HIGH SCHOOL INFORMATION PACKET
PAquete CON INFORMACIÓN PARA LAS PREPARATORIAS

FORMS REQUIRING SIGNATURE AND RETURN

FORMULARIOS QUE NECESITAN SER FIRMADOS Y DEVUeltOS A LA ESCUELA

- Enrollment Information | Información sobre las inscripciones
- Code of Conduct Acknowledgment | Acuse de recibo del Código de Conducta
- Family Survey | Encuesta sobre la familia
- Student Assistance Questionnaire | Cuestionario de ayuda para el estudiante
- Military Connected Families Survey | Encuesta para familias de personal militar
- Privacy Code | Código de privacidad
- Socioeconomic Information Form | Formulario de Información Socioeconómica
- Media Release Form | Autorización para publicar en los medios de comunicación
- Laptop Loan Agreement | Convenio de préstamo de la computadora portátil
- Home Language Survey | Cuestionario sobre el idioma que se habla en el hogar

INFORMATION ONLY

DOCUMENTOS ÚNICAMENTE INFORMATIVOS

* Importance of Attendance | Datos sobre la importancia de asistir a clases
* Texas Law Regarding Attendance | Leyes de Texas acerca de la asistencia a clases
* Electronic Services Acceptable Use Policy | Normas para el uso aceptable de los servicios electrónicos
* Keeping Students Safe in a Digital World | Protección de los estudiantes en el mundo digital
* Proper Online Behavior | Recomendaciones para un comportamiento adecuado en línea
* How Do You Want to be Communicated With? | ¿Cómo desea que nos comuniquemos con usted?
CODE OF STUDENT CONDUCT
CÓDIGO DE CONDUCTA ESTUDIANTIL

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.

Todos los estudiantes y sus padres deben familiarizarse con las directivas del Código de Conducta Estudiantil vigente en el Distrito y con las reglas y normativas adoptadas e implementadas en las escuelas. Es de esperar también que los estudiantes cumplan con las normas del Código para que puedan lograr el máximo provecho de su carrera escolar.

You may access the entire HISD Code of Student Conduct online at www.HoustonISD.org/CodeofConduct or by requesting a copy at the front office of your student’s school.

El Código de Conducta Estudiantil de HISD completo se encuentra en www.HoustonISD.org/CodeofConduct y es posible además obtener una copia impresa en la recepción de la escuela de su hijo.

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

Confirmación de recibo del Código de Conducta Estudiantil y opción de solicitar una copia impresa

____ 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.

____ No, no necesito una copia impresa del Código de Conduanta Estudiantil de HISD ya que lo consultaré en línea en www.HoustonISD.org/CodeofConduct.

____ Yes, I do want a printed copy of the HISD Code of Student Conduct.

____ Sí, quiero tener una copia impresa del Código de Conducta Estudiantil de HISD.

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.

Es importante que todos los estudiantes entiendan el Código de Conducta Estudiantil y que sus padres o tutores les exijan que sigan las reglas y directivas establecidas en él. Al firmar al pie, los padres y el estudiante afirman que comprenden cómo lograr acceso al Código en línea y cómo obtener una copia impresa. Las firmas certifican también que tanto los padres como el estudiante aceptan las responsabilidades descritas en el Código de Conducta Estudiantil.

<table>
<thead>
<tr>
<th>Student Last Name</th>
<th>First Name</th>
<th>Grade</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apellido del estudiante</td>
<td>Nombre</td>
<td>Grado</td>
<td>Núm. de identificación estudiantil</td>
</tr>
</tbody>
</table>

Student Signature
Firma del estudiante

Date
Fecha

Parent or Guardian's Signature
Firma del padre o tutor

Date
Fecha
FAMILY SURVEY

STUDENT NAME:                     DATE OF BIRTH:                     

CAMPUS NAME:                     GRADE LEVEL:                     

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 or anyone in your household 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 □ |
| Dairy farm □ |
| Fishery □ |
| Cannery □ |
| Poultry farm □ |
| Plant nursery, orchard, tree growing or harvesting □ |
| Slaughterhouse □ |
| Other similar work, please explain: □ |

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

<table>
<thead>
<tr>
<th>Parent/Guardian Name</th>
<th>Home Address</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

--- FOR SCHOOL USE ONLY---

PLEASE SUBMIT THIS INFORMATION AND FORMS AT

https://form.jotform.com/2000655674657156

MIGRANT EDUCATION PROGRAM
4400 W. 18th Street, Route 1 | Houston, TX 77092 | 713-556-7288
HiSD Multilingual Programs | 713-556-6980 Fax | January 2020
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 ______

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, campsites, 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)

□ Catastrophic illness / medical expenses / disability □ Natural disaster / evacuation

□ New to Town □ Domestic Issue

□ Loss of Employment □ Migrant work in fishing or agriculture

□ Economic hardship/low earnings □ Awaiting placement in foster care / CPS custody

□ Evicted/kicked out □ Parent(s) involved in military deployment

□ House fire or other destruction □ 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)

□ Enrollment Assistance □ Transportation □ Emergency Clothing, Uniforms

□ Free Lunch/Breakfast (Child Nutrition) □ School Supplies □ Personal Hygiene Items

□ Immunizations □ Medicaid/CHIP Assistance □ Food Stamps (SNAP) Assistance

□ Temporary Assistance for Needy Families (TANF) □ 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) Email forms to HomelessEducation@houstonisd.org. 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.
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
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) 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.

HISD Office Of Student Support | July 2017
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 __________________________________

HISD Office Of Student Support | July 2017
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 ____________________________
MISSING SCHOOL = MISSING OUT
MAKE SURE YOUR CHILD IS IN SCHOOL EVERY DAY

DID YOU KNOW?  WHAT CAN YOU DO?

■ YOUR CHILD CAN SUFFER ACADEMICALLY if they miss 10 percent (about 17 days) of school. That can be just two days a month, and that can happen before you know it.

■ IT DOESN'T MATTER IF THESE ABSENCES ARE EXCUSED OR UNEXCUSED. They all represent lost time in the classroom and a lost opportunity for your child to learn.

■ ATTENDANCE MATTERS AS EARLY AS KINDERGARTEN. Studies show that children who miss too many days in kindergarten and first grade have trouble mastering reading.

■ BY 6TH GRADE, CHRONIC ABSENCE is a leading warning sign that a student will drop out.

■ ABSENCES CAN AFFECT THE WHOLE CLASSROOM if the teacher has to slow down learning to help children catch up.

■ ATTENDANCE IS AN IMPORTANT SKILL THAT WILL HELP YOUR CHILD GRADUATE and do well in college and at work.

■ FOR YOUNGER CHILDREN, SET A REGULAR BEDTIME AND MORNING ROUTINE. Lay out clothes and pack backpacks the night before.

■ FOR OLDER CHILDREN, YOU CAN SET UP HOMEWORK AND BEDTIME ROUTINES. Make sure that when the lights go out, so do the cell phones, video games and computers.

■ TRY NOT TO SCHEDULE MEDICAL AND DENTAL APPOINTMENTS DURING THE SCHOOL DAY. If absolutely necessary, schedule appointments for after 10 a.m.

■ DON'T LET YOUR CHILD STAY HOME UNLESS THEY ARE TRULY SICK. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.

■ STAY ON TOP OF YOUR CHILD'S SOCIAL CONTACTS. Peer pressure can lead to skipping, while students without many friends can feel isolated.

■ SET AN EXAMPLE FOR YOUR CHILD. Show him or her that attendance matters to you and that you won't allow an absence unless someone is truly sick.

■ YOU CAN TURN TO YOUR SCHOOL FOR HELP. If your child or family is having challenges with transportation, housing or health issues, reach out to your school for support.

FOR MORE INFORMATION CALL 713.556.7017 OR VISIT WWW.HOUSETONISD.ORG/ATTENDANCE
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

Kim Ogg

Telephone (713) 274-5800 Fax (713) 755-6865
HOW DO YOU WANT TO RECEIVE NEWS FROM YOUR CHILD’S SCHOOL?

A. CALLS
B. TEXTS
C. EMAILS
D. MOBILE APP
E. ALL OF THE ABOVE

Take control of how you are notified about meetings, events, and other school and district news at HoustonISD.org/SchoolMessenger

Select how you want to be communicated with – calls, texts, or emails. Keep your contact information updated. Make changes to your settings at any time.

Mobile users:
Download the free SchoolMessenger app to have notifications at your fingertips.
ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

The Houston Independent School District (HISD) strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication.

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, students may find ways to access other materials. The District believes that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the District supports and respects each family's right to deny electronic services to their student by submitting an "opt-out" form to the school's principal [see below].

Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. The use of HISD electronic services is to assist students in completing educational activities and should be used in a manner that enhances educational experiences and complies with HISD policies. All student users must adhere to the provisions of this Acceptable Use Policy as a condition for continued use of the HISD network. This policy must be followed anytime there is a connection to the District's wired or wireless network via any electronic device. HISD reserves the right to monitor any user's online activities. Users should have no expectation of privacy regarding their use of HISD property, including the network, Internet access, files, text, chat room conversations, and e-mail.

**Internet Safety:** In compliance with the Children's Internet Protection Act ("CIPA"), the Houston Independent School District is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, and social networking as required by the Broadband Data Improvement Act.

1. HISD has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials.

2. The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the HISD network.

3. Students will not reveal personal information, including name, home address, telephone number, photos, and the like on the Internet. Students are advised to never access, keep, or send anything that they would not want the general public to see.

4. Students will not meet in person with anyone they have met only online via the Internet.

5. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.

6. Students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and other related HISD security policies.
ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

Privacy: The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student's education records maintained by the school. Students and qualified parents can view certain educational records of the student online through HISD's Parent Student Connect portal. These records are safeguarded through all available means, and access will be restricted to parents/guardians and the student through the use of user names and passwords.

Acceptable Actions: HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will learn how Internet resources can provide valuable educational information. Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate, nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Unacceptable Actions: Improper use of electronic services provided by HISD is prohibited. Be prepared to be held accountable for your actions and for the loss of privileges if this Acceptable Use Policy is violated. In addition to the paragraph below labeled "Penalties for Improper Use," the HISD Student Code of Conduct addresses the consequences for violations. Actions that constitute unacceptable use include, but are not limited to, the following:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of HISD's default computer image.
- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another's folders, work, or files.
- Do not pursue internal or external "hacking," use anonymous e-mail sites, spread viruses, initiate spam, or attempt to access inappropriate material.

All HISD students are granted access to all electronic services available. If you DO NOT want your student to have access to electronic services, please complete and submit the opt-out form and access will be denied.

HISD Information Technology Department | July 2017
ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

Penalties for Improper Use: The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of HISD technology resources may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorities.

Disclaimer: HISD makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of its network. Any charge accrued to the user of HISD’s network are borne by the user. Statements by the user on the Internet are from the author’s individual point of view and do not represent the views of HISD, its employees, or members of the Board of Education.

Student and parental/guardian signatures on the Student Code of Conduct represent consent to conform to the Acceptable Use Policy.
Keeping Students Safe in a Digital World

DO YOU KNOW ...

1. How many hours per day does the average child between the ages of 8 and 18 spend with media and technology? (This includes TV, computers, tablets, video games and cell phones)
   A. 2 hours  B. 4 hours  C. 6 hours  D. 7 hours

2. What percentage of 13- to 17-year-olds have used some form of social media?
   A. 60%  B. 70%  C. 80%  D. 90%

Making sure our students are cybersmart and good digital citizens takes everyone’s help: principals, teachers, parents, and the community. HISD has created a new website to help students understand how the digital world works and to help parents and educators ensure that our children create good digital footprints.

LEARN MORE ABOUT TODAY’S MEDIA AND TECHNOLOGY LANDSCAPE:

HoustonISD.org/Cybersafety

Videos
Tips sheets
Educator resources
Student activities
Family media agreements
Parent guides
Social media 101
RESPONSIBLE USE OF LAPTOPS AND PROPER ONLINE BEHAVIOR

Students are expected to follow the same code of conduct on the Internet as they do in the classroom.

» Follow copyright laws
» Use appropriate language online
» Students will make available all messages or files upon parent, administrator or teacher request

» Like a textbook or a locker, HISD owns the laptop. Students are only permitted to use it for educational advancement
» Administrators have the capability to remotely view student computers

WHAT IS PROHIBITED?

Improper use of the laptop will result in consequences such as discipline, detention, and/or limited use of the device. The following actions are prohibited:

» Bypassing the filter
» Using another student’s username or password
» Sharing passwords (other than with parents)
» Downloading or installing software that has not been approved

» Tampering with hardware
» Using chat rooms, IM, social networking; hosting non-school-approved web pages
» Accessing inappropriate material that is unacceptable in a school setting

5 COMMON SENSE RULES FOR PARENTS

1. Model good behavior
2. Pay attention
3. Share your values
4. Establish limits
5. Make kids accountable

SAFETY DON’TS FOR STUDENTS AND PARENTS

NEVER give out personal information
NEVER share passwords with anyone
NEVER arrange a face-to-face meeting with someone you met online
DO NOT OPEN an email if you do not know who sent it
DO NOT CLICK on banner ads or pop up ads on websites
NEVER USE bad language or send threatening emails

SOCIAL MEDIA

Although social media programs are blocked on all HISD student computers, parents should:

MONITOR all social media use
BE AWARE of which social media sites your child is using
TALK WITH YOUR CHILD about their digital footprint, which is any and all information about a person on the Internet
LOOK OUT FOR CYBER-BULLYING and notify the school immediately if you find evidence of it

Visit www.HoustonISD.org/CyberSafety for more advice and tips for parents.
HOUSTON INDEPENDENT SCHOOL DISTRICT

STUDENT LAPTOP LOAN AGREEMENT

A district laptop will be loaned to the student named below under the following conditions:

- The student and the student’s parent/guardian must sign this laptop loan agreement. The school will keep this agreement on file.
- The laptop may only be used for educational purposes. Any other use may result in the loss of laptop loan privileges.
- The laptop may not be used for any inappropriate, unethical, or illegal purposes, to include activities on the Internet, use of email and messaging, and access to digital media and programs. Violations of this policy may result in the loss of laptop loan privileges and/or disciplinary action.
- The laptop hardware and district-installed software may not be modified in any way. No software can be copied from the laptop, nor can any unapproved software be installed on the laptop. Occasionally teachers may direct students to install authorized software packages from the HISD Software Center.
- Parents/guardians are required to pay a non-refundable fee of $25.
- The student’s parent/guardian accepts financial responsibility for any intentional damage to the laptop or damage due to gross negligence. The district may take legal action to recover any unpaid costs of such damage. More information regarding the care of the laptop and instructional materials is in the student manual.
- The district will provide a padded laptop bag or case to each student. The bag/case will fit inside a backpack. The laptop must always be secured and carried in its case when not in use or being moved.
- The laptop is the property of Houston ISD. The laptop must be returned to the student’s school prior to the end of each school year, or if the student withdraws from school or changes schools midyear. Laptops not returned as required may be reported to the police as stolen.
- The student will promptly report to school officials if the laptop is lost, stolen, or damaged.
- The district provides information to both students and parents/guardians about proper care of the laptop and the responsible use of technology. Students attend a digital citizenship orientation, and parents are invited to open house events with presentations and handouts on these topics.
- The student and the student’s parent/guardian have read both the: a) Acceptable Use Policy for Electronic Services for Students and b) Responsible Digital Citizenship Policy Agreement.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the laptop computer equipment described in this document.

Student Name (print) __________________________ Phone __________________________

Address/City/State/Zip __________________________

Student Signature __________________________ Date __________________________

Parent Signature __________________________ Date __________________________

Student ID __________________________ Grade Level __________________________

School Name __________________________

HISD Information Technology Department | July 2018
HOME LANGUAGE SURVEY
19 TAC Chapter 89, Subchapter BB, §89.1215
(Home Language Survey applicable ONLY if administered
for students enrolling in prekindergarten through grade 12)

TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN
PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12): The state of Texas
requires that the following information be completed for each student who enrolls in a Texas public school
for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language
information requested by the questions below.

Dear Parent or Guardian:

To determine if your child would benefit from Bilingual or English as a Second Language program services,
please answer the two questions below.

If either of your responses indicates the use of a language other than English, then the school district must
conduct an assessment to determine how well your child communicates in English. This assessment
information will be used to determine if Bilingual or English as a Second Language program services are
appropriate and to inform instructional and program placement recommendations. If you have questions
about the purpose and use of the Home Language Survey, or you would like assistance in completing the
form, please contact your school/district personnel.

For more information on the process that must be followed, please visit the following website:
https://projects.esc20.net/upload/page/0081/docs/JuneUpdates/EnglishLearnerIdentification-
ReclassificationFlowchart.pdf

This survey shall be kept in each student’s permanent record folder.

NAME OF STUDENT: ___________________________ STUDENT ID #: ___________________________

ADDRESS: ___________________________ TELEPHONE #: ___________________________

CAMPUS: ___________________________

NOTE: PLEASE INDICATE ONLY ONE LANGUAGE PER RESPONSE.

1. What language is spoken in the child’s home most of the time? ___________________________

2. What language does the child speak most of the time? ___________________________

_________________________ ___________________________
Signature of Parent/Guardian Date

_________________________ ___________________________
Signature of Student if Grades 9-12 Date

NOTE: If you believe you made an error when completing this Home Language Survey, you may request a correction, in writing, only if:
1) your child has not yet been assessed for English proficiency; and
2) your written correction request is made within two calendar weeks of your child’s enrollment date.
SOCIOECONOMIC INFORMATION FORM

Complete and return one form to each school where you have a child enrolled. Print using a pen.

*CONFIDENTIAL* - For HISD purposes only

Houston ISD is required to collect the socioeconomic status of each student as a performance indicator for student achievement (TEC § 39 for Texas state requirements and ESEA §§ 1111 and 1116 for U.S. Department of Education requirements) and for use in disbursement of federal funds (ESEA § 1113). This information is not shared with outside agencies.

It is very important that families complete this socioeconomic form in order for schools to receive Title I and State Compensatory Education funding. This funding will directly benefit your child’s school. Title I and State Compensatory Education funding can be used to hire personnel, provide tutoring services, order technology, and provide professional development for teachers. We want to continue to provide these necessary learning supports, but without your assistance we may not be able to.

**STEP 1** (List all Houston ISD students in the household)

<table>
<thead>
<tr>
<th>Student ID (office use only)</th>
<th>First Name</th>
<th>Last Name</th>
<th>MI</th>
<th>Date of Birth</th>
<th>School Name</th>
<th>Grade Level</th>
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**STEP 2**

Do you receive Supplemental Nutrition Assistance (SNAP)?

☐ YES  ☐ NO

Do you receive Temporary Assistance to Needy Families (TANF)?

☐ YES  ☐ NO

If you answered YES on either of the above, skip Step 3 and continue to Step 4.

If you answered NO on both of the above, you must complete Steps 3 and 4.

**STEP 3** (Complete only if all answers in Step 2 are NO)

How many total members are in the household (include all adults and children)?

__________

TOTAL YEARLY INCOME BEFORE DEDUCTIONS OF ALL HOUSEHOLD MEMBERS

Include wages, salary, welfare payments, child support, alimony, pensions, Social Security, worker’s compensation, unemployment, and all other sources of income (before any type of deductions)

**STEP 4** (Check one of the following two boxes as appropriate and sign below.)

In accordance with the provisions of the Protection of Pupil Rights Amendment (PPRA) no student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals information concerning income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior written consent of the adult student, parent, or legal guardian.

☐ I certify that all the information on this form is true. I understand the school will receive federal funds and will be rated for accountability based on the information I provide.

☐ I choose not to provide this information. I understand that the school’s disbursement of federal funds and accountability rating may be affected by my choice.

__________  Parent/Guardian Name (Print)  ____________  Parent/Guardian Signature  _________  Date

HISD External Funding Department | June 2019
METRO Q® FARE CARD

METRO is offering Houston ISD students from kindergarten through 12th grade the opportunity to register and receive a discounted METRO Student Q® fare card on campus. The discounted METRO Student Q® fare card allows students to ride all METRO services for 50 percent off the regular fare when they use the Student METRO Q® fare card. METRO Local bus and light-rail service costs just 60 cents each way. (NOTE: Park & Ride service cost will vary). There is no cost to receive the Student METRO Q® fare card, but to participate and receive a discounted METRO Student Q® fare card on campus, students must have parental/guardian consent and they must register by providing the information below.

The deadline for students to provide a signed parental/guardian permission form to obtain a Student METRO Q® fare card on campus is [Date__________]. If a student already has a Student METRO Q® fare card, and applies for a second card, one of the cards will be deactivated. Students should only have one active card.

PLEASE PRINT:

Student Name

Date of Birth

Address (Street. Apt.#, City, State, Zip)

Email

Telephone Number

School

Student ID Number

Homeroom Teacher

Grade

PLEASE CHECK ONE:

_____ YES, I am aware of the opportunity to register my child to receive a discounted Student METRO Q® fare card on campus. Houston ISD has my permission and is authorized to release any of the information above to METRO to facilitate my child’s participation in the program.

_____ NO, I request that Houston ISD not release any of the information above to METRO to receive a discounted Student METRO Q® fare card on campus. I am aware of the opportunity for my child to receive the Student METRO Q® fare card on campus and I decline.

Parent/Guardian’s Name

Parent/Guardian’s Signature

Date

NOTE: If this form is not on file at the school, your child will not receive a Student METRO Q® fare card on campus. If you have questions, you may contact METRO Client Services at 713-739-4015 or Client.Services@ridemetro.org or your child’s school.