

No. \_\_\_\_\_



## UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

**TOPIC:** Proposed Changes to the 2018-2019 Bus Rider's Handbook and Student Handbook

**SUBMITTED BY:** Annette Perez OF: Student Relations/Discipline Management

Joe Aranda OF: Executive Director of Transportation

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** June 20, 2018

The Bus Rider's Handbook and Student Handbook were reviewed by individual department directors and coordinators. Recommended changes were submitted to Annette Perez.

Chairperson for this Committee: Annette Perez

Proposed changes to Bus Rider's Handbook and Student Handbook were also presented to the Student Code of Conduct District Wide Revision Committee composed of administrators, parents, community members, and students on April 2, 2018 as well as the District Educational Improvement Council on April 18, 2018. Additional input was obtained.

**BOARD POLICY REFERENCE AND COMPLIANCE:**

# TRANSPORTATION: BUS RIDER'S HANDBOOK

Our goal in the Transportation Department is to provide safe and efficient transportation to and from school for all students attending the United Independent School District. As we enter a new school year, please take the time to read this very important Bus Rider's Handbook. It explains regulations, gives procedures, and provides useful information designed to render the best transportation service possible to your children. If you should have any questions or need assistance, please feel free to contact the Transportation Department:

Jose E. Aranda - Executive Director of Transportation

North Compound: (956) 473-6330 Fax: (956) 473-6260 Address: 501 Eden Lane; Laredo, Texas 78045

Danny W. Trevino - Operations Administrator of Transportation (North)

East Compound: (956) 473-1955 Fax: (956) 473-1992 Address: 405 E.G. Ranch Road Hwy 359; Laredo, Texas 78043

Javier Rangel - Operations Administrator of Transportation (East)

South Compound: (956) 473-5230 Fax: (956) 473-5239 Address: 5256 Cielito Lindo Blvd., Laredo, Texas 78046

David Hernandez - Operations Administrator of Transportation (South)

Annie T. Salinas - Transportation Planning Analyst

Transportation Hours of Operation: Every school day from 5:00 a.m. - 5:00 p.m.

Transportation Department Office Hours: Every school day from 8:00 a.m. - 5:00 p.m.

After hours emergency calls should be placed to "UISD PD Dispatch" at (956) 473-6361

All students have the right to a safe and pleasant trip to and from school or on school-sponsored trips. We believe all students can behave appropriately and safely while riding on a school bus. We cannot tolerate any student interfering with drivers, bus assistants, and other professionals doing their jobs, and we continuously work toward protecting each passenger's right to a safe ride.

**Introduction:** This "Bus Rider's Handbook" is designed to inform school bus riders and parents of regulations and procedures under which students are allowed to ride school buses.

**To The Bus Rider:** Students who have the privilege of bus transportation to and from school also have the responsibility to make the trip pleasant and safe for all. Good bus etiquette, simply stated, is good manners. You are expected to display the same good manners on the bus as you would in the classroom.

Cell phone usage is allowed in the school bus, but it is strictly limited to brief voice or text communication. Recording the voice and/or image of someone else on the bus invades the privacy of others and is prohibited on all District transportation vehicles.

**To The Parents:** The school bus is a key to a better education. It means that your children can go to better schools, despite the distance. Riding a bus trains students in safety, responsibility, independence and courtesy. Familiarize yourself of the bus number your child rides. Please go over the "Bus Rider's Handbook" with your child so that he/she will know that you, as well as UISD, expect them to follow the simple rules outlined here. Should problems arise, feel free to discuss them with your child's principal, campus behavior coordinator, or other appropriate administrator or with the District's Transportation Department. Please call the UISD Transportation Department at (956) 473-6330 (North Compound), (956) 473-5230 (South Compound), or (956) 473-1955 (East Compound) to report unsafe drivers. Please have the bus number, date, time, and location of the incident noted when calling. Temporary use of a bus outside of a student's bus route must be approved by a campus administrator and/or Transportation Dept. and communicated to the bus driver.

**To The Bus Driver:** United Independent School District regards student transportation to and from schools and on special trips as a serious responsibility, and takes every precaution to ensure student safety. During bus rides, the driver has the same authority that a teacher has in the classroom. Riders are expected to respect this authority and to behave in such a way that the driver will not be distracted while operating the bus.

All UISD bus drivers have valid driver's licenses from the Texas Department of Public Safety. In addition, they have completed a 20-hour School Bus Driver Certification course covering first aid, passenger loading and unloading, bus upkeep and other important information, and have met UISD standards for bus drivers. Every three years, drivers are required to take an eight-hour DPS refresher course.

**At The Bus Stop:** The following safety tips for school bus riders are recommended:

- Leave home in time to reach the bus stop approximately five minutes ahead of the bus. Arriving later may make you and other riders late to school. Arriving earlier exposes you unnecessarily to traffic.
- If there are no sidewalks on your route to the bus stop, walk on the left side of the street or road, facing traffic. Stay as far off the road as possible.
- If you are walking with others where there are no sidewalks, walk in a single file line.
- Do not stand in the street to wait for the bus or step into the street to look for it.
- When the bus approaches, stand back at a safe distance until the bus has come to a complete halt.
- Animals and pets of any kind are not allowed on a UISD bus.

- It is the parent's/guardian's responsibility to receive student riders at their designated bus stop.
- For Pre-K and Kinder students, parents/guardians are required to receive their child at the bus stop. Otherwise, Pre-K or Kinder students will be returned to their school, unless the parent/guardian has made other arrangements with the Transportation Department.

#### **All Aboard:**

- Line up with younger children first and board in a safe and orderly manner.
- Use the handrail as you go up the steps, one at a time.
- Take your assigned seat and remain in it until the bus has come to a complete halt at your school.
- Do not open or lean against windows. Some are designed to pop out under pressure in case of an emergency.
- Do not ask to leave the bus at any point other than at your school or home bus stop.
- Report any damage, such as a loose seat or window latch, to the driver as you leave.
- Move immediately away from the loading zone. Wait for friends away from the bus.
- Students are responsible for any personal belongings they bring into the bus, so please make sure you don't leave anything behind in the bus. Lost items are not the responsibility of the Transportation Department or driver.

#### **For Safety's Sake:**

- Except in an emergency situation, do not talk with the driver while the bus is in motion, especially not when the bus approaches a railroad crossing or a bus intersection.
- Under no circumstances shall a student ride on the outside of the bus or extend their heads, hands, arms, or any other part of the body through the bus windows or doors.
- Objects must not be thrown, inside or outside of the bus.
- Do not occupy the driver's seat or tamper with bus controls.
- Riders crossing the road after they depart the bus must pass far enough in front of the bus (about 15 feet) to be in the driver's view and must never cross behind the bus. The student should cross the road only after checking that the way is clear and after receiving a signal from the driver. One exception to this rule will be in urban areas where pedestrian crossings are provided, and students are instructed to cross after the bus leaves or when a traffic light indicates.

**Buses and Other School Vehicles:** The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the District web site.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended. Vandalism of District buses, such as breaking window, tearing a seat, drawing graffiti on seats, and similar offenses will result in a \$75 charge to the identified student. The student will also be suspended from transportation services until all charges have been collected at the Transportation Department.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

#### **Special Trips:**

- Parents' written permission may be required by school principals, a campus behavior coordinator, or other appropriate administrators for trips made during school hours or out of town.
- Know the point of departure and be there on time. Be sure that your parents know the time that your bus is expected to return so they can meet the bus.
- Students are responsible for any personal belongings they take on field trips. Please make sure you don't leave these items behind in the bus.

**School-Sponsored:** Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, a campus behavior coordinator, or other appropriate administrator, however, may make an exception. An exception may be allowed if the parent personally requests that the student be permitted to ride with the parent, or the parent presents-before the scheduled trip-a written request that the student be permitted to ride with an adult designated by the parent.

**In An Emergency:** Unless the driver is not available, remain seated until the driver tells you what you do. Do not panic.

- Do not touch emergency equipment or safety releases until you are told to do so.
- Let those closest to the doors exit first.
- Duck your heads as you leave the bus and wrap loose clothing around you so that it will not get caught.
- Keep your hands free; leave everything behind.
- If you must jump from the bus, bend your knees slightly as you jump.
- Move quickly away from the exit.

**Rules For Riders:** Riding the bus is a privilege and not a right. This privilege may be revoked for a justified cause. The privilege of being transported to and from school and on school trips depends on the rider's behavior and cooperation. This privilege may be withdrawn if the rider:

- Fails to observe proper safety rules.
- Disregards the authority of the bus driver or other adults in-charge.
- Behaves in a disorderly, distasteful (such as engaging in minor sexual acts, kissing and/or necking) or unsafe manner.
- Creates excessive noise, such as loud talking, screaming or whistling, or by playing radios, MP3 players or similar equipment.
- Abuses, defaces, or destroys property, equipment, or the bus. (Fines will be assessed)
- Fails to attend classes after riding the bus to school.
- Fights on the bus or at the bus stop.
- Handles the emergency equipment inside the bus (emergency doors, fire extinguisher, etc).
- Throws articles within the bus, out the windows of the bus, or at any other vehicle.
- Behaves in such a manner that he/she jeopardizes the safe operation of the bus.
- Fails to exhibit good manners toward all others on the bus through profanity, vulgar language, obscene gestures, insults, racial slurs, bullying, harassment, or other disruptive or abusive behavior.
- Cell phone recording of the voice or image of another person on the bus is strictly prohibited.

**Prohibited Items:** The following items will not be allowed on school buses:

- Tobacco in any form, e-cigarettes, alcoholic beverages, drugs, or any controlled substance. Being under the influence of such things is also prohibited on the bus.
- Firearms, clubs, knives, fireworks, and other dangerous objects.
- Large or heavy objects which would obstruct the bus aisles or otherwise create a hazard, unless permission is received in advance from the principal or other appropriate administrator and approved by the Transportation Department.

It is a criminal offense to intentionally exhibit, use, or threaten to exhibit or use a firearm in a manner intended to cause alarm or personal injury to another person or to damage school property in or on any property, including a parking lot, parking garage, or other parking area that is owned by a private or public school. This includes a school bus being used to transport children to or from school-sponsored activities of a private or public school.

**Bus Behavior:** Riding the bus is considered a "school related" and "school sponsored" activity where those terms appear in other sections of the Student Code of Conduct. Riding the bus is a privilege which may be temporarily suspended or permanently revoked at the discretion of the campus administrator if the conduct in question jeopardizes the safety of any individual or generally interferes with the safe operation of the bus. A bus driver that is transporting students to or from school or a school-sponsored or school-related activity may initiate a formal removal. The bus driver is allowed to refer the student to the administrator's office in order to maintain discipline on the bus. The school principal or other administrator be required to respond by employing appropriate disciplinary management techniques consistent with the Student Code of Conduct. The campus administrator has the authority and responsibility to discipline a student for any inappropriate conduct that occurs on the school bus. Disciplinary consequences shall be administered according to the level of the offense committed, which can include restricting or revoking a student's bus riding privileges. Prior to a suspension or revocation of bus riding privileges for any student, the campus administrator shall consult with and receive input from the Director of Transportation regarding the proposed length of suspension or revocation. For more information about disciplinary consequences, see other sections of the Student Code of Conduct pertaining to Level I--Minor Offenses, Level II--Serious Offenses, Level III--DAEP Offenses, and Level IV--Expulsions.

**PLEASE NOTE:** Riding the bus is a privilege, which may be temporarily suspended or permanently revoked at the discretion of the campus principal or other administrator if the conduct in question jeopardizes the safety of any individual or generally interferes with the safe operation of the bus. Prior to a suspension or revocation of bus riding privileges for any student, the campus principal or other administrator shall consult with and receive input from the Transportation Department regarding the proposed length of suspension or revocation. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or other administrator may restrict or revoke a student's transportation privileges, in accordance with law. In accordance with the law, individuals (i.e. students, parents, guardians, relatives, volunteers, etc.) who interfere or disrupt transportation service may be arrested, cited, and/or fined.

**Videotaping of Students:** For safety purposes, video/audio surveillance equipment will be used to monitor student behavior on buses, school activities, district property, and in common areas on campus, in accordance with the Texas Educational Code Section 26.009. Students will not be told when the equipment is being used. The principal may review the tapes routinely and document student misconduct. Discipline shall be imposed in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in writing. The Superintendent/designee shall consider the request and render a decision in accordance with Board Policy FL and the Family Education Rights and Privacy Act (FERPA) (20 USCA 1232g). School officials may then share video footage with a parent only if the video does not disclose personally identifiable information regarding another student.



# TECHNOLOGY USE GUIDELINES (“T.U.G.”)

**The Use of District Computers, Networks, Internet and Electronic Mail:** The District is pleased to offer students access to a computer network, the Internet, electronic mail and educational software on its network. To gain access to the Internet, electronic mail, and network software, all students must obtain parental permission as verified by the signatures on "The Use of District Computers, Networks, Internet and Electronic Mail Parental Permission Form and User Agreement." Should a parent prefer that a student not have Internet access, electronic mail, or access to educational software on the network (this includes the library software, accelerated reader, the Google System, and any other software that is networked), the use of the computers is still possible for more traditional purposes such as word processing and similar applications that are not attached to the District's network. UISD procedures and Technology Use Guidelines serve to: (a) prevent user access over its computer network to, or transmission of, inappropriate materials that are harmful to students and minors via the Internet, ~~World Wide Web~~, electronic mail, chat rooms, and/or other forms of direct electronic communications; (b) prevent unauthorized access, including hacking and other unlawful online activity; (c) prevent unauthorized disclosure, use, and dissemination of personally identifiable information regarding students and minors; (d) ensure student safety and security when using electronic communications as well as comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]; and (e) educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking web sites and chat rooms. 47 U.S.C. 254(h)(5)(B)(iii)

**Definitions:** Harmful to students and minors means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to students and minors, appeals to a prurient interest in nudity, sex, or excretion;
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for students and minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to students and minors.
- 47 U.S.C. 254(h)(7)(G); 20 U.S.C. 6777(e)(6)

**What are some of the benefits of having access to the Internet?** Access to the Internet and electronic mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Even though the District provides filtering of Internet content, families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students might find ways to access other materials. There are more advantages for students to have access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

**What are the student responsibilities?** In consideration for the privilege of using the District's electronic communications system, and in having access to the public networks, parents release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in this Handbook. Parents or guardians should discuss with their child(ren) the responsibilities required for her/him as well as the parental responsibilities.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on any school campus. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with District standards and the specific rules, procedures and Technology Use Guidelines set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. If a student accesses any inappropriate material they need to report it immediately to a teacher, campus behavior coordinator, and/or campus administrator. If a student violates the rules and Technology Use Guidelines below, the consequences are as follows: 1st Offense: loss of computer access privileges for one semester; 2nd Offense: loss of computer access privileges for the remainder of the year.

**What are the rules, procedures and Technology Use Guidelines?**

**Monitoring** – The District's content and monitoring management software will constantly be monitoring user activity of minors and any other user's use of the Internet and any computing activity. The District has the right to and will monitor and generate reports that provide detailed user activity. If any user abuses or is suspected of abusing the privilege of Internet access, violating any guidelines, or misusing the Internet, a detailed report will be generated by the content and monitoring management software. (Technology Protection, Children's Internet Protection Act) 47 U.S.C. 254(h)(5)(B).

**Filtering** –Each District computer with Internet access has an electronic filter device and software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's

Internet Protection Act and as determined by the Superintendent or designee. Upon approval from the Superintendent or designee, an administrator, campus behavior coordinator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purposes.

**Privacy** - You should not disclose your password to anyone else, nor should you use someone else's password. You are responsible for all activities done within or through your account. You should not attempt to circumvent passwords, access codes, or **other security related** information or protection schemes; nor should you attempt to uncover security loopholes or attempt to break authentication procedures or encryption protocols. The Children's Internet Protection Act prohibits unauthorized online disclosure, use, or dissemination of personal identification information of minors.

**Anonymous Activity** - You may not impersonate other individuals in electronic communication.

**Illegal Activity** - You should not use the District's electronic systems for any illegal activity. The Children's Internet Protection Act prohibits unauthorized access, including so-called 'hacking,' and other unlawful activities.

**Electronic Mail Usage (Email)** – Electronic mail communication is the District's official form of communication. Electronic mail facilitates and supports educational and administrative communication. Access to the District's email system by students, teachers, staff and administrators is a privilege not a right. Users are to comply with all of the District's rules, guidelines, procedures, regulations, and policies governing appropriate use of the electronic mail system. Email transmissions made using the District's network or email system are NOT PRIVATE and are subject to monitoring or investigation of the users' activities. Email is public information and is subject to open records requests made by the public, supervisor and parents.

Any information that is protected by the Family Educational and Privacy Act (FERPA) transmitted via electronic mail must be encrypted prior to transmission. The District uses 128-bit encryption standard.

**Copying and/or Copyrights** - For information of which the individual or the District does not hold the copyright, written permission from the copyright holder is required prior to duplication. Academic dishonesty or plagiarism in a student assignment is unethical. Suspected occurrences are referred to the student's school.

**Harassment** - Electronic system usage or information that is perceived by its recipient as sexual harassment as defined by the District's policy may be considered a violation. The display of offensive material in any publicly accessible area is likely to violate the District's harassment policy. Public display includes publicly accessible computer screens and printers.

Note: The 81st Texas Legislature created the offense of Online Harassment, **which was amended by the 82nd Texas Legislature to Online Impersonation**, which ~~can be~~ is a 3rd degree felony, for the use of the name or persona of another person to create a web page or to post one or more messages on a commercial networking site without obtaining the other person's consent. The perpetrator must have the intent to harm, defraud, intimidate or threaten the other person. The 81st Texas Legislature also created the civil offense of using a computer for an unauthorized purpose. More information regarding this law can be found within HB 2003 and SB 28 on the Texas Legislative Website at [www.capitol.state.tx.us](http://www.capitol.state.tx.us)

**Inappropriate uses, materials and/or language** – The Children's Internet Protection Act's description of inappropriate network usages includes: (a) using electronic mail other than the adopted official electronic mail supported by UISD, chat rooms, instant messaging, and other forms of direct electronic communications, as required; (b) unauthorized access, including so-called 'hacking,' and other unlawful activities; (c) the use of profane, abusive or impolite language when communicating electronically; and (d) accessing materials which are not in line with the rules of school behavior, and/or any visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to students and minors. Should students encounter such material by accident, they should report it to their teacher immediately. Students are not to provide any personal information online that is not directly supervised by their campus administration. Unauthorized online disclosure, use, or dissemination of personally identifiable information regarding students and minors is prohibited. UISD's authorized staff will monitor usage of the District's online computer network and access to the Internet in accordance with CQ Local Policy and the Children's Internet Protection Act.

**Disclosure, Use, and Dissemination of Personal Information Regarding Minors** – All personally identifiable information regarding minors is protected by the Family Educational Rights and Privacy Act (FERPA). All open records requests submitted to the District must be approved by the Department of the Associate Superintendent for Student Support Services or designee. Any personally identifiable information regarding minors that is transmitted using electronic mail must be encrypted in 128-bit standard minimum prior to transmission.

**Chat Rooms, Newsgroups Usage and Discussion Groups** – Users are not allowed to participate in chat rooms, newsgroups or discussion groups. Approval from the Department of Curriculum & Instruction is required if participation in chat rooms, newsgroups, or discussion groups is part of an educational project. The Department of Information Technology will establish access to the chat rooms, newsgroups or discussion groups for a set timeframe, as required by the approved educational project. The District has the right to block any abuse or violations of use, even if the chat room, newsgroup, discussion group was approved. The Children's Internet Protection Act prohibits unauthorized online disclosure, use, and dissemination of personal identification regarding minors.

**Wasting Resources** - It is unethical to deliberately perform any act which will impair the operation of any electronic system or deny

access by legitimate users to any electronic system. This includes the willful wasting of resources and sending of “junk mail” and “mail bombs” (This includes “chain letters” and “spam”).

General District policy prohibits non-district use of District facilities. The District electronic systems may not be used for:

- solicitation not related to official district business;
- commercial gain or placing a third party in a position of commercial advantage or non-district related activities;
- impeding teaching and research;
- hindering the functioning of the District;
- violating an applicable license or contract; or
- damaging community relations or relations with institutions with whom we share responsibility.

*What other guidelines must be followed?* The following are guidelines to follow to prevent the loss of network privileges:

1. Users shall not erase, rename, or make unusable anyone else’s computer files, programs, disks, or drives.
2. Users shall not share names, log-on passwords, or files for any reason.
3. Users shall not use or try to discover another user’s password, or circumvent passwords or other security-related information of the District, its students, or its employees.
4. Users shall not use UISD computers or networks for any non-instructional or non-administrative purpose (e.g., -games or activities for personal profit).
5. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.
6. Users shall not alter, destroy, or disable District technology resources. Further, users shall not copy, change or transfer any software, documentation, or District data, the data of others, or other networks connected to the District’s system, including off school property, without written permission from the campus principal and Director of Technology.
7. Users shall not upload, write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software (e.g., a bug, virus, worm, Trojan Horse, or similar malware), including off school property.
8. Users shall not deliberately use the Internet or a computer to annoy, threaten, or harass District students, employees, Board members, or volunteers with language, images, or threats, including off school property, if the conduct causes, or can cause, a substantial disruption to the educational environment.
9. Users shall not deliberately access or create any obscene or sexually related materials, except for curriculum-related materials and as assigned.
10. Users shall not assemble or disassemble computers, networks, printers, or other associated equipment except as part of a class assignment or in conjunction with a job responsibility.
11. Users shall not remove technology equipment (hardware or software) without written permission of the principal or director.
12. STUDENTS WILL BE HELD ACCOUNTABLE for their actions and for the loss of privileges if the Technology Use Guidelines are violated.
13. Users shall not run or execute unauthorized applications from external devices (such as games, anonymizer web proxies, hacking tools), or use pen drives and/or mapped drives.
14. Users shall not send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property, if the conduct causes, or can cause, a substantial disruption to the educational environment or infringes on the right of another student at school.
15. Users shall not use the internet or other electronic communications mail or website to engage in or encourage illegal behavior or threaten school safety, including off school property, if the conduct causes, or can cause, a substantial disruption to the educational environment or infringes on the right of another student at school.

### Parental Agreement

I have read UISD’s “Technology Use Guidelines.” In consideration for the privilege of my child using UISD’s technology resources, I hereby release UISD, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, these resources. This includes, without limitation, the type of damage identified in UISD’s School Board Policy.

I understand that my child’s use of UISD’s technology resources is not private, and that UISD will monitor my child’s activity. I understand that the District uses certain cloud-based (online) applications, and such applications (such as “Google Apps for Education,” a/k/a the Google System, or online grade books) allow authorized school officials to access student information, including assignments and grades, through the Internet for school-related purposes. A list of online applications and the nature and type of student information used will be provided on request by emailing sgaytan@uisd.net or call (956) 473-6474.

Additionally, Students/Parents who check out technology devices for home use (homebound students, etc.), will be required to sign UISD STUDENT/PARENT TECHNOLOGY DEVICE CHECKOUT ACKNOWLEDGEMENT/AGREEMENT FORM and abide by the requirements of technology use for instructional purposes stated within[S1].





# UNITED INDEPENDENT SCHOOL DISTRICT

Annette Perez, Director

Student Relations/Discipline Management Department

## Outline of the most significant changes to the 2017-2018 Student Handbook:

### SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

#### Student Records:

The principal is the custodian of all records for currently enrolled students at the assigned school. The Records Management Department, whose telephone number is (956)473-7913, is the custodian of all records for students who have withdrawn or graduated.

Active Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of both active and inactive student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school or Records Management Department. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee for active records will respond to reasonable requests for explanation and interpretation of the records. The Records Manager may be contacted at

Records Manager Address: 301 Lindenwood Dr., Laredo, Texas 78045 Phone: (956)473-6477  
All inactive records should be requested from the last school attended by the student. All addresses of the principals' offices are listed in the Student Code of Conduct School Directory. For any questions in reference to student records you may contact The Records Management Department at: (956)473-7913 Records Manager Address: 301 Lindenwood Dr., Laredo, Texas 78045 Phone: (956)473-6477

### Section II—INFORMATION FOR STUDENTS AND PARENTS —

**Official Attendance-Taking Time:** The following hours have been designated as the official time attendance will be taken:

Elementary School – 8:45 a.m.  
Middle Schools - 9:30 a.m.  
High Schools - 10: 30 a.m.

#### Perfect Attendance:

**NOTE: A COMBINATION OF** four tardies or early releases in any one class shall disqualify the student for award or perfect attendance purposes.

**Class Rank / Top Ten Percent / Highest Ranking Student:** ...Students are required to demonstrate that they either completed the Recommended High School Program (RHSP) or the Distinguished Achievement Program (DAP), earned the distinguished level of achievement under the Foundation High School Program (graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses), or satisfied the ACT's College Readiness Benchmarks on the ACT assessment, or earned at least a 1,500 out of 2,400 on the SAT college entrance exam...

Beginning with ninth graders in the 2014-15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. Students and parents should contact the counselor for further information about how to apply, the deadline for application, and more detailed information concerning the new automatic admissions requirement...

The valedictorian and salutatorian shall be the eligible students who have the highest and second highest ranking respectively. To be eligible for such recognition a student must: 1.) Have been continuously enrolled in the same District high school for the six semesters immediately preceding graduation; 2.) Have earned completed the Recommended Program, the Advanced Distinguished Achievement Program, or the Foundation program with the distinguished level of achievement by successfully completing the curriculum requirements for the Foundation High School Program and the curriculum requirements for at least one endorsement required by the Texas Education Code, including four credits in science and four credits in mathematics to include Algebra II; and 3.) Be graduating after four complete years of enrollment in high school.





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To be eligible to graduate early, a student **must** complete all coursework and exit-level testing required of the ninth grade class in which he or she begins high school. **Students must complete the Declaration of Intent to Graduate Early Form before the last Friday in September with his or her counselor. Approval for early graduation must be granted by the campus principal and a copy of the form must be submitted to the Executive Director for Secondary Education.** A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he or she actually graduates. **In addition, students must complete early graduation paperwork by September with his/her counselor.**

Students transferring into the District shall receive the numerical grade that was earned in the courses at another school. Letter grades for eligible courses shall be recorded as follows:

Conversion Scale	
F	50

**Off Campus Requirement:** High school seniors must meet off campus required criteria to be enrolled in a minimum of three courses per semester. **Students must be in attendance for a minimum of three classes in order to remain eligible to participate in a UIL activity.**

The Superintendent or designee shall develop procedures to allow a child who is five years old at the beginning of the school year to be placed initially in first grade **rather than kindergarten**. Criteria for acceleration may include:

1. Scores on District approved readiness test(s) **and/or achievement** that **must** be administered by appropriate District personnel.

## Promotion/Retention:

In Grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100, based **on course-level, grade-level** standards (essential knowledge and skills) for **the following** subject areas **and a grade of 70 or above in three of the following areas:** language arts, **reading**, mathematics, science, and social studies. For English Language Learners (ELL), the language arts grade shall be determined by averaging the English language arts grade and the ESL grade only. **See ELL LOCAL**

**Weighted-Grade Scales:** For students in the graduating class of 2015, the District shall categorize and weigh courses as Advanced courses, Regular courses and Modified courses; for the purposes of class rank, these students shall be ranked using the weighted 4.0 scale below. **(EIS Local Policy)**

Advanced courses shall earn weighted credit according to the chart below and shall include AP, Pre-AP, dual credit and other Board approved courses. Advanced courses are those in which the Texas Essential Knowledge and Skills (TEKS) are comprehensive and stretched, resulting in an academically rigorous curriculum.

Regular courses are those courses that provide a demanding curriculum in an array of offerings based on the TEKS. Modified courses are those courses designed to provide significant modifications to the TEKS through a student's individualized education program (IEP).

Course Type	Weighted Grade	Weighted Grade	Weighted Grade	Weighted Grade	Weighted Grade	Weighted Grade	Weighted Grade	Weighted Grade	Weighted Grade
Advanced	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Regular	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Modified	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0

**Graduation Programs:** All students entering grade 9 prior to 2014-2015 will be placed on a Distinguished Achievement Program (DAP) for graduation with the exception of those students with an individualized education plan. Annual reviews with grade-level counselor for the progress toward earning measures will take place. The Recommended Program will be the default plan for students not being able to successfully complete the required advanced measures or other necessary requirement under the DAP.

Permission to enroll in the Minimum Graduation Program will be granted only if the student's parent or other person standing in parental relation to the student and a school counselor or school administrator agree in writing, signed by each party that the student should be permitted to take courses under the Minimum High School Program and the student:

- Is at least 16 years of age;
- Has completed two credits required for graduation in each subject of the foundation curriculum under Education Code Section 25.121;
- Has failed to be promoted to the next grade and in more times as determined by the District. **(See Policy UIL-LEGAL)**



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Beginning with the students who entered ninth grade in 2012-2013 and thereafter, the District shall require completion of four credits in addition to those required by the state for graduation under the Minimum, Recommended and Distinguished Achievement Program for a total of 24 credits for the Minimum Program and 20 credits for the Recommended and the Distinguished Programs. (J.B. Legal)

United ISD will offer the following graduation programs for students:

Four-year Plan Distinguished Achievement Program				
9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	13 <sup>th</sup> Grade
English I	English II	AP English III- English III	AP English IV- English IV- English 1302 Dual Credit for English IV when taken with English 1304	
Algebra I	Geometry	Algebra II	Pre-AP Pre-Calculus, Advanced Quantitative Reasoning or College Algebra (Dual Credit for 4 <sup>th</sup> Math or other approved 4th math course)	
Biology	Chemistry	Physics	4 <sup>th</sup> Science Lab-based course	
World Geography	World History	U.S. History or U.S. History 1301 Dual Credit or AP U.S. History	Govt., Economics or AP Government & AP Economics	
PE- Athletics-Band-Cheerleading-Dance-ROTC	Athletics-Band-Cheerleading-Dance-ROTC or Elective	Athletics-Band-Cheerleading-Dance-ROTC or Elective	Athletics-Band-Cheerleading-Dance-ROTC or Elective	
Athletics-Band-Cheerleading-Dance-ROTC or Elective	Athletics-Band-Cheerleading-Dance-ROTC or Elective	Athletics-Band-Cheerleading-Dance-ROTC or Elective	Athletics-Band-Cheerleading-Dance-ROTC or Elective	
Spanish I or French I	Spanish II or French II	English 1304 (Dual C) or English IV with ENG 1302 or elective	Achieve TX Career Pathway elective	
Pre-AP Algebra	Business Information Management-System Fine Art	Achieve Texas Career Pathway Elective Speech Health	Achieve TX Career Pathway elective	
		College Readiness 9-week course or 18-week elective	Elective or EOC Intervention	
	High School III	Elective or EOC Intervention	Elective or EOC Intervention	
Four Advance Measures are required for the Distinguished Achievement Program. They will be initiated by the following:				
Notes: May be taken as a Pre-AP course. Students who did not meet the EOC standard will be required to take EOC Intervention Courses. ISD graduation for the DAP exceeds HB-3 requirements				

Four-year Plan Recommended Program				
9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	13 <sup>th</sup> Grade
English I	English II	English III	English IV- English 1302 Dual Credit for English IV when taken with English 1304	
Algebra I	Geometry	Math Models or Algebra I	Algebra II or Pre-Calculus or Advanced Quantitative Reasoning or College Algebra (Dual Credit for 4 <sup>th</sup> Math or other approved 4th math course)	
Biology	Integrated Physics & Chemistry or Chemistry	Chemistry or Physics	Physics or 4 <sup>th</sup> Science Lab-based course	
World Geography	World History	U.S. History or U.S. History 1301 for Dual Credit	Govt. & Economics	
Algebra I	Spanish I or French I	Spanish II or French II	Achieve Texas Career Pathway Elective	
PE- Athletics-Band-Dance-Cheerleading-ROTC	Athletics-Band-Dance-Cheerleading-ROTC or Elective	Athletics-Band-Dance-Cheerleading-ROTC or Elective	Athletics-Band-Dance-Cheerleading-ROTC or Elective	
Pre-AP Algebra	Athletics-Band-Dance-Cheerleading-ROTC or Elective	Athletics-Band-Dance-Cheerleading-ROTC or Elective	Athletics-Band-Dance-Cheerleading-ROTC or Elective	
	Business Information Management-System Fine Art	Achieve Texas Career Pathway Elective Speech Health	Achieve Texas Career Pathway Elective	
		College Readiness 9-week course or 18-week elective	Elective or EOC Intervention	





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High School Plan	Foundation or EIF Intervention	Foundation or EIF Intervention	Foundation or EIF Intervention
NOTES: Students may be taken as Pre-AP. ** denotes may be taken as AP. Students who did not meet EOC standard will be required to take EOC intervention courses. USD graduation for the RHSP exceeds HSP-3 requirements.			

**Graduation Requirements for Students who Entered 9<sup>th</sup> Grade in 2014 and Thereafter:** The graduation plans allow for greater flexibility in choosing courses while maintaining academic excellence. The Foundation **High School Program with Endorsement** prepares students for post-secondary and workforce options. Students who entered 9<sup>th</sup> grade in 2014-2015 and thereafter will be placed on the **distinguished** level of achievement (DLA) by successfully completing the curriculum requirements for the Foundation High School Program and the curriculum requirements for at least one endorsement, **distinguished graduation program with Distinguished Level of Achievement (DLA)** with the exception of **some** students with an individualized education plan. Reviews with grade level counselor for progress toward earning the DLA will take place annually...The Foundation **High School Program with an Endorsement** will be the default plan for students not being able to successfully complete the required Algebra II or other necessary requirement under the DLA.

## Graduation Plans for Incoming Freshmen 2014-2015 and Thereafter

Foundation High School Plan 26 Credits (EIF) Local	Foundation High School Plan with Endorsements 30 Credits (EIF) Local	Distinguished Level of Achievement with Endorsements 30 Credits (EIF) Local
4 English - English I, II, III and English IV	4 English - English I, II, III and English IV	4 English- English I, II, III & English IV
3 Mathematics - Algebra I, Geometry and <b>Advanced an additional Math course</b>	4 Mathematics - Algebra I, Geometry, Math Models or Algebra II and <b>Advanced an additional Math course</b>	4 Mathematics - Algebra I, Geometry, Algebra II, and <b>Advanced an additional Math course</b>
3 Science - Biology, IPC or Chemistry and <b>Advanced an additional Science course</b>	4 Science - Biology, IPC or Chemistry, <b>Chemistry or Physics</b> and <b>two Advanced Science courses - an additional science course</b>	4 Science- Biology, IPC or Chemistry, Chemistry or Physics <b>&amp; 4th-Advanced an additional Science course</b>

Etc. ...

## Endorsements: ...

Arts & Humanities	Multidisciplinary Studies
<b>Fine Arts</b> LOTE (Languages other than English) <b>Musical Theatre</b> Social Studies	Foundation Subject Area Advanced Placement <b>or Dual Credit</b> Courses

## Certificates of Coursework Completion:

**Students with Disabilities:** Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individual education plan (IEP).

Students who received special education services and completed four years of high school, but have not met the requirements of their IEP, may participate in graduation ceremonies and receive a certificate of attendance (SB 672).

Student may still be awarded an endorsement when they fail to perform satisfactorily on no more than two EOC assessments but meet the other requirements for graduation under state law.





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## Illness/Communicable Disease

Student Illness: ...

Amebiasis	Hookworm (ancylostomiasis)	Shigellosis Staphylococcus aureus, VSA and VRSA
Botulism (adult and infant)	Influenza (Flu) novel	Smallpox
Brucellosis	Measles (Rubeola)	Staphylococcus aureus, VSA and VRSA
Campylobacteriosis	Meningococcal infections	Streptococcal (Group A, B, S. Pneumo)
Chagas disease	Invasive	invasive
Chicken pox (Varicella)	Mumps	Syphilis
Contaminated sharps injury	Pertussis (Whooping Cough)	Tetanus
Control substance overdose	Poliomyelitis, acute paralytic	Tuberculosis infection
Cryptosporidiosis	Poliovirus infection, non-paralytic	Typhus
Gonorrhea	Rubella (German Measles)	Viral hemorrhagic fever, including Ebola
Hepatitis A	Salmonellosis, including typhoid fever	
	Shigellosis	
	Staphylococcus aureus	
	VSA and VRSA	

**Automated External Defibrillators:** Senate Bill 7 passed in the 80<sup>th</sup> legislation session requires each school to have a defibrillator on campus and an individual present who is trained to use the device. Beginning in 2007 certain school personnel and students will be trained in the proper use of an AED and administering cardiopulmonary resuscitation (CPR). Additionally, the State Board of Education will include instruction in CPR and AED as part of the essential knowledge and skills of the health curriculum. The district has at least one automated external defibrillator will be made available on each campus in the District.

**Emergency Medical Treatment:** ... Medical emergencies that require an ambulance to be activated are the sole responsibility of the parent.

**Immunization:**... If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. This statement must be renewed every two years.

As noted in Bacterial Meningitis, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course, taken off campus may be subject to this requirement. [For further information, see policy FFAB(LEGAL) and the TDSHS website: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

**Summer School—Other Than Extended Year Program:** Summer School is offered at designated elementary, middle and high school sites on an alternating basis and at all high schools.

**STAAR End-of-Course (EOC) Assessments for Students in Grades 9–12:** STAAR is an assessment designed to measure the extent to which students have learned and are able to apply the knowledge and skills defined in the state-mandated curriculum, the TEKS.

All EOC assessments can be administered on paper or online.

**STAAR (State of Texas Assessments of Academic Readiness) Grades 3–8:** STAAR is an assessment designed to measure the extent to which students have learned and are able to apply the knowledge and skills defined in the state-mandated curriculum, the TEKS. All grades/subjects of STAAR (English only) can be administered online. In addition to routine tests and other measures of achievement, students at certain grade levels will take the STAAR, state-mandated assessment, such as the STAAR...

**STAAR A:** an accommodated version of STAAR is offered as an online assessment in the same grades and subjects as STAAR. The passing standards for STAAR A are the same as any STAAR test. STAAR A will provide embedded supports designed to help students with disabilities access the content being assessed. These embedded supports include visual aids, graphic organizers, clarifications of construct-irrelevant terms, and text-to-speech functionality.

**STAAR L:** is a linguistically-accommodated English version of the STAAR grades 3–8 and end-of-course (EOC) mathematics, science, and social studies assessments. TEA provides the STAAR L for English language learners (ELLs). ELL students must meet participation requirements for a substantial degree of linguistic accommodation in these subject areas. STAAR L is an online testing system.