 12 grade students only

_____ I understand that my child will be included in Random Drug Test pools if they participate in Extra-Curricular Activities (UIL sponsored events), enroll in Drivers Education or drive a car on campus.

Parent's Name PRINTED

Parent's Signature

Student's Name PRINTED

Student's Signature

Date: _____

CORPORAL PUNISHMENT STATEMENT

The Woodville ISD Student Code of Conduct includes corporal punishment as a discipline management technique. If you **Do Not** wish to have corporal punishment used as a discipline management technique for your child, please submit a written statement to the principal. The statement should include the name of your child as well as your name and signature.

Parent's Name PRINTED

Parent's Signature

Student's Name PRINTED

Student's Signature

Date: _____

Circle: ES IS
 MS HS

Woodville Independent School District

PLEASE READ CAREFULLY

Parent, Student, Teacher, and Principals

PARENT COMPACT 2019-2020

Parent's Signature

Student's Name

PARENT/GUARDIAN AGREEMENT: I want my child to achieve. I shall encourage him/her by doing the following:

- See that my child is on time and attends school regularly
- Support the school in its efforts to maintain proper discipline.
- Read with my child and let my child see me read.
- Find a quiet place for schoolwork and make sure the work is done daily.
- **Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or school district either received by my child, or my mail and responding as appropriate.**
- **Participate in decision-making related to my child.**
- Respect school staff and the cultural differences of others.
- Attend school activities provided for parents.
- Help my child learn to resolve conflicts in safe, positive ways.
- Serve to the extent possible on school advisory groups or support teams.

Signature(s) _____ Date _____

STUDENT AGREEMENT: It is important that I work to the best of my ability. To be successful, I shall strive to do the following:

- Attend school regularly.
- Complete and return homework assignments and homework folder daily.
- Help to keep my school safe.
- Come to school each day with the necessary supplies for learning.
- Observe regular study hours daily.
- Follow the rules of student conduct.
- Promise to respect and cooperate with parents, students, and teachers to help me succeed.
- Give to my parents/guardians all notices and information received by me from my school every day.

Signature(s) _____ Date _____

TEACHER AGREEMENT: It is important that students achieve. I shall strive to do the following:

- Have high expectations for all students.
- Provide high quality standards-based curriculum and instruction to meet state and federal student academic achievement standards.
- Provide homework assignments for students that reinforce classroom instruction and ongoing assessments.
- Communicate with parents on a regular basis and always be available to provide necessary assistance to parents and students.
- **Use special activities in the classroom to make learning enjoyable.**
- Provide a safe, supportive, and effective learning environment for students.
- Provide parents with frequent behavior and progress reports

Signature(s) _____ Date _____

PRINCIPAL AGREEMENT: I support this form of participant's involvement. I shall strive to do the following:

- Provide an environment that allows for safe, positive communication between the teacher, parent, and student.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction and prepare students for assessments.
- Encourage students to do their best work in order to be the best they can be.
- Give parents reasonable access to staff, to volunteer, to participate, and to observe in their child's class.
- Provide parent-teacher conferences each semester to discuss parent-school responsibilities related to their child's achievement.

Signature(s) _____ Date _____

PLEASE PRINT ALL INFORMATION ON THIS DOCUMENT

Woodville I S D Transportation Data Form

School Year: _____

Date: _____

Dear Parent(s)/Guardian,

The information on this form is necessary to assign your child to the correct bus. Please supply as much of the requested information as possible. A **Physical Address** must be given to assign a bus to your child. **You may not use a P O Box for an address. You must also call and give in writing any changes made throughout the school year.**

Last Name, First Ethnicity Grade

Physical Address Apt. # City

Directions to home (Must be turn by turn)

Parent Information

Last Name, First Phone # Emergency #

** Office Use Only **

Bus # AM Bus # PM

*****For safety reasons your student will not be dropped off at a Business Location*****
Younger students will not be dropped off by his/herself unless an adult or older sibling meets or walks them to the designated bus stop, or for pickup. Must be over 8 yrs old

WISD BUS Riders Handbook

School Year: 2019-2020

The district provides school bus transportation to all students living within the district's boundaries. This service is provided at no cost to students; however bus riding is a **privilege**.

INTRODUCTION

The Bus Riders handbook is designed to inform school bus riders and their parents of the rules and procedures under which students must operate in order to ride WISD school buses. The student's riding privilege is contingent upon his or her behavior and cooperation. Bus riders have the responsibility to make the bus trip pleasant and safe for all on board the bus. Bus riders are expected to display the same good manners and behavior on the bus as they are in the classroom.

Parents should take time to read and discuss the materials in this handbook with their children. Riding a school bus is a privilege provided by the school district and should be treated as such.

RIDERSHIP ELIGIBILITY

Students are assigned to ride on a school bus based on their eligibility as established from their home residence. Students will be expected to board or depart the school bus at a residence, or a nearby established bus stop as determined by the school. **They cannot be dropped off at a student's or parent's place of employment for convenience purposes.**

Most of our buses are filled to their maximum capacity. We ask that you DO NOT send notes requesting that your child ride the bus with a friend for a birthday party or overnight visit. Each student needs to ride the bus they are assigned to. If there is an **emergency situation**, students **must have written permission** to ride any bus other than their regular bus or to get off at a stop other than their designated bus stop. The Principal or Vice-Principal of your child's campus must approve all emergency requests. **A signed note from the campus office** must be presented to the driver for a student to ride a bus other than their assigned bus for emergencies. Circumstances will be determined by the campus office.

BUS CONDUCT GUIDELINES

The bus driver has many of the same responsibilities on the school bus that a teacher has in the classroom. Bus riders will be expected to follow the written rules as outlined by their drivers, and the campus discipline management plan (Student Code of Conduct). Whenever a student breaks a bus rule or commits any other action that jeopardizes the safety of the bus or passengers, a Bus Incident Report will be filled out and **sent to the student's campus administrator**. Any student who fails to comply with these rules and policies shall be subject to disciplinary action.

The bus riding privilege may be revoked if students cannot follow the established rules of conduct. A school administrator is the only person who can remove a student from a bus and reserves the right to modify consequences in conjunction with the Student Code of Conduct and with regard to the severity/frequency of the offense. A student may be removed from a bus after **any** referral, if the School Administrator feels that the incident is **severe enough to warrant this action**. Subsequent infractions can result in suspensions that vary in length from one week to the remainder of the school year. If the misconduct violates other school rules and regulations, then more severe disciplinary action may be taken.

NOTE* It is the responsibility of the parents to provide transportation to and from school if a child misses the bus or is suspended from the bus.

BASIC SCHOOL BUS RULES

Students are expected to adhere to the following established rules of conduct and safety policies:

- ❖ Students will be on time; at their stop & **visible** to the driver **at least 5-7 minutes before** their normal pick up time. Drivers will not blow the horn for students and they will not wait on students who are not on time. If the student is continuously late, the driver has the right to drive off without waiting on the student.
- ❖ On route segments where there is only one scheduled bus stop and no one rides the bus 3 mornings in a row, the bus will not go down the road unless the transportation department is notified by the parent/guardian.
- ❖ Parents are responsible for the safety of students to and from the bus stop.
- ❖ Students are not to play or wait in the streets or roadways while waiting for the school bus.
- ❖ If crossing the road during the act of boarding or departing from the bus, students are to pass far enough in front of the bus (15 feet) as to be in the drivers view, and only when directed to cross by the driver.
- ❖ Upon entering the bus, **students are to follow all driver directives** and **remain seated** and facing forward until directed to exit the bus by the driver.
- ❖ **Students may be assigned seating by the bus driver.** If seat assignments are made, each student will be expected to sit in his or her assigned seat until further notice.
- ❖ Be courteous. Students will not act in a disrespectful manner while riding a school bus.
- ❖ Students shall not in any manner harass or distract the bus driver through misbehavior.
- ❖ Students shall not throw, pitch, or shoot articles within the bus, or out the windows.
- ❖ Students shall not write upon, disfigure or destroy any part of the school bus.
- ❖ Students shall not handle any emergency equipment inside the bus without the permission from the drivers.
- ❖ Students shall **never** board or leave a bus through the emergency door **except** in an emergency
- ❖ Students shall not carry explosives (such as fireworks), knives, weapons, or any object that can reasonably be considered a weapon, on the bus.
- ❖ Violence prohibited. Students shall not scuffle or fight on the bus.
- ❖ Students shall not use obscene, vulgar, or profane language on the bus.
- ❖ Students shall not strike matches or use tobacco in any form on the bus.
- ❖ Students shall not consume or have in their possession intoxicating beverages, narcotics, prescription or over the counter medications while aboard the bus.
- ❖ Students shall not yell, scream, and/or whistle on the bus. Radios or music devices may be used only with headsets **and the approval of driver.**
- ❖ Students shall not eat or drink on the bus, or litter the bus with debris. Keep the bus clean.
- ❖ Students shall not use or have out Cell Phones on bus.

BUS SAFETY

PROCEDURES FOR WAITING FOR THE BUS

1. Be at your bus stop five to seven minutes before scheduled pick-up. Driver will not wait or honk.
2. Stand on the driveway or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a complete stop.
- 5. IF YOU MISS THE BUS, RETURN HOME IMMEDIATELY.**
- 6. Parents should instruct their children on what procedures to follow if the bus is missed.**

LOADING THE BUS

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.

GETTING OFF THE BUS

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus; pushing and crowding will only slow exiting and may cause an accident.
4. You must use your assigned stop at all times, (A.M. and P.M. routes).
5. Do not chase or hang on to the bus at any time.
6. If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

CROSSING THE STREET OR HIGHWAY

1. All students living on the left side of the roadway shall exit the bus, move to a point 15 feet in front of the right bumper, and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. Always stay at least ten (10) feet away from the sides of the bus.
5. **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.

EMERGENCY SITUATIONS

In the event of an accident or other emergency, students are to remain seated until directed to a course of action by the driver. The driver will direct responsible students to serve as assistants with specific duties for evacuations and other emergency situations. It is very important to follow instructions and not panic in the event of an emergency situation. Follow these safety policies:

1. Remain seated until directed to move by the driver or other person responsible for an evacuation order.
2. Do not touch emergency equipment or safety releases until directed to do so.
3. Allow those nearest the exits to depart from the bus first and then you depart in an orderly fashion.
4. Wrap loose clothing around you and duck your head as you leave the bus.
5. Keep your hands free and leave your belongings on the bus.
6. If jumping from the bus, bend your knees to absorb the shock and prevent injury.
7. After departing the bus, move quickly away from the bus to a designated safe area and remain there.

If there are questions about bus routes, drivers, or this handbook, please contact the Transportation Office at 283-2718.

If your question concerns discipline then contact the student's principal. A parent may appeal a disciplinary action by requesting a conference with the Transportation Director or Campus principal, whichever is applicable during school hours. Normal school hours are 8:00 a.m. until 3:30 p.m.

WOODVILLE I.S.D.

BUS RIDER RULES ACKNOWLEDGEMENT & EMERGENCY INFORMATION FORM
School Year: 2019-2020

Parent(s) or Guardian(s) of each bus rider must complete this form, sign it, and return it to the bus driver during the second week of riding the bus.

This form is for the district's use in case of an emergency situation. It also verifies your acknowledgement of established school bus rules and safety policies and gives the district permission to use video equipment on the buses. **Failure to return this completed form will disqualify you from riding the bus until it has been turned in.**

STUDENT'S NAME _____

ADDRESS _____

CAMPUS _____ GRADE _____

PARENT'S NAME _____

*HOME PHONE# _____ CELL PHONE# _____

*PHONE# of another Responsible Adult _____
NAME/RELATIONSHIP _____

*EMERGENCY PHONE # _____
NAME/RELATIONSHIP _____

For Safety Reasons:

Students **under 9 years of age** will **not be dropped off** by themselves unless an adult or older sibling meets or walks them to the designated bus stop.

Your child's campus and the Transportation Office must be notified immediately of **any changes in the phone numbers listed above** to insure communication with parents or guardians in case of an emergency.

I have read and understand the "Bus Rider's Handbook" and have discussed it with my child.

SIGNATURE OF PARENT OR GUARDIAN DATE _____

BUS DRIVER'S NAME _____

BUS# _____

Woodville Independent School District Acceptable Use and Internet Safety Policy for Technology

Terms and Conditions

This policy applies to all employees, students, and users of
Woodville Independent School District

General Information

The Woodville Independent School District (the District) provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. The system administrators are employees of the Woodville Independent School District and reserve the right to monitor all activity on network facilities. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules. **This policy must be read and signed annually.**

Internet Safety Training

The District shall provide Internet safety training to students no later than the end of the first six weeks of instruction. Training shall include a review of the rules in this document and the student handbook and in the Student Code of Conduct concerning cyberbullying, chatting, inappropriate use of social networking sites, and other technology related issues.

Information Content and Uses of the System

The user agrees not to publish on or over the system any information that violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members of the system to conduct any business or solicit the performance of any activity that is prohibited by law.

Because the District provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will provide student access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas, but potential dangers remain. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The District and the system administrators do not condone the use of such materials and do not knowingly permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and monitor any future home usage of the District's resources. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in termination of such student's accounts on the network.

Online Conduct

Any action by a member that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending member's account and other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Before any student work or likeness may be displayed in electronic format the sponsoring teacher will have a release form signed by the student's or students' parent or guardian for each instance. If there is more than one student in a photograph, each person in the photograph must have a release signed appropriately. Users and their parents/guardians specifically agree to indemnify the Woodville Independent School District and the system administrators from any losses, costs, or damages, including reasonable attorneys' fees incurred by the District relating to, or arising out of any breach of this section (Online Conduct) by the user. Network resources are to be used by the user for his/her academic/professional use only; commercial uses are strictly prohibited.

Computer Etiquette

1. Use the computer systems properly and sensibly: do not bang on the computers or keyboards.
2. Be polite to others whether they are physically beside you or using the computer on the other end of your network connection.

3. Do not use vulgar or obscene language, gestures, motions or symbols.
4. Use caution when revealing any name, address or phone number.
5. Electronic mail, local or Internet, is not secure; this means that it is not encoded and others may in fact be able to read it.
6. Do not intentionally disrupt the network or another person's access to the computer system.

Software Libraries

Software is provided to teachers and students as a curricular resource. **No user may install, upload, or download software without the expressed consent of the system administrator.** Any software having the purpose of damaging other members' accounts or the District network (e.g., computer viruses) is specifically prohibited. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the District's discipline code of a member who misuses the software libraries.

Copyrighted Material

Copyrighted material shall not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Users may download copyrighted material for their own use in accordance with Fair Use and current Federal Copyright Laws. Any user may also non-commercially redistribute a copyrighted program with the **expressed written permission of the owner or authorized person.** Permission must be specified in the document, on the system, or must be obtained directly from the author. The purchase of the software does not necessarily mean that the purchaser owns the software. In most instances, the purchaser is merely purchasing a license and must abide by that license. **Archival copies of copyrighted material MUST BE MAINTAINED IN THE SAME FORMAT AS THE ORIGINAL.**

Public Posting Areas

(Message Boards/UseNet Groups/Social Media)

UseNet messages are posted from systems connected to the Internet around the world and the District's system administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the school district and will carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups. It is a violation of District policy for employees to communicate with students using Social Media sites (i.e. Facebook, MySpace)

Real-time, Interactive Communication Areas, Streaming Audio/Video

The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay). **The use of instant messaging services such as AOL Instant Messenger (TM) Yahoo! Messenger (TM) and ICQ is prohibited due network vulnerability and the traffic load they place on the network.** Live streaming audio/video across network lines uses up tremendous bandwidth resources. Whenever possible steps should be taken to download curriculum related audio/video files during off-peak hours to reduce network loading. Streaming audio/video files across network lines for recreational purposes is prohibited.

Electronic Mail

The District will provide electronic mail (e-mail) accounts to the professional, administrative and paraprofessional staff. **Employees and students of the District must understand that there is no expectation of privacy and that ALL email that transits the system is property of the District.** Email accounts are to be used mainly for educational purposes, but some personal use is permitted provided there is no tangible cost to the District. Email such as "chain letters" and junk mail (spam) are to be avoided as they flood the server with unnecessary traffic. **The use of district provided email accounts to promote non-district activities, promote a business, support a political candidate, or offer items for sale is strictly forbidden and in some cases are in violation of the law.** Employees are strongly encouraged to set up personal email accounts with one of the free Web-based service providers (MSN Hotmail, Yahoo!, Gmail etc) for their personal business. Student email accounts will be provided by the District. Students with email accounts may use them in conjunction with specific course work. Recreational use of student email is strictly prohibited. Employee email accounts are archived in the system for a period of 10 years. Any employee leaving the district will have their account deleted during the summer after they leave; accounts will be disabled upon the employee leaving the District and will not be available. The system administrators will not intentionally inspect the contents of mail sent by one member to an identified addressee, or disclose such contents to other than the sender or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of the Woodville Independent School District, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Woodville Independent School District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the District's network.

Disk Usage

The system administrators reserve the right to set quotas for disk usage on the system. A member who exceeds his quota will be advised to delete files to return to compliance. A member who remains in non-compliance of disk space quotas after seven (7) days of notification will have their files removed by a system administrator. **The use of the network**

and file servers to store personal music and pictures is prohibited and when found will be deleted without notice.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a member feels that he can identify a security problem on the system, the member must notify a system administrator. The member should not demonstrate the problem to any others. All users in grades six through twelve and all staff and faculty shall have individual user accounts. Those students in grades Pre-K through five shall use their teacher's account and only under direct supervision of the teacher. **Members shall not let others use their personal account and password. Passwords to the system should not be easily guess-able by others, nor should they be words which could be found in a dictionary.** Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his account terminated and be subject to other disciplinary action. **In the event of a security breach the system administrator will disable the offending user account or computer account, conduct a thorough investigation of the breach and report the findings to the campus administrator or employee's supervisor for any disciplinary action. The offending user's account will remain disabled until the campus administrator/employee's supervisor has notified the system administrator in writing that the case has been resolved.**

Each account is accessible through a user name and password to log on to the system. These two 'words' give the user certain access to computer devices throughout the system as well as access to the Internet.

1. Log-in to use a computer, and log-out when you complete your task on the computer.
2. Internet access must be through the proxy server running a Children's Internet Protection Act (CIPA) compliant content filter. DO NOT attempt to by-pass the proxy server.
3. If you identify a security problem (virus, etc...), notify a teacher or the Technology Department immediately. Your data and account access may be at risk.
4. Do not reveal your account password or allow another person to use your account. If you suspect that another person is using your account, then you should change your password immediately. Ask the Technology Office for assistance.
5. Attempts to log on as another user may result in the loss of your access, loss of your account, loss of computer privileges or other disciplinary action to be determined by the principal.
6. Users must notify the district system administrator of any change in account information except the changing of your password.
7. All Internet user activity is logged by a CIPA compliant filter.

Game Playing and Painting

Game playing is only permitted on The District's system when terminals are not needed for other purposes AND the game conforms to the curricular goals of The District. Game playing over dial-up links or other inter-machine communication is prohibited. Although drawing and painting have legitimate academic use, those activities are prohibited when done for recreational purposes.

Printing

The printing facilities of The District's network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

Concerning the Use of Personally Owned Devices

Personally owned devices (smartphones and tablets type devices) with the exception of laptops, netbooks or like device, will be allowed to connect to the network provided they are registered with the Technology Department and contain no malicious software. In order to register the owner will need to fill out the Personal Device Form completely and submit it to the Director of Technology. In the case of students, the form will need to be signed by a parent or guardian. Once the device is approved, the device will be allowed to connect to the network. ***This privilege will exist as long as it is not a burden to network resources. The use of the device on the campuses will be determined by the campus administrator NOT the Technology Department.*** The use of personally owned devices to connect to the Internet to circumvent the District network while on campus is prohibited. Neither employees nor students will be allowed to use their personally owned devices' cellular data connection or cellular "Air Card" to surf the Internet while in the District during school hours.

Vandalism

Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses. **In the event of any vandalism, the system administrator will disable the offending user account or computer account, conduct a thorough investigation of the vandalism and report the findings to the campus administrator for any disciplinary action. The offending user's account will remain disabled until the campus administrator has notified the system administrator in writing that the case has been resolved.**

Penalties

Any user violating these policies, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions, including criminal prosecution. School and District administrators will make the final determination as to what constitutes unacceptable use. Their decision is final.

Damage

The Woodville Independent School District will not be responsible for any damages a user may suffer, including the loss of data, damaged diskettes and the accuracy of information obtained through this Internet connection.

Summary of Acceptable Use

Technology in education has grown to be an indispensable tool in the classroom. In order to maintain the availability of this tool at a very high level, it is imperative that proper supervision be exercised at all times.

1. Computer use must be in support of education and research consistent with District policy.
2. Computer use for commercial purposes is not acceptable.
3. Learn to properly credit any Internet sources just as you would conventional texts.
4. It is unacceptable to waste school resources through improper use of the system (excessive printing of personal work or modifying a computer's settings, causing it to become unavailable to other users are two examples).
5. A limited amount of personal use of the computer and Internet access is acceptable. The definition of 'limited' is left up to the discretion of the principal in charge of each campus and to the superintendent. Abuse may result in loss of access and other disciplinary action.
6. **Disks (floppy, USB, zip or DVD/CD-ROM) provided by students wanting to bring in outside data or to take data from our computer system are not allowed, because of potential virus problems.**
7. No students or other children are permitted to work on computers unsupervised, at any time.
8. If any faculty member or employee is at school after hours, with their children, they should never be allowed to 'play' on the computers in another teacher's classroom or in the labs, without that teacher's specific permission on that specific occasion.
9. Unauthorized use of copyrighted software or other copyright protected material found on the Internet is prohibited without the written permission of the copyright holder.
10. No software may be loaded on any school computer without the knowledge and permission of the Director of Technology. Not only are there potential software piracy issues

but also compatibility issues: some software just won't work well in our network environment and with the other software that we are running already.

11. DO NOT download or activate any email software or programs on one of the District computers. (For example: AOL/Outlook, Outlook Express) Participation in any chat room or news group is generally prohibited.

12. Maintain a backup copy of any stored files that you need to keep if their loss would be costly in terms of your time. Each user has a personal folder mapped by your logon script as Drive H:, stored on one of our servers. Files in this folder are backed up 3 times a week. However, nothing is beyond failure. Again, if the files are important, keep a backup copy. Google Docs is an excellent place to archive your important files.

13. Any user violating these policies, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions including criminal prosecution.

14. Students assigned to the Discipline Alternative Education Program (DAEP) will have their regular network account disabled and use a special access account that will only give them access to the curriculum program for instruction. Students assigned to DAEP **WILL NOT** have the same Internet access as the students on the main campuses.

The Woodville Independent School District, in accordance with the Children's Internet Protection Act:

1. Has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are-
 - a. Obscene, as that term is defined in section 1460 of title 18, United States Code;
 - b. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or c. Harmful to minors.
2. Is enforcing the operation of such technology protection measure during any use of such computers by minors.

Definition of "harmful to minors":

The term, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that-

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes, represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

Woodville Independent School District Acceptable Use Policy for Student Use of Technology Terms and Conditions

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources in the Woodville Independent School District. I understand that this access is designed for educational purposes and that the District has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the Woodville Independent School District and system administrators to restrict access to all controversial materials, and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct. This agreement must be renewed each school year. Network access account will not be activated until this form is signed and returned

Please sign and return this form to school. Keep the rest for your records, thank you.

My child is ALLOWED / NOT ALLOWED (please circle one) to access Woodville Independent School District's network. I understand that this will provide my child with access to the Internet and I also understand and agree to the terms and conditions set forth.

Parent/Guardian Name: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Signature: _____ Date: _____

I understand and agree, as a student in Woodville Independent School District, to abide by the terms and conditions set forth in this document and further understand that any violation of these policies could result in my network account being disabled. I also understand that this could have a detrimental effect on my grades and class standing.

Student's Name: _____

Signature: _____ Date: _____

The Campus Principal will maintain a file of signed AUP's and is responsible to ensure that they are signed annually by all parent/guardians and students.

**WOODVILLE INDEPENDENT SCHOOL DISTRICT
MILITARY CONNECTED STUDENT FORM
2019-2020**

**PLEASE RETURN THIS FORM TO YOUR CHILD'S CAMPUS ONLY IF
YOUR CHILD MEETS ONE OF THE CRITERIA BELOW**

In 2009 The Texas Legislature adopted the Interstate Compact on Educational Opportunity for Military Students – Texas Education Code Chapter 162. This legislation requires schools to recognize and extend certain privileges to students who are military dependents and to assist military dependent students in the transition process of changing schools when their military parents are reassigned and forced to relocate.

Parent Name: _____

Student Name: _____ Date of Birth: _____

If Known: Student ID: _____ Grade: _____ Campus: _____

Please check one box below to indicate if your child is a dependent of a member of:

For all students:

☐ Active Duty: Army, Navy, Air Force, Marine Corps, or Coast Guard
[This includes Missing in Action (MIA)]

☐ Texas National Guard

☐ Reserve Duty: Army, Navy, Air Force, Marine Corp, or Coast Guard

For Pre-Kindergarten students ONLY:

☐ Armed forces or reserved forces of the United States (Army, Navy, Air Force, Marine Corps, or Coast Guard) or Texas National Guard who has been injured or killed while on active duty.