

# Lanier Middle School Enrollment Packet

## PLEASE READ BEFORE YOU START

This packet consist of Registration Enrollment Information for Lanier M.S. Registration Department.

### Supporting Documentation

Supporting documentation and copies that you must bring with you when you register your child are the following:

☐ **Proof of Residence** (2 forms)

- Types of Proof of Residence ACCEPTED:
  - Gas, Light, Water Bill
    - Must be from the past 30 days to present date counting from the day you are registering your child.
  - Lease/Mortgage Agreement – Please bring the **entire typed** lease agreement
    - Must have the parent's name on the lease as tenants and be active for the 2018-2019 School Year. **(All lease agreements must be accompanied with a light bill.)**

☐ **Parent Identification** with Photo (2 copies one for each department)

- Types of Parent Identification ACCEPTED:
  - Driver's License
  - Passport (Non-US Residents only), State ID, or Military ID
    - Must be valid and have the address matching Proof of Residence Address.

☐ **Report Card**

- A Final Report Card for the 2017-2018 school year.

☐ **Shot Records**

- Must be up to date.

☐ **Birth Certificate**

- Must have original and copy present.

☐ **Social Security Card**

- ONLY IF THIS IS THE FIRST TIME YOUR CHILD ATTENDS A HISD SCHOOL.

**In cases of divorced parents, if parents do not have equal custodial rights, to the child while at school, documentation is required. Lanier Middle School requires an original stamped document signed by the judge.**

**IMPORTANT NOTE:**

**\*\*\*PER ADMINISTRATIVE DISCRETION ADDITIONAL VERIFICATION MAY BE REQUIRED.\*\*\***

**The ENROLLMENT PROCESS can ONLY be completed if ALL documentation is in compliance and valid**

**QUESTIONS? CONTACT LANIER'S REGISTRAR SHELLEY BOBB at 713-942-1900**

# FALSIFICATION OF INFORMATION

Falsifying information is a violation of the Texas Penal Code and Texas Education Code.

**TEXAS PENAL CODE:** *Section 37.10* – Tampering with Government Records: Class A Misdemeanor punishable by up to one year in jail, a fine of up to \$4,000, or both jail time and a fine.

**TEXAS EDUCATION CODE:** *Section 25.001(h)* – In addition to the penalty provided by *Section 37.10*, Texas Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment, but is enrolled on the basis of the false information. The person is liable for the period during which the ineligible student is enrolled, for the greater of:

- (1) The maximum tuition fee the district may charge under *Section 25.038* of this code; or
- (2) The amount the district has budgeted for each student as maintenance and operating expenses.

**Falsification will result in immediate withdrawal of the student(s) and maintenance and operating expenses for the current year will be charged for each student on a per school day basis.**

Records must be updated immediately if there is any change in demographic information, i.e. change of address, phone number, etc. It is the sole responsibility of the parent/guardian to notify the school of such changes and provide the appropriate updated documentation (including, but not limited to updated driver's license as well as current lease, mortgage agreement or deed, and current gas/electric bill).

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION.

Parent Name Print \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

# Houston Independent School District

## Enrollment Information

20 18 - 20 19

Homeroom Teacher:

Has student ever attended an HISD School? <input type="checkbox"/> Yes <input type="checkbox"/> No				Last School/Daycare Attended															
HISD Student ID		Date of Enrollment		Date of Birth		<input type="checkbox"/> Male <input type="checkbox"/> Female		Grade											
Legal Student Last Name		First Name		Middle Name		Generation (Jr., III, etc.)		Student SS# / State Alt. #											
Student Birthplace: City, State, Country			Year Started School in US		Student Lives with		<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/> Both Parents												
Federal Student Ethnicity (Select One) <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino		Student Race (Select all that apply) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White																	
Student Address		Street Number		Street Name		Apartment		City		State		Zip		County		Home Phone			
Student Cell Phone										Student e-mail Address									
<b>Texas Education Code §25.002(f) requires the school district to record the name, address, and birth date of the person enrolling a child.</b>																			
Contact #1 Name (Last, First)				Relationship		Street Number		Street Name		Apartment		City		State		Zip			
Employer			Occupation			Home Phone			Work Phone			Cell Phone							
Preferred Language		<input type="checkbox"/> English <input type="checkbox"/> Spanish		<input type="checkbox"/> Vietnamese <input type="checkbox"/> Other		Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No				e-mail Address									
Contact #2 Name (Last, First)				Relationship		Street Number		Street Name		Apartment		City		State		Zip			
Employer			Occupation			Home Phone			Work Phone			Cell Phone							
Preferred Language		<input type="checkbox"/> English <input type="checkbox"/> Spanish		<input type="checkbox"/> Vietnamese <input type="checkbox"/> Other		Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No				e-mail Address									
Contact #3 Name (Last, First)				Relationship		Street Number		Street Name		Apartment		City		State		Zip			
Employer			Occupation			Home Phone			Work Phone			Cell Phone							
Preferred Language		<input type="checkbox"/> English <input type="checkbox"/> Spanish		<input type="checkbox"/> Vietnamese <input type="checkbox"/> Other		Translator Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No				e-mail Address									
<input type="checkbox"/> CHIP <input type="checkbox"/> Medicaid <input type="checkbox"/> HCHD <input type="checkbox"/> Private Insurance <input type="checkbox"/> None				What type of medical insurance do you carry for this child?				Family Physician				Physician Phone							
<b>List the names of all brothers and sisters under 18 years of age. (If additional room is needed, write on reverse side.)</b>																			
Last, First, and Middle Names				Gender		Birthdate		Grade		Address of This Child									
<b>Signature below certifies that all the information above is true and accurate.</b>																			
Enrollment of the child under false documents subjects the person to liability for tuition or costs under Texas Education Code §25.001(h).																			
Signature of Contact 1/Legal Guardian						TX Driver's License Number						Date of Birth (Contact 1/Legal Guardian)							
Signature of Contact 2/Legal Guardian						TX Driver's License Number						Date of Birth (Contact 2/Legal Guardian)							
Total Monthly Family Income:										Total Number In Household:									

# Lanier Middle School

## EMERGENCY/RAINY DAY CONTACT INFORMATION

Please list below the individuals who are given permission to pick up your child at any time during the day.

**Student's Name:**

---

Name of Person	Phone Number	Relationship to Student

PLEASE NOTE: ANY INDIVIDUAL PICKING UP A CHILD DURING THE DAY **MUST** BE 18 YEARS OF AGE OR OLDER AND **MUST** PROVIDE PROPER PICTURE IDENTIFICATION WHEN SIGNING THE CHILD OUT IN THE OFFICE.

---

Parent Signature

---

Date



## **HARRIS COUNTY DISTRICT ATTORNEY**

Dear Parent(s)/ Guardian(s):

This letter is to inform you of the law regarding failure to attend school.

I am sure you are aware of the importance of your child receiving a quality education. However, you may be unaware that your child's failure to attend school constitutes an offense for which you could be criminally charged and your child could be referred to a civil Truancy Court. It is the parent's duty to monitor a student's school attendance and require the student to attend school. Thus, it is important that all parents and guardians are aware of the consequences of unexcused absences from school.

Under Texas Law if your child has three (3) unexcused absences from school, you will receive a notice of those absences from the school district. In this notice school officials will request that you attend a conference at the school to discuss your child's absences. The purpose of the conference will be to find ways to solve your child's attendance problem before it becomes necessary for school officials to refer your child to the Truancy Court and/or to file criminal charges against you. School officials will also inform you about the truancy prevention measures they have adopted to help resolve your child's attendance problems. If you have any questions about your child's attendance or this letter please contact the school in which your child is enrolled.

It is my sincere hope you will work with the officials at your child's school, and explain to your child how to avoid the troubles described above by making sure they attend school every day in order to receive the best education possible.

---

Kim Ogg

**LANIER MIDDLE SCHOOL**  
**2018-2019**  
**ATTENDANCE GUIDELINES**

Please notify the attendance office by 9:00 a.m., at 713-942-1900, if your child is going to be absent from school. **Always** send a note with your child when he/she returns to school in order that the absence may be considered excused. If the attendance office does not receive a note **signed by the parent within three days after the date of the absence**, the absence will be considered unexcused.

The Texas Education Code states:

1. It is the parent's duty to monitor the student's attendance, require the student to attend school, and the parent is subject to prosecution under Section 25.093 for failure to require the child to attend.
2. If a student is absent from school three days or parts of days in a four-week period without parental consent or is absent without an excuse for more than ten days or parts of days in a six-month period:
  - a. the student's parents or legal guardian is subject to prosecution under TEC 25.093
  - b. the student is subject to prosecution under TEC 25.094
3. Section 25.0951 requires the district to:
  - a. file a complaint against the student or the student's parent or both in a justice or municipal court if the student fails to attend school without an excuse on ten or more days or parts days within a six-month period in the same school year; or
  - b. refer the student to a juvenile court for conduct indicating a need for supervision under Section 51.03 Family Code
4. TEC 25.092 states that a student may not be given credit for a class unless the student is in attendance for at least ninety percent of the days the class is offered.
5. Middle school students in year long courses, which meet every other day, may have no more than four unexcused absences to be considered for promotion.

.....

**I have read and understand the Harris County District Attorney Letter of the law regarding failure to attend school and above Attendance Guidelines.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's Signature

# Lanier Middle School Information Survey 2018-2019

Student Name: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

**Please answer the following questions by selecting yes or no**  
**Any items with an (\*) you will have to provide documentation**

Has your child ever attended an HISD school? If yes, where? _____	Yes	No
Is your child fluent in another language other than English? If yes, which language? _____	Yes	No
Has your child ever received Bilingual or ESL services? If yes, where? _____	Yes	No
Does your child receive Special Education*services? If yes, please select which service: <input type="radio"/> Resource <input type="radio"/> Speech <input type="radio"/> Other ( <b>Please specify below</b> ) _____ _____ _____ Date of Promotional ARD (most recent) _____ <b>"Please provide a copy of all documentation"</b>	Yes*	No
Has your child received Section 504* services in the past? If yes, where? _____ School <b>"Please provide a copy of all documentation"</b>	Yes*	No
Has your child been identified as Gifted and Talented*? If yes, where? _____ School <b>"Please provide a copy of all documentation"</b>	Yes*	No
Has your child ever been retained? If yes, which grade? _____	Yes	No
Did your child attend Summer School * for the 2017-2018 School Year? <b>"Please provide a copy of all documentation"</b>	Yes*	No
Is there any medical concerns we should know of? If yes, explain _____ _____ _____		

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

# HOUSTON INDEPENDENT SCHOOL DISTRICT

## MILITARY CONNECTED FAMILIES SURVEY

All information **MUST** be completed by parent, school personnel or community liaison.

School \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ HISD ID# \_\_\_\_\_

Dear Parent or Guardian,

The State of Texas requires schools to collect data relating to the enrollment of military-connected students. This collection is done to allow educational institutions the ability to monitor critical elements of education success for children who are dependents of military personnel, and show the state's commitment to military personnel and their children.

### For students in grades Kindergarten through 12:

1. The student is a dependent of an active duty member of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard

☐ Yes ☐ No

2. The student is a dependent of a member of the Texas National Guard (Army, Air Guard, or State Guard)

☐ Yes ☐ No

3. The student is a dependent of a member of a reserve force in the United States military (Army, Navy, Air Force, Marine Corps, or Coast Guard)

☐ Yes ☐ No

### For pre-kindergarten students only:

4. The student is a dependent of an active duty uniformed member of the Army, Navy, Air Force, Marine Corps, or Coast Guard, or activated/mobilized uniformed member of the Texas National Guard (Army, Air Guard, or State Guard) who was injured or killed while serving on active duty.

☐ Yes ☐ No



# HOUSTON INDEPENDENT SCHOOL DISTRICT

## 2018-2019 STUDENT ASSISTANCE QUESTIONNAIRE (SAQ)

All information MUST be completed by parent, school personnel or community liaison.

School \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ HISD ID \_\_\_\_\_

Current Address \_\_\_\_\_ Grade \_\_\_\_\_ ☐ Male ☐ Female

Lives with: ☐ Both Parents, ☐ Mother, ☐ Father, ☐ Legal Guardian, ☐ Caretaker/Relative without legal guardianship, ☐ Other \_\_\_\_\_ relation

Is the student currently in the conservatorship of the Department of Family & Protective Services (Foster Care)? ☐ Yes ☐ No

If Yes – name of DFPS Case Manager: \_\_\_\_\_ Contact information: \_\_\_\_\_

Was the student previously in the conservatorship of the Department of Family & Protective Services (Foster Care)? ☐ Yes ☐ No

**Please complete the Current Housing Situation AND Background Situation sections below to determine McKinney-Vento eligibility:**

### Part A: CURRENT HOUSING SITUATION – Check the student's current housing situation

#### I CURRENTLY LIVE:

☐ In my own home or apartment, in Section 8 housing, HUD Subsidized Housing or in military housing with parent(s), legal guardian(s), or caregiver(s) (if you checked this box, check one or both of the boxes below, if applicable).

☐ My home has no electricity ☐ My home has no running water

#### OR I CURRENTLY LIVE IN A TRANSITIONAL HOUSING SITUATION:

☐ Living in a shelter ☐ Living in a motel or hotel

☐ Living with more than one family in a house or apartment (Doubled-up) due to economic hardship

#### Unsheltered

☐ Moving from place to place ☐ Living in a structure not usually used for housing ☐ Living in a car, park, campsite, camper, or outside

**UNACCOMPANIED YOUTH** ☐ Yes ☐ No (An unaccompanied youth is a student who is not in the physical custody of a parent or legal guardian. This would include students living with non-custodial relatives or friends without a parent or legal guardian.)

### Part B: BACKGROUND SITUATION (If a Transitional Housing Situation is checked above - please Check ANY below that apply)

- |                                                                               |                                                                                   |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Catastrophic illness / medical expenses / disability | <input type="checkbox"/> Natural disaster / evacuation                            |
| <input type="checkbox"/> New to Town                                          | <input type="checkbox"/> Domestic Issue                                           |
| <input type="checkbox"/> Loss of Employment                                   | <input type="checkbox"/> Migrant work in fishing or agriculture                   |
| <input type="checkbox"/> Economic hardship/low earnings                       | <input type="checkbox"/> Awaiting placement in foster care / CPS custody          |
| <input type="checkbox"/> Evicted/kicked out                                   | <input type="checkbox"/> Parent(s) involved in military deployment                |
| <input type="checkbox"/> House fire or other destruction                      | <input type="checkbox"/> Parent Incarcerated/Recently released from incarceration |

### Part C: NEEDED SERVICES – based on availability (Check services needed and call 713-556-7237 to speak to an Outreach Worker)

- |                                                                         |                                                   |                                                        |
|-------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Enrollment Assistance                          | <input type="checkbox"/> Transportation           | <input type="checkbox"/> Emergency Clothing, Uniforms  |
| <input type="checkbox"/> Free Lunch/Breakfast (Child Nutrition)         | <input type="checkbox"/> School Supplies          | <input type="checkbox"/> Personal Hygiene Items        |
| <input type="checkbox"/> Immunizations                                  | <input type="checkbox"/> Medicaid/CHIP Assistance | <input type="checkbox"/> Food Stamps (SNAP) Assistance |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | <input type="checkbox"/> Other _____              |                                                        |

To the best of my knowledge this information is true and correct.

Name (PLEASE PRINT): \_\_\_\_\_ Signature \_\_\_\_\_ Phone #'s \_\_\_\_\_

**School Personnel:** This form is intended to address the McKinney-Vento Act U.S.C. 11435. If any "Transitional Housing Situation" is checked under "Current Housing Situation" AND the family has indicated one of the "Background Situations" (1) immediately add PEIMS Coding on the At-risk Chancery panel for At-risk reason code 12, (2) code all of the McKinney-Vento Panels on that screen (the start date should be the date the form was completed and also add the end date, and (3) fax this form immediately to 713-556-7024.. If information is missing, please follow-up with the parent/guardian/school personnel who completed the form to make sure each section is completed, as needed.

# HOUSTON INDEPENDENT SCHOOL DISTRICT

## 2018-2019 FAMILY SURVEY

<b>STUDENT NAME:</b>	<b>DATE OF BIRTH:</b>
<b>CAMPUS NAME:</b>	<b>GRADE LEVEL:</b>

Dear Parent/Guardian:

The Houston Independent School District is assisting the state of Texas to identify students who may qualify for the Migrant Education Program to receive additional services. **The information provided below will be kept confidential.**

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

1. Have you moved within the last 3 years from one school district to another in Texas or within the United States?









**YES** ☐ (Continue to question 2)

**NO** ☐ (Stop here and return survey to your child's school)

2. Were any of these moves made to find temporary/seasonal work in agriculture or fishing? (e.g., field work, canneries, dairy work, meat processing, etc.)

**YES** ☐ (Please check all that apply below)

**NO** ☐ (Stop here and return survey to your child's school)

 Fruit, vegetables, sunflower, cotton, wheat, grain, farms or ranches, fields & vineyards <input type="checkbox"/>	 Dairy farm <input type="checkbox"/>	 Fishery <input type="checkbox"/>	 Cannery <input type="checkbox"/>
 Poultry farm <input type="checkbox"/>	 Plant nursery, orchard, tree growing or harvesting <input type="checkbox"/>	 Slaughterhouse <input type="checkbox"/>	 Other similar work, please explain: <input type="checkbox"/>

**If you answered "yes" to the questions above, an education representative will contact you to provide additional information. Please provide the following information:**

Parent/Guardian Name	Home Address	Telephone Number

— FOR SCHOOL USE ONLY —

PLEASE FAX OR MAIL THIS FORM TO THE MIGRANT EDUCATION PROGRAM.

4400 W. 18<sup>th</sup> Street, Route 1 | Houston, TX 77092 | 713-556-6980 Fax

HISD Multilingual Education Department | 713-556-7288 | July 2016

## PRIVACY CODE: STUDENT RECORDS, RIGHTS, AND RESPONSIBILITIES

**Student Records:** State law requires the Houston Independent School District (HISD) to maintain an education record for each student attending its schools. These records contain identifying data pertaining to the student and may include information concerning demographics, grades, attendance, health, discipline, guidance, assessment, and appraisals.

**Access to Records:** In addition to HISD employees, who have a legitimate educational interest in a student's records, parents, guardians, and the student are the only persons who have access to student records maintained by the district.

Both parents—married, separated, or divorced—have access to a student's records until the student becomes 18 years of age and is no longer a dependent student under Section 152 of the Internal Revenue Code. A parent's rights to access student records may be restricted by a court order. Legal guardians have the same rights of access as parents. Parents and students may review records during regular school hours by contacting their school principal.

After the student becomes 18 and is no longer a dependent, only the student has access to his or her records. However, that student may consent to others having access.

Under certain restricted conditions, other individuals may review a student's records. These conditions include:

- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Accrediting organizations.
- State and local juvenile justice system authorities pursuant to state law.
- Appropriate officials in cases of health and safety emergencies.

Records may also be reviewed to comply with a judicial order or lawfully issued subpoena provided the parent and student received notice before compliance. No other persons are allowed to review a student's records without either permission of the parent or that of the student if over 18 years of age.

**Challenge to Content of a Record:** If a parent or a student over 18 feels that the student record contains information which is misleading, incorrect, or a violation of the privacy or other rights of the student, that person may challenge the contents of the record in an informal hearing. To initiate this procedure, contact your school principal.

**Copies:** A student 18 years of age or over or a parent or guardian of a student under 18 years of age requesting copies of his or her child's official district records for a purpose other than the transaction of the official business of the district shall pay 10 cents a page for each copy. A limit of three high-school transcripts will be provided free to post-secondary schools. Each additional copy will cost \$1. The Inactive Student Records Department microfilms high-school transcripts for permanent retention.

**Special Education Records:** The district maintains Special Education records for seven years after the last date of service and then destroys the records in accordance with state law. A "Notice of Destruction of Special Education Records" is published annually through the district's website ([www.houstonisd.org](http://www.houstonisd.org)) advising the parent or adult student how they may request a copy of the records before they are destroyed. It is important that the parent or adult student keep a copy of all Special Education records for use in later years.

**Complaints:** Parents or a student over the age of 18 have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with the provisions of the Family Education Rights and Privacy Act of 1974.

# HOUSTON INDEPENDENT SCHOOL DISTRICT

## PRIVACY CODE: STUDENT RECORDS, RIGHTS, AND RESPONSIBILITIES

**Directory Information:** Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information for school-sponsored purposes.

Directory information may include the following:

- Student name
- Address
- Telephone listing
- Date and place of birth
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic team
- Dates of attendance
- Awards received
- Most recent previous school attended by a student

**If you DO NOT want to release directory information regarding your child, please check the appropriate box on the Privacy Code Form below and return it to your child's school.**

**Military Recruitment/Higher Education:** Public Law 107-110 requires school districts receiving assistance under the No Child Left Behind Act of 2002 to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

**If you DO NOT want your child's directory information released to military recruiters or institutions of higher education without your specific, prior, written consent, check the appropriate box on the Privacy Code Form below and return it to your child's school.**

---

### PRIVACY CODE FORM

*Please check all boxes below that apply.*

\_\_\_\_\_ I have received the Notice of Student Rights and Responsibilities with Respect to Student Records Maintained by the Houston Independent School District.

\_\_\_\_\_ I request that Houston ISD NOT release any directory information regarding my child, except as required by law.

\_\_\_\_\_ I request that Houston ISD NOT release my child's name, address, and telephone number to a military recruiter or an institution of higher education, without my specific written approval.

Student's Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Students' School \_\_\_\_\_ Student's Grade \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## 2018-2019 CODE OF STUDENT CONDUCT

Students and parents are expected to become familiar with the provisions of the districtwide *Code of Student Conduct* and the rules and regulations adopted and implemented by individual schools. Students are also expected to abide by the policies set forth in the *Code* so that they can get the most out of their years in school.

You may access the entire *HISD Code of Student Conduct* online at [www.HoustonISD.org/CodeofConduct](http://www.HoustonISD.org/CodeofConduct) or by requesting a copy at the front office of the school.

Changes to the *Code of Student Conduct* this year include the following:

- Requiring students to use and securely fasten three-point seat belts, when available, any time the bus is in motion.
- Adding smart watches to the list of electronic devices prohibited during testing, as well as to the list of communication devices, including cell phones, that fall under individual school rules pertaining to the use of electronic devices while on campus.
- Downgrading the use of profanity, vulgar language, or obscene gestures, and possession of mace or pepper spray, from a Level III to a Level II offense.
- Clarifying language surrounding the sending or forwarding of inappropriate electronic communications, including email containing offensive language, untruthful statements, junk email, chain letters, or jokes, when using HISD Information Technology resources, the HISD network, and/or personal devices/accounts. These communications are prohibited, and students are subject to disciplinary measures if the action substantially interferes with school activities or with the rights of students.
- Clarifying language regarding stealing and theft as it pertains to the use of another student's identification or identification number to access services, such as the school lunch program.
- Moving possession of a legal knife that is determined to be possessed for use as a weapon from Level V (optional expulsion) to Level IV (required removal to a Disciplinary Alternative Education Program) consistent with changes in the Texas Education Code.
- Updating the *Code of Student Conduct* throughout to reflect changes in discipline policy that reduce the use of in-school or out-of-school suspensions as a disciplinary consequence.

### Parent and Student Acknowledgement and Optional Request for Printed Copy of the *Code of Student Conduct*

\_\_\_\_ No, I do not want a printed copy of the *HISD Code of Student Conduct*, as I will access it online at [www.HoustonISD.org/CodeofConduct](http://www.HoustonISD.org/CodeofConduct).

\_\_\_\_ Yes, I do want a printed copy of the *HISD Code of Student Conduct*

It is important that every student understands the *Code of Student Conduct* and is expected by his or her parent(s) or guardian(s) to follow the rules and regulations set forth in it. By signing below, the parent and student acknowledge that they understand how to access and obtain a printed copy of the *Code*. These signatures also certify that both parent and student accept their responsibilities as described in the *Code of Student Conduct*.

Student Last Name	First Name	Grade	Student ID Number
Student Signature			Date
Parent or Guardian's Signature			Date



## HOME LANGUAGE SURVEY HOUSTON INDEPENDENT SCHOOL DISTRICT

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

Student Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ HISD ID#: \_\_\_\_\_ PEIMS#: \_\_\_\_\_  
Month Day Year

The Texas Education Code requires schools to determine the language(s) spoken at home by each student. This information is essential in order for schools to provide meaningful instruction to all students. Please answer the following questions.

### PART A:

(I) Place of Birth (Country of Origin)

City \_\_\_\_\_ Country \_\_\_\_\_

(I) Date of initial entry into U.S. schools

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

(I) Number of complete academic years in a U.S. school \_\_\_\_\_

(I) When your child lived outside the U.S., did he or she attend school regularly? (☐ **Part Time** or ☐ **Full Time**)

☐ 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 (example: Grade 2, Jan. 2002 through May 2002). Do not include periods of absence that lasted less than one month. Do not include regularly scheduled school holidays or vacations.

\_\_\_\_\_

### PART B:

1. What language is spoken in your home most of the time?

☐ English Other (Specify) \_\_\_\_\_

2. What language does the student speak most of the time?

☐ English Other (Specify) \_\_\_\_\_

Grades PK – 8

Grades 9 – 12

\_\_\_\_\_  
(Parent or Guardian)

\_\_\_\_\_  
(Parent or Guardian or Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

#### NOTE TO SCHOOL PERSONNEL:

1. The original signed copy of the Home Language Survey (HLS) must be filed and kept in the student's permanent folder.
2. In Part A, items marked with an (I) are required for identification of immigrant students. (Refer to Bilingual/ESL Program Guidelines for identification procedures). An immigrant student is one who was born outside of the United States or its territories and has been attending schools in the United States for less than three complete academic years.
3. In Part B, an answer of a language other than English to either question #1 or #2 identifies a student for oral language proficiency assessment (and written testing if entering Gr. 2-12).

☐ Yes, NEEDS OLPT ENTRY TESTING  
(If entering grades PK-12)

☐ Yes, NEEDS ENGLISH NRT ENTRY TESTING  
(If entering grades 2-12)

***Student must be tested, identified,  
and placed in an appropriate  
program within 4 weeks of  
enrollment.***

# STUDENT RECORD REQUEST

PLEASE FORWARD RECORDS FOR THE FOLLOWING STUDENT:

**HISD STUDENT ID# :** \_\_\_\_\_

**STUDENT'S COMPLETE NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_ **CURRENT GRADE:** \_\_\_\_\_

**Name of Last School Attended:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

PLEASE INCLUDE ALL OF THE FOLLOWING:

	WITHDRAWAL FORMS		TRANSCRIPT OF GRADES
	PERMANANT RECORD CARD		KEY TO GRADING SYSTEM
	TEST RECORDS		REPORT CARD
	ARD, LEP, ESL, 504, GT		IMMUNIZATION RECORDS

**PARENT SIGNATURE REQUIRED:** \_\_\_\_\_

Please send the above information at your earliest convenience to:

## **LANIER MIDDLE SCHOOL**

2600 Woodhead / Houston, Texas 77098

713/556-8675 FAX

Registrar/Attendance Office

(HISD ROUTE# 6)

# HOUSTON INDEPENDENT SCHOOL DISTRICT

## STUDENT MEDIA CONSENT AND RELEASE FORM

This release allows the Houston Independent School District (HISD) to print, photograph, and record my child for use in efforts to promote HISD's activities and achievements. The consent includes allowing my child to be included and/or featured in materials to train teachers and/or increase public awareness of HISD schools through digital and print media including: newspaper, radio, TV, websites, blogs, and social media channels (Facebook, Twitter, YouTube, etc.), DVDs, displays, and brochures. This release includes the use of my child's work, name, image, and/or voice.

- ☐ I attest that I am the parent or guardian of \_\_\_\_\_ and **I GIVE** HISD and its employees and representatives permission to print, photograph, and record my child for use in electronic, digital, and printed media.
- ☐ I attest that I am the parent or guardian of \_\_\_\_\_ and **I DO NOT GIVE** HISD and its employees and representatives permission to print, photograph, and record my child for use in audio, video, film or any other electronic, digital, or printed media.

I agree to release the Houston Independent School District, its past, present and future trustees, officers, employees, representatives, and agents, from any and all liability, claims, demands, and causes of action arising out of the use of this material.

I certify that I have read this document and fully understand its terms and conditions. I also understand that I may withdraw consent at any time by sending a written request to the principal of my child's school.

### PLEASE PRINT

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of parent or guardian \_\_\_\_\_

School \_\_\_\_\_

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

Date \_\_\_\_\_ Phone Number \_\_\_\_\_





# ADMISSION BLANK

40.0150

DATE: \_\_\_\_\_

Fill out admission blank in triplicate.  
Original to school office • Copy to receiving teacher • Copy to school nurse

NAME: \_\_\_\_\_ I.D. No.: \_\_\_\_\_ GRADE: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_ PARENT'S PHONE: \_\_\_\_\_

LAST SCHOOL ATTENDED: \_\_\_\_\_ CODE OF ENTRY: \_\_\_\_\_ NO. DAYS ATTENDED: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_ SEX: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ BIRTH CERTIFICATE: ☐ YES ☐ NO

PEIMS # (if known): \_\_\_\_\_

	Date (month, day, and year)			First Booster	Last Booster
VACCINES	1st	2nd	3rd		
DIPHTHERIA* TETANUS (DPT or DT)					
POLIO*					
MEASLES (rubeola)* RUBELLA (3-day or German measles) May MUMPS be (MMR) combined					
HIB					
HEPATITIS B					
VARICELLA (chicken pox)				Date of chicken pox illness	
TB SKIN TEST RESULTS		PHYSICIAN OR CLINIC EXAM			
DATE	RESULTS	DATE	RESULTS		

The following information is not required for admission  
(voluntary).

SS# \_\_\_\_\_

I 94 \_\_\_\_\_

Date of entry into USA \_\_\_\_\_

Number of years in USA \_\_\_\_\_

Number of years in public/private schools \_\_\_\_\_

\*If the required doses have been received, but the last dose was before the time stated, an additional dose of polio, measles, diphtheria/tetanus is required.

HAVE YOU ATTENDED HOUSTON SCHOOLS BEFORE? YES ☐ NO ☐

IF ANSWER IS YES: WHEN: \_\_\_\_\_ WHERE: \_\_\_\_\_

REPORT CARD: YES ☐ NO ☐ NAME OF TEACHER ASSIGNED: \_\_\_\_\_

Material No. 1069

HISD Graphics: 00-137

# BOB LANIER MIDDLE SCHOOL

A Vanguard Magnet and International Baccalaureate World School

## HISD Transportation Rules and Policies

All magnet and zoned students who live more than two miles from Lanier are qualified for HISD transportation. The HISD Transportation Department will mail out post cards containing your child's route, stop, and drop-off and pick-up times, the week before school starts. Lanier routes and stops will also be posted on the HISD transportation website. If your child does not receive their route and stop in the mail before school starts, please contact the Vanguard office for assistance.

It takes at least a couple of weeks for HISD transportation to get all of the kinks worked out, and even then there can be temporary setbacks. Please expect there to be delays in the pickup and drop off times for your child's bus at the beginning of the year. There may also be times when buses pickup students or drop off students late due to regular drivers being absent or buses having technical issues, but please know that a bus should always pick up and drop off at each and every stop each morning and afternoon.

In the morning, Lanier receives no prior knowledge of when drivers will be out or when buses are running late. In the afternoons, if Lanier is informed of a late bus, we inform the students on that route when they come to the cafeteria for dismissal. It is then the student's responsibility to call and inform their parents their bus is running late. We do not call parents to let them know buses will be late.

While on a bus, students are directly supervised by the bus driver. Students reported by the bus driver to have violated transportation rules may be deprived of the privilege of riding the school bus by an appropriate school administrator. Additionally, parents and student should be aware that students at a designated bus stop awaiting school transportation or riding a school bus are considered to be engaged in a school-sponsored or school-related activity and are subject to the general rules for the administration of discipline as specified in Code of Student Conduct, in addition to potentially losing the privilege of receiving transportation.

Students should be at their bus stops 10 minutes before the scheduled pick-up time in a visible location. Buses will load at schools for seven minutes after the designated dismissal time. Once the buses have shut their loading doors to leave the school, students should not approach the buses in order to eliminate the potential of buses striking students.

## Bus Passes

Parents with extenuating circumstances may fill out a change of bus stop request form, to request a change of bus route or stop. Bus passes are given on a case by case basis. Bus passes will not be granted for buses already at maximum student capacity. Bus passes will also not be granted for students who do not adhere to HISD transportation policies.

Bus pass requests for a different route or stop for a single day or week will only be granted if proper protocol is followed, as outlined in the student planner. **ALL** students are to ride their assigned bus route unless a different route has been assigned by the HISD transportation department or Lanier Middle School.

## Bus Rules

Misbehavior on the school bus will result in the student being referred to his/her school administrator for appropriate disciplinary measures, which may include being deprived of the privilege of riding the school bus. A video-monitoring system is used on buses, and the video may be used as a basis for determining disciplinary action. For the safety of students, drivers, and other persons, bus drivers have the authority to enforce the rules listed below. Student riders are expected to obey these rules for their safety and welfare:

- Students shall wait in a safe place, clear of traffic and away from where the school bus stops.
- Students shall wait in an orderly manner and avoid horseplay.
- Students shall enter and exit the bus in an orderly manner.
- Students are required to use and securely fasten three-point seat belts, when available, any time the bus is in motion. Students are encouraged to use and securely fasten lap belts, when available, any time the bus is in motion.
- Students shall remain seated in an orderly manner while the bus is in motion and until the bus comes to a complete stop. Students must sit in their assigned seats at all times. Bus drivers have the authority to assign seats and/or make seating-assignment changes.
- Students shall not tamper with bus windows, emergency doors, or any other bus equipment. Emergency doors and exits will be used in the event of a declared emergency or evacuation drill.
- Students shall keep arms, legs, heads, and all personal effects inside the bus and out of the aisle.
- Students shall not mark or deface the bus and/or its equipment. Any damage done to the bus is chargeable to the parent of the student responsible for the damage.
- Students shall not fight, scuffle, throw objects, or possess/use laser pointers inside or outside the school bus or at the bus stop.
- Students who must cross the roadway before entering or after leaving the school bus shall cross the roadway 10 feet to the front of the bus and only after the bus has come to a complete stop, and upon the direction of the bus driver.
- No one except school personnel, authorized adults, and school children assigned to a particular route or schedule may ride a bus, unless written permission is received from the appropriate school administrator.
- Students shall not eat or drink, including candy and gum, or use any tobacco product while on the bus.
- No student shall take or remove from another passenger personal effects of any kind.
- Students shall use appropriate language while on the bus and shall not engage in conversation or activities considered to be vulgar, abusive, or demeaning.
- Students shall wear classroom-acceptable attire while on the bus.
- Students are not permitted to leave or board the bus at any location other than the assigned stops at home or school.

Should the above rules be broken, students shall be reported to an appropriate school administrator, and discipline may be imposed in accordance with the rules contained in this Code.

Bus complaints should be directed to the appropriate personnel in the transportation department, the terminal contact number is listed below. Transportation contact information may also be found on the HISD transportation website.

## Transportation Contact Information

IF YOUR BUS ROUTE NUMBER IS 4000 – 4999  
Northwest Terminal- 713-556-5900

*We agree to adhere to the transportation expectations and policies as outlined in this agreement.*

Student Name\_\_\_\_\_ Grade\_\_\_\_\_

_____ Parent Signature	_____ Date	_____ Student Signature	_____ Date
---------------------------	---------------	----------------------------	---------------

