



**Woodville Independent School District**

**Registration Form**

**2017-2018**

**School Year**

Returning Students, Grades PK-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, Free and Reduced Lunch Application, and your child's schedule or teacher assignment.

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

Thank you and Welcome Back to School!



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):

**Background 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

- 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: \_\_\_\_\_

Type of structure: \_\_\_\_\_

Unaccompanied Youth?  YES  NO

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 2017-2018**

Below is a list of the required vaccines for students who will attend a Texas school in the 2017-2018 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- 2<sup>nd</sup> grade, 7th grade- 9<sup>th</sup> 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 Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Grade: \_\_\_\_\_

**Woodville ISD DOES NOT SUPPLY ANY MEDICATIONS. All medications and supplies must be provided by the parent/ guardian and have a signed Medication Consent Form with it. Medications must be in their original container.**

### Medications

The following is a list of items that are commonly used for minor illness or first aid.

✓ Please place a check next to the items that you authorize Woodville Health Services to use.

	Topical Antibiotic Ointment
	Vaseline/ Lip Balm
	Orajel
	Hydrocortisone cream, Benadryl cream, calamine or clear gel for rashes and insect bites
	Contact solution or eye solution
	Cough drops

**The parent/guardian is responsible for informing the school nurse of any serious allergy or medical conditions and supplying orders from your healthcare provider and medications for the child's condition at the beginning of every school year.**

### Medical Conditions:

Students with a life threatening allergy, asthma, diabetes, or seizures must have an Emergency Action Plan in place. Please contact your campus nurse for further information.

✓ Please place a check if your child has any of the following conditions.

	Asthma
	Diabetes
	Hypoglycemia
	Food Allergies: Specify:
	Allergies to other items (insects, iodine, etc): Specify:
	Seizures
	Heart Conditions: Specify:
	Other: Specify:

Parent/Guardian: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Relative/Friend: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_



**WOODVILLE INDEPENDENT SCHOOL DISTRICT**









**Migrant Education Program  
Family Survey**

<b>District:</b>	<b>Campus:</b>	
<b>Student Name:</b>	<b>Age:</b>	<b>Grade Level:</b>
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)

 <p>Fruit, vegetables, sunflower, cotton, wheat, grain, farms or ranches, fields &amp; vineyards <input type="checkbox"/></p>	 <p>Working in a cannery <input type="checkbox"/></p>	 <p>Working on a dairy farm <input type="checkbox"/></p>	 <p>Working in a fishery <input type="checkbox"/></p>
 <p>Working on a poultry farm <input type="checkbox"/></p>	 <p>Working in a plant nursery, orchard, tree growing or harvesting <input type="checkbox"/></p>	 <p>Working in a slaughterhouse <input type="checkbox"/></p>	 <p>Other similar work, please explain: _____</p>

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

**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

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 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

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### *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 2017-2018 school year or to electronically access the on the district's website at [www.woodvilleeagles.org](http://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.

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**Parent's Name PRINTED**

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Parent's Signature

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**Student's Name PRINTED**

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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.**

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**Parent's Name PRINTED**  
Signature

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Parent's

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**Student's Name PRINTED**  
Signature

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Student's

Date: \_\_\_\_\_

Circle: \_\_ ES \_\_ IS  
\_\_ MS \_\_ HS

Parent, Student, Teacher, and Principals

PARENT COMPACT 2017-2018

\_\_\_\_\_  
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 by 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 by 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.**

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\_\_\_\_\_  
Last Name,                      First    Ethnicity    Grade

\_\_\_\_\_  
Physical Address    Apt. #    City

**Directions to home** (Must be turn by turn)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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: 2017-2018

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 driver's 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: 2017-2018**

*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**

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

### **TERMS AND CONDITIONS**

#### **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. Technology Department staff are employees of Woodville Independent School District and reserve the right to monitor all network activity. Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. These guidelines are provided so that students, staff, the community, 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, the student handbook, and 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 Technology Department staff, contains any advertising or solicitation of other users 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 Technology Department staff 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 Technology Department staff 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 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 user that is determined by the Technology Department staff to constitute an inappropriate use of network resources or to improperly restrict or inhibit other users from using and enjoying those resources is strictly prohibited and may result in termination of an offending user'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 these 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 or student's parent/guardian for each instance. If there is more than one student in a photograph, each student in the photograph must have a signed release. Users and their parents/guardians specifically agree to indemnify the Woodville Independent School District and the Technology Department staff 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 their 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 names, addresses, or phone numbers.
5. Electronic mail, local and Internet, should not be considered secure and may be read by others.
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 Technology Department staff. Any software having the purpose of damaging other user's accounts or the District network (e.g., computer viruses) is specifically prohibited. The Technology Department staff, at their sole

discretion, further reserve the right to immediately terminate the account or take other action consistent with the District's discipline code against a user 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. A user may redistribute a copyrighted program only with the expressed written permission of the owner(s) or authorized persons. 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 Technology Department staff have no control of the content of messages posted from these systems. To best utilize system resources, the Technology Department staff 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 Technology Department staff, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of these Terms and Conditions. The Technology Department staff, at their sole discretion, further reserve the right to immediately terminate the account of a user 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 Technology Department staff, at their sole discretion, reserve the right to immediately terminate the account of a user who misuses real-time conference features (talk/chat/Internet relay). The use of instant messaging services such as AOL Instant Messenger™, Yahoo! Messenger™, and ICQ™ is prohibited due network vulnerability and the traffic load they place on the network. Live streaming audio/video across the network uses a tremendous amount of bandwidth. Whenever possible, steps should be taken to download curriculum related audio/video files during off-peak hours to reduce network traffic. Streaming audio/video files across network lines for recreational purposes is prohibited.

### **Electronic Mail**

The District will provide electronic mail (Email) 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 is the property of the District. Email accounts are to be used mainly for educational purposes. 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 network 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 are strictly forbidden and, in some cases, are in violation of the law. Employees are strongly encouraged to set up personal email accounts with a free web-based service provider

(Google, Microsoft, Yahoo!, etc) for their personal business. 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 disabled upon leaving the District. The Technology Department staff will not intentionally inspect the contents of mail sent by one user 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 Technology Department staff reserve the right to set quotas for disk usage on the system. A user who exceeds their quota will be advised to delete files to return to compliance. A user who remains in noncompliance of disk space quotas after seven (7) days of notification will have their files removed by the Technology Department staff. The use of the network and file servers to store personal music and pictures is prohibited. Any personal music and pictures will be deleted without notice.

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. If a user feels they can identify a security problem on the system, the user must notify the Technology Department staff. The user 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. Users shall not let anyone use their personal account and password. Passwords to the system should not be easily guessable by others, nor should they be words which could be found in a dictionary. Attempts to log on to the system using another user's account will result in termination of the user's account. User's should immediately notify the Technology Department staff if a password is lost or stolen or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk will have their account terminated and be subject to other disciplinary action. In the event of a security breach, the Technology Department staff 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 Technology Department, in writing, that the issue has been resolved.

Each account is accessible through a username and password to log on to the system. This gives 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 bypass 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, change your password immediately and ask the Technology Department 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 Technology Department staff of any change in account information except the changing of your password.
7. All Internet user activity is logged by a CIPA compliant filter.

### **Gaming**

Gaming is only permitted on the District's system when terminals are not needed for other purposes and the game being played conforms to the curricular goals of the District. Gaming over the internet or local network with other users is prohibited.

### **Drawing**

Drawing on the District's computers for recreational purposes is prohibited.

### **Printing**

The printing facilities of the District's network should be used judiciously. Unnecessary printing is a drain on the capacity of the network, 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.

### **Use of Personally Owned Devices**

Personally owned devices (smartphones, tablets, etc.) with the exception of laptops, netbooks or like devices, 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 device, the owner will need to fill out the Personally Owned Technology Device Registration Form and submit it to the Technology Department. 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 circumvent the District's Internet filtering while on campus is prohibited. Neither employees nor students will be allowed to use any personal cellular data connection to surf the Internet while in the District during school hours.

### **Vandalism**

Vandalism will result in the 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 Technology Department staff will disable the offending user's 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 Technology Department, in writing, that the case has been resolved.

### **Penalties**

Any user violating these policies, applicable state and federal laws, or posted classroom/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 the accuracy of information or any damages a user may suffer through the District's 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 due to potential virus problems.
7. No students or other children are permitted to work on computers unsupervised, at any time.
8. If any employee is at school after hours with their children, they should not 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. There are potential software piracy and compatibility issues when introducing some software in a network environment.
11. Do not download or activate any additional email software or programs on the District computers. (For example: AOL/Outlook, Outlook Express).
12. Participation in any chat room or newsgroup is generally prohibited.
13. Maintain a backup copy of any stored files that you need to keep if their loss would be costly in terms of your time. All user accounts include access to Google Drive, please use this service to store your data files whenever possible.

14. Any user violating these policies, applicable state and federal laws, or posted classroom/district rules is subject to loss of computer and network privileges and any other District disciplinary actions, including criminal prosecution.
15. 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.

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The Woodville ISD Board of Trustees held a public hearing on its Internet Safety Policy on June 18, 2012. The public hearing was publicized in accordance with district policies and the adoption of the Internet Safety Policy is reflected in the minutes of the Board of Trustees.



## **Woodville Independent School District CIPA Compliance Statement**

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. This law requires K-12 schools and libraries who receive federal funding to take measures to protect children from harmful content while online.

Woodville Independent School District held a public meeting of the Board of Trustees at which the district's Acceptable Use and Internet Safety Policy was established. This policy ensures that our district maintains CIPA compliance through the use of protection measures for our students as mandated by federal law.





**Woodville Independent School District  
Employee Agreement Form  
Acceptable Use and Internet Safety Policy**

As an employee of the Woodville Independent School District, I have read the Acceptable Use and Internet Safety Policy for 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 Woodville Independent School District and its administrators to restrict access to all controversial materials found online and will not hold them responsible for such materials acquired while utilizing the District network. Further, I accept full responsibility for the supervision of my students while they are using the technology assets of the District.

Please sign and return this form to your campus administrator/supervisor. Keep the rest of this information for your records.

I understand and agree, as an employee of Woodville Independent School District, to abide by the terms and conditions set forth in the Acceptable Use and Internet Safety Policy and further understand that any violation of these policies may result in my network account being disabled. I also understand that failure to comply with these policies could result in disciplinary action or the termination of my employment.

<b>Employee Information</b>	
First Name:	Last Name:
Signature:	Date:
Campus:	Room #:

*The campus administrator/supervisor will maintain a file of signed Employee Agreement Forms and is responsible to ensure that they are signed annually by all employees regardless of job assignment.*



**Woodville Independent School District  
Student Agreement Form  
Acceptable Use and Internet Safety Policy**

As the parent/guardian of a Woodville Independent School District student, I have read the Acceptable Use and Internet Safety Policy for 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 Woodville Independent School District and its administrators to restrict access to all controversial materials found online and will not hold them responsible for such materials acquired while utilizing the District network. Further, I accept responsibility for the supervision of my child's internet usage when not in a school setting.

Please sign and return this form to your school. Keep the rest of this information for your records.

- I **grant** Woodville ISD permission to issue a network account for my child.
- I **do not grant** Woodville ISD permission to issue a network account for my child.

Parent/Guardian Information	
Name:	Phone #:
Signature:	Date:

As a student of Woodville Independent School District, I agree to abide by the terms and conditions set forth in the Acceptable Use and Internet Safety Policy and understand that any violation of these policies may result in my network account being disabled which could have a detrimental effect on my grades and class standing.

Student Information	
Name:	
Signature:	Date:

*The campus principal will maintain a file of signed Student Agreement Forms and is responsible to ensure that they are signed annually by all parents/guardians and students.*



## Personally Owned Technology Device Registration Form

The following information must be submitted to the Technology Department before a personally owned technology device is allowed to be connected to the District network. Please allow 7 working days after submission for the device to be connected. The Technology Department does not support personally owned devices. One form is required per device and all fields are required. Employees should complete the Employee Information section, students should complete the Student Information section, and both should complete the Device Information section.

Employee Information	
Name:	Campus:
Signature:	Room #:

Student Information	
Name:	Parent's Name:
Signature:	Parent's Signature:
Campus:	Garde:

Device Information	
Manufacturer:	Model:
Operating System:	Serial #:
MAC Address:	

**WOODVILLE INDEPENDENT SCHOOL DISTRICT  
MILITARY CONNECTED STUDENT FORM  
2017-2018**

**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 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.

: