Home of the New Braunfels Unicorns!

NEW BRAUNFELS INDEPENDENT SCHOOL DISTRICT

430 W. Mill, New Braunfels, Texas 78130
Phone: 830.643.5700 | Metro: 830.606.1423 | Fax: 830.643.5701
Email: info@nbisd.org | http://www.nbisd.org

Dear NBISD Parent/Guardian,

In preparation for the **2017-2018** school year, we would like to inform you of the necessary items you will need to register your student(s) at a New Braunfels ISD campus. If you are new to the district, you will need to provide the items listed below. If you are changing to another campus, or have moved to a new address over the summer, *you will only need to provide your new Proof of Residence*.

In order to comply with state and local mandates, as well as board policy ï FD (LEGAL), only the following will be accepted to register your student(s):

- **Birth Certificate** ï please bring your studentôs birth certificate; **must** be a state issued certified copy
  (Birth certificates from hospitals are not considered legal state certified birth certificates)
  Studentôs Driver License
  Studentôs Passport
  Studentôs Military I.D.
  Adoption Records
  Any other Legal Documentation that establishes the studentôs identity
- **Social Security Card** ï please bring your studentôs social security card
- **Immunization Record** ï please provide a copy of your studentôs immunization record
- **Proof of Residence** ï **only** the following will be accepted:

  1. **Texas Driver License or Texas Photo I.D.** (*address **must** match the address on proof of residence*)
  2. CenterPoint Energy bill
  3. NBU Bill
  4. GVEC bill
  5. Lease agreement (*listing **all** occupants*)
  6. Mortgage Invoice, Receipt or Statement
  7. Notarized letter from the landlord *(listing **all** occupants that reside at residence)*

* You **must** provide the campus with **item # 1** *and* (1) of the above listed items 2 ï 7. If item 1 does not match the address on Proof of Residence 2 ï 7, you will be given 30 calendar days to provide the campus your updated TXDL or TXID reflecting the address at which you reside.

* If your child was born in the state of Texas, you can obtain a certified copy of your childôs birth certificate from the Comal County Clerkôs Office, 100 Main Plaza ï downtown. For information on how to obtain an out-of-state certified copy of your childôs birth certificate, call (830) 620-5513.

* If your family is residing with another NBISD resident, Residency forms will need to be completed at the campus. Both the parent/guardian and NBISD resident will need to make an appointment with the campus secretary. NBISD resident will need to provide Proof of Residence and the campus principal must approve all Residency forms.

* If the student is under 18 years of age, and is living separate or apart from his or her parent(s), proof of legal court appointed guardianship papers **must** be provided to the campus. If legal court appointed guardianship papers are not provided, an appointment will need to be made with Student Services. Please call (830) 643-5704 to schedule your appointment. Walk-ins will **not** be seen without an appointment.

LEGAL NOTICE TO PERSONS ENROLLING STUDENTS WITH FALSE INFORMATION

When accepting a child for enrollment, it is required that the school district inform the parent or person enrolling the child that presenting false information or false records for identification is a criminal offense under Penal Code 37.10 and that enrolling the child with false information will require the district to hold the person(s) liable for tuition or other cost as provided below.

TEC Sec 25.001(h) A person who knowingly falsifies information on a form required for a studentôs enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person may be liable for the maximum tuition fee the district may charge (see Policy FD for the amount the District has budgeted per student for maintenance and operating expense, whichever is greater).

_____	_____	_____
Parent/Guardian Signature	Student Signature	Date

ATTENDANCE POLICY

Absences/Tardies

The Academic Excellence Indicators from Texas Education Agency (TEA) is schools will achieve 97% overall attendance. In addition to earning a passing grade a student must attend class 90% of the time the class is offered in order to pass to the next grade or receive course credit. (see Policy FEC [Legal]) The Campus Attendance Committee may review the records of all students whose attendance drops below 90% of the days the class is offered, whether or not a petition is filed. Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee. (see Policy FEC [Local]). Non-Compliance may result in legal action (see Policy FEA)

_____	_____	_____
Parent/Guardian Signature	Student Signature	Date

ACKNOWLEDGEMENT OF THE STUDENT HANDBOOK & STUDENT CODE OF CONDUCT

The Student Handbook and Student Code of Conduct shall be made available on the Districtôs web site at www.nbisd.org at the beginning of the school year. A hard copy shall be provided upon request.

My child and I accept responsibility for accessing the New Braunfels ISD Student Handbook and the Student Code of Conduct.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct.* If I have any questions regarding this handbook or the Code, I should direct those questions to my campus principal.

_____	_____	_____
Parent/Guardian Signature	Student Signature	Date

ASSIGNED CAMPUS: ______________________________________

EARLY REGISTRATION 2017-2018

STUDENTøS NAME:

____

(Last) (First) (Nickname)

GRADE: ___________ SEX (please circle): Male Female

(Please check only one below):

☐ Hispanic/Latino ☐ Not Hispanic/Latino

Race (please check one or more):

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

STUDENTøS BIRTHDATE: ___________________________

STUDENTøS SOCIAL SECURITY NUMBER: ________________________________

* *

Parentøs Name: ____

Address: ____

Home #: ________________________ Motherøs Work #: ________________________

Cell #: _________________________ Fatherøs Work #: _________________________

Emergency #: ___________________

Name: _________________________ (Relationship to Child: ______________________)

Previous School ____________________________________

Did Student Attend Pre-K? Yes _______ or No _______

_ _

This section to be completed by campus personnel

State Issued Birth Certificate: _____
Immunization Record: _____
TB Form _____
Social Security Card: _____
Language Survey: _____
Personality Profile _____
Ethnicity & Race Questionnaire _____
Proof of Residence: _____
Driverøs License _____

ID #: ____________________

2017-2018 HOME LANGUAGE SURVEY-19TAC
Chapter 89, Subchapter BB §89.1215

TO BE COMPLETED BY PARENT OR GUARDIAN (OR STUDENT IF GRADES 9-12): The state of Texas requires that the following information be completed for each student that enrolls for the first time in Texas public schools. This survey shall be kept in each studentôs permanent record folder.

NAME OF STUDENT _____ **STUDENT ID#** _____

ADDRESS _____ **TELEPHONE** _____

CAMPUS _____

1. What language is spoken in your home most of the time? _____
2. What language does your child (do you) speak most of the time? _____

_____ _____
Signature of Parent/Guardian Date

_____ _____
Signature of Student if Grades 9-12 Date

Cuestionario del idioma que se habla en el hogar

DEBE DE COMPLETARSE POR EL PADRE/MADRE/ O REPRESENTANTE LEGAL: (O POR EL ESTUDIANTE SI ESTA EN LOS GRADOS 9-12): El estado de Texas requiere que la siguiente información se complete para cada estudiante que se matricula por primera vez en una escuela pública de Texas. Este cuestionario se archivará en el expediente del estudiante.

NOMBRE DEL ESTUDIANTE_____ **#ID**_____

DIRECCIÓN_____ **TELEFONO**_____

ESCUELA_____

1. ¿Qué idioma se habla en su hogar la mayoría del tiempo? _____
2. ¿Qué idioma habla su hijo/a (usted) la mayoría del tiempo? _____

_____ _____
Firma del Padre/Madre/ o Representante Legal Fecha

_____ _____
Firma del estudiante si está en los grados 9-12 Fecha

REGION XIII
EDUCATION SERVICE CENTER

New Braunfels ISD
2017 - 2018 Employment Survey

Only one completed survey per family is needed. It is not necessary to return a separate form for each child in your family.

Your information is strictly confidential. It will not be shared or distributed.

Child's name	Grade	Date of Birth
1.		
2.		
3.		
4.		

If you have worked in temporary or seasonal jobs in agriculture or ranching; your child/children may qualify for supplemental services at school through the Migrant Education Program. Help us determine if your children are eligible for these additional services by answering a few questions and returning this completed survey to the school.

Within the last 3 years (36 months), did you or one of your family members move to seek or find work in agriculture or fishing?

☐ **YES** ***(Continue completing the survey and return to the school)***
When you moved to look for work in the past three, you moved from:
_____ **to** _____
(City, State, or Country) **(City, State, or Country)**

☐ **NO** **(Stop and return the survey to the school) (School do not send to ESC)**

☐ **Agriculture**-Planting, harvesting fruits, vegetables, cotton, etc
☐ **Ranches and farms**—Caring for animals, mending fences, etc
☐ **Fishing**— work related to commercial fishing, shrimp, etc.
☐ **Processing plants**-packing and processing meat, eggs, fruits, vegetables, etc
☐ **Forestry**—Planting trees and plants
☐ **Other work related to agriculture**_____

When is the best day and time to contact you? _____

_____
Physical Address **City** **State** **Zip Code**

_____
Name of Mother **Telephone #** **Date**

School District Please Mail or Fax to:	**Felix Vazquez** **Region 13 Recruiter Fax: 512-919-5284 Phone: 512-919-5346** **5701 Springdale Rd. Austin, TX 78723**
ESC USE ONLY	***NGS History:*** ☐ ***YES*** ☐ ***NO***
	QAD: ***Qualify:*** ☐ ***YES*** ☐ ***NO***

New Braunfels ISD Nurse Information Card

Student Information:

Teacher/ Student ID:_____

Last: _____ **First:** _____ **DOB:** /__/___ **Male/Female** **Grade:**_____

Medical/ Developmental Problems: _____

Asthma No/ Yes **Seizures** No/ Yes **Chicken Pox** No/ Yes Date_____ **Glasses/Contacts** No/ Yes Type_____

Current Medications: _____

Allergies: _____

I understand in signing below that the district will take the necessary precautions regarding my childôs safety. I will provide the school with information regarding specific foods to which my child is allergic, the nature of the potential allergic reaction and an allergy action plan.

Tuberculosis Screening Questions:

1. Have you had recent contact with someone with infectious TB? No Yes Date_____
2. Have you moved within the last 5 years to the US from Mexico, Latin America Caribbean, Africa, Eastern Europe or Asia? Country_____ No Yes Date_____
3. Have you traveled (lived with resident populations from Mexico, Latin America, Caribbean, Africa, Eastern Europe or Asia) for more than 3 weeks? Country_____ How Long?_____ No Yes Date_____

I give appropriate health or administrative personnel authority to call the Doctor concerning medical needs of my child.

Doctor:_____**Dentist**:_____No Yes

Insurance: No/ Yes If yes, type_____ **School Age Siblings**: No/ Yes Name_____Grade_ School_____

Name_____Grade____School_____

Parent Information:

_____ _____ _____ _____

Parent/Guardian Phone (Home) Phone (Work) Phone (Cell)

_____ _____ _____ _____

Parent/Guardian Phone (Home) Phone (Work) Phone (Cell)

Emergency Contacts:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

NBISD does not assume any financial responsibility but does wish to provide emergency care. By signing this card, I am giving the appropriate school personnel authority to call EMS, to transport, or obtain medical care if I or the alternate adults cannot be reached. I hereby grant permission for emergency medical care to be given by the attending physician and/or school personnel. I also give permission for EMS to be called and/or for my child to be transported as necessary by school personnel. I will NOT hold the school district financially responsible for the emergency care and/or transportation of my child. In addition, I release the NBISD and employees from liability due to any adverse reaction or complications my child could have from taking medication I request be given. Notice: Any medication, prescription or over the counter to be administered during the school day, must be brought by parent/guardian to the school nurse office, labeled and in the original container. A signed permission form from the parent/guardian must be given to the school nurse

_____ _____ _____

Signature of Parent/Guardian Relationship Date

Comal County

Office of Public Health

Tuberculosis (TB) Screening Form

Name:_____DOB:_____Grade:_____Date: _____

Circle the answer **yes** or **no** to the questions; if any answer is yes, give the approximate date the symptoms started and whether or not you still have them.

Have you had any of the following symptoms in the past year?

1. Productive & prolonged cough for 3 weeks or more No Yes Date_____
2. Persistent weight loss without dieting No Yes Date_____
3. Night sweats No Yes Date_____
4. Coughing up blood No Yes Date_____
5. Fever of long duration No Yes Date_____
6. Close (in a small area [car] for 6-8 hours) and recent contact with someone with infectious TB No Yes Date_____
   _____
7. Have you recently moved (last 5 years) to the US from Mexico, Latin America, Caribbean, Africa, Eastern Europe or Asia? No Yes Date_____
   Country_____
8. Have you traveled (substantial contact/ lived with resident populations) from Mexico, Latin America, Caribbean, Africa, Eastern Europe or Asia for more than 3 weeks? No Yes Date_____
   Country_____ How Long? _____
9. Have you lived with someone that is considered at a high risk for TB (an intravenous drug user, HIV infected, former prisoner)? No Yes Date_____

Other information if not listed on immunization record:

- Positive TB skin test anytime in the past No Yes Date_____
- History of treatment of TB infection or disease No Yes Date_____
  Medication_____
  Medication taken for_____months

Signature of Parent_____

Nurse/Healthcare Worker_____

Date:_____ Refer to Primary Care Provider for evaluation_____
Date:_____ Refer for Tuberculin Skin Test_____
Maintain original on file. Revised 05/08

178 E. Mill Street, Suite 210 · New Braunfels, Texas 78130-5144 · (830) 608-2015

Texas Education Agency
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire

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

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

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

Part 1. Ethnicity: Is the person Hispanic/Latino? ***(Choose only one)***

☐ **Hispanic/Latino -** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

☐ **Not Hispanic/Latino**

Part 2. Race: What is the person's race? ***(Choose one or more)***

☐ **American Indian or Alaska Native -** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ **Asian -** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **Black or African American -** A person having origins in any of the black racial groups of Africa.

☐ **Native Hawaiian or Other Pacific Islander -** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ **White -** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ Student/Staff Name (please print)	_____ (Parent/Guardian)/(Staff) Signature
_____ Student/Staff Identification Number	_____ Date

Texas Education Agency – March 2010

FOR LOCAL USE ONLY BY NBISD

This space reserved for Local school observer ï upon completion and entering data in student software system, file this form in studentôs permanent folder.	
Ethnicity ï choose only one: _____Hispanic / Latino _____Not Hispanic/Latino	Race ï choose one or more: _____American Indian or Alaska Native _____Asian _____Black or African American _____Native Hawaiian or Other Pacific Islander _____White
Observer signature:	Campus and Date:

Student Residency Questionnaire 2017-2018

Name of Student: _____Gender: ❒ Male ❒ Female **Ethnicity**____
Last *First* *Middle*

Birth Date: _____/_____/_____Grade: _____Student ID#_____ School_____ Social Security #_____
Month / Day / Year *(or student identification number)*

Check the box that best describes with whom the student resides. (***Please note:*** *legal guardianship may be granted only by a court; students living on their own or with friends or relatives who do not have legal guardianship are allowed to enroll in and attend school. The school cannot require proof of guardianship for enrollment or continued attendance.*)

- ☐ Parent(s)
- ☐ Legal Guardians(s)
- ☐ Caregiver(s) who are not legal guardian(s) *(Examples: friends, relatives, parents of friends, etc.)*
- ☐ Other _____

Name of person with whom student resides: _____

Address:_____

City:_____ ZIP:_____

Home Phone #: _____ Cell Phone #: _____ Other Emergency #: _____

Length of Time at Present Address:_____

Length of Time at Previous Address:_____

Name of the school where student is enrolled or in which student is attempting to enroll:_____

Last District Attended:_____ Last School Attended:_____

Please check only one box that best describes where the student is presently living:

- ☐ In Section 8 housing, or in military housing with parent(s), legal guardian(s), or caregiver(s) *(if you checked this box, check one or both of the boxes below, if applicable:)*
- ☐ My home has no electricity
- ☐ My home has no running water
- ☐ In the home of a friend or relative because I lost my housing *(examples: fire, flood, lost job, divorce, domestic violence, kicked out by parents, parent in military and was deployed, parent(s) in jail, etc.)*
- ☐ In a shelter because I do not have permanent housing (*examples: living in a family shelter, domestic violence shelter, children/youth shelter, FEMA housing*)
- ☐ In transitional housing (*housing that is available for a specific length of time only and is partly or completely paid for by a church, a nonprofit organization, or another organization*)
- ☐ In a hotel or motel (*examples: because of economic hardship, eviction, cannot get deposits for permanent home, flood, fire, hurricane, etc.*)

- ☐ In a tent, car, van, abandoned building, on the streets, at a campground, in the park, or other unsheltered location
- ☐ None of the above describe my present living situation ***Briefly describe your situation:*** _____
  _____

Factors contributing to the student's current living situation (check all that apply):

- ☐ Natural disaster
  - ☐ Tornado, storm, flood, etc.
  - ☐ Hurricane, name: _____
  - ☐ Fire: prairie, forest, grass, lightning strike, etc.
- ☐ Family issues such as divorce, domestic violence, kicked out by parents, student left due to family conflict, etc.
- ☐ Home issues such as lack of electricity, water, heat, adequate home repair due to lack of funds, overcrowding, mold, etc.
- ☐ Military: Parent/guardian deployed, injured or killed in action
- ☐ Incarceration of parent/guardian
- ☐ Incapacitation of parent or guardian due to health, mental health, drugs/alcohol, or other factors
- ☐ Home fire not due to natural causes (i*.e., faulty equipment/appliances/wiring, furnace, stove, fireplace, etc.*)
- ☐ Economic hardship:
  - ☐ Loss of job resulting in inability to pay rent or mortgage
  - ☐ Income from part-time or low paying job does not cover cost of housing in the area
  - ☐ Loss of mortgage, including loss of mortgage of landlord if student/studentôs family is renting
  - ☐ Eviction record and/or inability to produce deposits for rent or utilities
- ☐ High medical bills that leave little or no money for housing
- ☐ Lack of affordable housing in the area
- ☐ Minor student unable to afford housing on my own
- ☐ None of the above describe the main reasons for my present living situation ***Briefly explain the contributing factors:*** _____
  _____

Please provide the following information for school-age siblings (brothers and/or sisters) of the student:

Name	Grade Level	School	District

_____ _____

Signature of Parent/Legal Guardian/Caregiver/Unaccompanied Student **Date**

Please send a copy to Maria Cendejas at the Central Office. Fax (830) 643-5701

For School Use Only

I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

_____ _____

McKinney-Vento Liaison Signature Date

New Braunfels Independent School District

Notice of Directory Information – Parental Consent Form

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 this student. If you do not want New Braunfels Independent School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the 10th day after registering your child. New Braunfels Independent School District has designated the following information as directory information:

SCHOOL-SPONSORED PURPOSE – For the following school-sponsored purposes- directory information shall include student name, address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

OTHER PURPOSES (SECONDARY STUDENTS ONLY) – The District has designated the following categories of information as directory information, for secondary students only, for the purpose of disclosure to military recruiters and institutions of higher education: student name, address, and telephone listing.

Source: NBISD FL(LOCAL) POLICY - STUDENT RECORDS

NEW BRAUNFELS ISD DIRECTORY INFORMATION RELEASE FORM

NBISD shares directory information in the following manner unless you indicate your preference to OPT OUT below:

School-Sponsored Purpose: School Media - school yearbook, commencement and school programs, and campus publications and **External Media –** campus and district websites, district electronic and print publications, NBISD-TV, and news coverage of school-related stories from area media outlets.

I choose to **OPT OUT** of releasing my child's directory information for: ___ School Media ___ External Media

Other Purpose: Military Recruiters and Institutions for Higher Education (For High School Students Only)
Federal law requires school districts receiving assistance under the Elementary and Secondary Act of 1965 to provide a military recruiter or an institution of higher learning, on request, with the name, address and telephone number of a secondary student unless the parent has advised the school district that they do not want the student's information disclosed without prior written consent. NBISD receives such assistance and is subject to this requirement.

I choose to **OPT OUT** of the release of my child's directory information to: ___ Military Recruiter(s)

___Institution(s) of Higher Learning

_____ _____

Parent/Guardian Signature Date

Rev. 03-08-2017

New Braunfels ISD Student Acceptable Use of Technology

You will have access to New Braunfels ISD's technology resources for instructional purposes. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world via the Internet and other electronic information systems/networks.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you find objectionable.
While New Braunfels ISD uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is your responsibility to follow the rules for appropriate use.

The final decision regarding whether any given use of the technology resources is acceptable lies with the Superintendent or designee. Violations may result in disciplinary action, including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Any of the following uses of <u>any NBISD owned or Personal Electronic Device</u> is deemed unacceptable and a violation of the New Braunfels ISD Acceptable Use Guidelines for Technology:

- Unauthorized use of copyrighted material, including violating software licensing agreements
- Sending, posting, accessing, or displaying electronic messages that are abusive, disruptive, obscene, sexually oriented, threatening, harassing, illegal, or damaging to another person's reputation
- Use of technology resources in a manner that causes disruption to the educational environment
- Use of technology resources to encourage illegal behavior or threaten school safety
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
- Use of any means to disable or bypass the district's Internet filtering system or other network systems
- Attempting to destroy, disable, or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district's system
- Encrypting communications or files to avoid security review
- Posting personal information about yourself or others
- Forgery of electronic mail messages or transmission of unsolicited junk e-mail
- Use related to commercial activities or for commercial gain
- Use that violates the student code of conduct, employee standards of conduct, or is unlawful
- Wasting school resources through the improper use of the computer system

- Changing of technology resource settings
- Downloading unauthorized Apps/Software
- Gaining access to other students' accounts, files, and/or data
- Publishing or sharing photos or video of others without written consent of all the parties involved. This includes, but is not limited to, e-mail, text, and sites such as, Facebook and YouTube.

Guidelines

- NBISD has authority and permission to regulate any personal electronic communication devices when these devices are brought to and/or used while on school property or school-related functions and events.
- A New Braunfels ISD administrator is authorized to power on and off, manipulate, and do all things necessary to search a device and recover or intercept communications (including but not limiting to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, New Braunfels ISD policy, or New Braunfels ISD regulation.
- Any electronic communication device used or possessed in violation of law, the Student Code of Conduct, New Braunfels ISD policy, or New Braunfels ISD regulation is subject to confiscation, and may cause the loss of the privilege to possess and use such devices on school property and at school-related events.
- Students may use these devices during the school day at the discretion of the teacher and administration. At anytime a student can be told to discontinue use of any device by an NBISD employee, if a student fails to follow these instructions, the student can lose permission to use the device on NBISD property.
- Data transferred using the school district's network is filtered to follow the requirements of the Children's Internet Protection Act (CIPA). However, if a personal device uses another network (AT&T or Verizon, for example), this district is unable to filter or monitor its use.
- New Braunfels ISD is not responsible for loss or theft of any personal device.

With this opportunity comes responsibility. It is important you read this document and ask questions, if you need help in understanding it. It is your responsibility to follow the rules for appropriate use. Inappropriate use could result in the loss of the privilege of using these educational and administrative tools.

Parent Signature _____ Date: _____

Student Signature _____ Date: _____

The Family Educational Rights and Privacy Act

Guidance for Parents

February 2011

The following guidance provides parents with general information about the Family Educational Rights and Privacy Act (FERPA). This document is a compilation and update of various letters and guidance documents previously issued that respond to a variety of questions about FERPA. While this guidance reflects our best and most current interpretation of applicable FERPA requirements, it does not supersede the statute or regulations. We will attempt to update this document from time to time in response to questions and concerns.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department. Private and parochial schools at the elementary and secondary levels generally do not receive such funding and are, therefore, not subject to FERPA.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is

an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are *permitted* to disclose personally identifiable information from education records without consent, though they are not *required* to do so by FERPA. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, this Office generally interprets the term to include parties such as: a teacher; administrator; board member; support or clerical staff; attorney; nurse and health staff; counselor; human resources staff; information systems specialist; school security personnel; and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

A school may disclose personally identifiable information from education records without consent to a "school official" under this exception only if the school has first determined that the official has a "legitimate educational interest" in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a "school official" and what constitutes "legitimate educational interests." A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent.

FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of

athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time).

A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information.

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;

- in connection with financial aid for which the student has applied or received;

- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;

- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;

- to comply with a judicial order or a lawfully issued subpoena; and

- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest."

FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, non-law enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student.

"Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, we require that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint.

The Office may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If we receive a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that a school has violated FERPA, we may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that a school violated FERPA, the school and the complainant are so advised, and the school is informed of the steps it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved.

Please note that a parent should state his or her allegations as clearly and succinctly as possible. To aid us in efficiently processing allegations, we ask that a parent only include supporting documentation that is relevant to the allegations provided. Otherwise, we may return the documentation and request clarification. This Office does not have the resources to review voluminous documents and materials to determine whether an allegation of a violation of FERPA by a school is included. A parent may obtain a complaint form by calling (202) 260-3887. For administrative and privacy reasons, we do not discuss individual allegations and cases via email. Please mail completed complaint forms to the Office (address below) for review and any appropriate action.

Complaint Regarding Access

If a parent believes that a school has violated FERPA by failing to comply with the parent's request for access to his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for access to the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; and the specific nature of the information requested.

Complaint Regarding Amendment

If a parent believes that a school has violated FERPA by failing to provide the parent with an opportunity to seek amendment of inaccurate information in his or her child's education records or failed to offer the parent an opportunity for a hearing on the matter, the parent may complete a FERPA complaint form and should include the following specific information: the date of the request for amendment of the student's education records; the name of the school official to whom the request was made (a dated copy of any written request to the school should be provided, if possible); the response of the school official, if any; the specific nature of the

information for which amendment was requested; and the evidence provided to the school to support the assertion that such information is inaccurate.

Complaint Regarding Disclosure

If a parent believes that a school has violated FERPA by improperly disclosing personally identifiable information from his or her child's education records, the parent may complete a FERPA complaint form and should include the following specific information: the date the alleged improper disclosure occurred or the date the parent learned of the disclosure; the name of the school official who made the disclosure, if that is known; the third party to whom the education records were disclosed; and the specific nature of the information disclosed.

This guidance document is designed to provide parents of minor students with some basic information regarding FERPA and their rights, and to address some of the basic questions most frequently asked by parents. You can review the FERPA regulations, frequently asked questions, significant opinions of the Office, and other information regarding FERPA at our Website as follows:

www.ed.gov/policy/gen/guid/fpco/index.html

If, after reading this guidance document, you have questions regarding FERPA that are not addressed here, you may write to the Office for additional guidance at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520