



Hardin-Jefferson ISD

Registration and Enrollment Guidelines

Policy Updated March 30, 2022

The following documents are **REQUIRED** to register your child(ren) in Hardin-Jefferson ISD and prove residency:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. WITHDRAWAL DOCUMENTS FROM PREVIOUS SCHOOL 3. STUDENT'S LAST REPORT CARD 5. STUDENT'S SOCIAL SECURITY CARD 7. STUDENT'S CURRENT IMMUNIZATION RECORDS | <ol style="list-style-type: none"> 2. CURRENT PARENT/GUARDIAN'S DRIVER'S LICENSE 4. STUDENT'S UNOFFICIAL TRANSCRIPT (Grades 9 - 12 only) 6. STUDENT'S BIRTH CERTIFICATE 8. PROOF OF RESIDENCY |
|---|---|

Proof of Residency

In order for students to attend school in Hardin-Jefferson ISD, the student's parent or legal guardian must prove legal residence within the district boundaries. Families whose primary residence is outside the Hardin-Jefferson ISD boundaries are not eligible to attend school in HJISD. In order to prove residency, all applicants must submit at least **one original document from each** of the following columns. Copies will not be accepted and the original documents will be returned to you. These documents are for address verification, and must all reflect the address provided for enrollment or change of address. Postal Service Boxes will not be accepted as the enrollment address.

COLUMN A	COLUMN B	COLUMN C
<ul style="list-style-type: none"> Copy of Deed OR record of most recent mortgage payment Copy of Lease AND record of most recent rent payment Residency Affidavit from landlord affirming tenancy AND record of most recent rent payment Letter from approved agency (group & foster home purposes only) 	<p>A utility bill or work order dated within the past 30 days, including:</p> <ul style="list-style-type: none"> Gas Bill Water Bill Electric Bill Telephone Bill Cable Bill 	<ul style="list-style-type: none"> Valid Texas Driver's License Current Vehicle Registration Valid Texas Photo identification card <p><i>Dated within the past year:</i></p> <ul style="list-style-type: none"> W-2 Form Vehicle Tax Bill Property Tax Bill <p><i>Dated within the past 60 days:</i></p> <ul style="list-style-type: none"> Medicaid Card Payroll Stub

_____ (initial) I declare that I have provided no false information to the Hardin-Jefferson Independent School District with regard to my property. I understand that falsifying information is a criminal offense (Perjury) under Section 37.01 of the Texas Penal Code, which is a Class A misdemeanor punishable up to one (1) year of confinement in jail; a fine not to exceed \$2,000.00; or both such fine and imprisonment. Another criminal offense for falsifying this residency information is a violation of Texas Penal Code 37.10: Tampering with a Government Record. Any falsification of information shall cause enrollment to be denied and/or revoked.

_____ (initial) I understand that this child will be administratively withdrawn from HJISD if it is determined that I have enrolled the child based on false information. I also understand that HJISD utilizes law enforcement to verify residency. A random check to the physical Hardin-Jefferson address may occur. I agree to cooperate fully with the officer or an officer of the school district verifying residency.

SCHOOL DISTRICT PERSONNEL MAY CHOOSE TO CONDUCT A RESIDENCY VISIT AT ANY TIME

PROOF OF RESIDENCY FREQUENTLY ASKED QUESTIONS

What if I don't have the required proofs of residency with me when I enroll?

All new applicants are required to submit the required three proofs. Applicants who do not have the required documents will be asked to return when they have appropriate materials in order to enroll. HJISD staff will not accept any substitutions for items on the list of acceptable proofs.

What if I don't have a lease?

If you are a tenant at will ("month-to-month") and do not have a written lease, ask your landlord to complete and sign the residency affidavit. This, along with evidence of your most recent rent payment, will fulfill the proof of residency requirement for Column A. Your landlord does not have to be present when you enroll, but the affidavit does have to be notarized.

What if I live with a friend or relative?

If you share housing with a friend or relative, you may use the residency affidavit to fulfill the proof of residency requirement in Column A. Ask your friend or relative to complete and sign the affidavit to affirm your residence. Your friend or relative will have to provide proofs of residency from Columns B & C.

What can I use for proof of recent rent or mortgage payment?

You may present a copy of a money order, cancelled check, or rent receipt.

What if I own my home but do not have a copy of the deed?

Contact the financial institution that handles your mortgage or the Jefferson/Hardin County Clerk's Office.

What if I own a home but do not pay a mortgage (i.e., the home is paid for)?

If you no longer pay a mortgage on your home, you must submit a copy of the property deed, along with a copy of the discharge of mortgage. This will satisfy your proof of residency requirement for Column A.

Is a cell phone bill acceptable documentation to satisfy Column B?

Yes.

What if I have recently moved and have not yet received any utility bills?

To fulfill requirements of Column B, you also may submit a work order from any utility company stating that your service has been ordered or installed.

What if my family is homeless?

The proof of residency policy does not apply to homeless students and families. Contact the Homeless Liaison at 409-981-6400.

What if I am an undocumented immigrant?

Any child whose family lives in Hardin-Jefferson ISD with a Parent or Legal Guardian is guaranteed access to a free public education. No family will be denied access to school because of their immigration status. Undocumented immigrant families living with friends or relatives may be considered "homeless" (see above).

Will documents that I submit to prove residency remain confidential?

All documents submitted to prove residency will be marked with the student's name and considered part of his or her confidential record. HJISD will adhere to the standards of confidentiality set forth in state and federal laws in maintenance of these records. For more information about the confidentiality of student records, refer to FERPA at www.ed.gov.

How can I report a suspected violation of the residency policy?

Families, staff, students and others can report possible residency violations by contacting the registrar at any HJISD school.

What happens if HJISD discovers that I don't live in the school district boundaries?

Any student who is discovered not to reside in Hardin-Jefferson ISD will be withdrawn from school immediately.

What if I am a current HJISD student who has moved and needs to update my address, do I need to provide three proofs of residency?

Yes.



Hardin-Jefferson Independent School District

To be completed by Campus
Date of Enrollment _____
Campus _____
Local ID# _____

STUDENT ENROLLMENT/REGISTRATION FORM

Student's Legal Name (Last, First, Middle)		Student's Date of Birth (mm,dd,yy)		Student's Social Security Number	
Home Phone No.		Student's Place of Birth (City, State, Country)		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	
Student Cell No.					
Ethnicity (Check One) <input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic		Race (Select all that apply) <input type="checkbox"/> White <input type="checkbox"/> Black /African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Isl.		Hispanic/Latino <input type="checkbox"/> Yes <input type="checkbox"/> No	
Grade Level	Has student ever been placed in one or more of these programs: <input type="checkbox"/> Dyslexia <input type="checkbox"/> Speech <input type="checkbox"/> Title <input type="checkbox"/> 504 <input type="checkbox"/> Special Ed <input type="checkbox"/> ESL				
Previous School Attended (school name, city, state)			Reason for Leaving Previous School		
Name of Parent/Guardian (with whom student lives)			DOB (mm,dd,yy)	Relationship to Student	Foster Parent <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Physical Address (Street name, Apt. #, City, State, Zip)					
Student's Mailing Address (if different from above)					

_____ (initial) I understand that this child will be administratively withdrawn from HJISD if it is determined that I have enrolled the child based on false information. I also understand that HJISD utilizes law enforcement to verify residency. A random check to the physical Hardin-Jefferson address may occur. I agree to cooperate fully with the officer or an officer of the school district verifying residency

Check box below for main contact number					
Father's/Guardian Name and Address		Place of Employment		Home Number <input type="checkbox"/>	
				Cell Number <input type="checkbox"/>	
				Work Number <input type="checkbox"/>	
Email Address:					
Mother's/Guardian Name and Address		Place of Employment		Home Number <input type="checkbox"/>	
				Cell Number <input type="checkbox"/>	
				Work Number <input type="checkbox"/>	
Email Address:					

OTHER PERSONS WHO MAY BE CONTACTED IN THE EVENT OF EMERGENCY OR MAY PICK UP STUDENT:

Person's Name and Relationship	Home Number	Cell Number	Work Number
Person's Name and Relationship	Home Number	Cell Number	Work Number
Person's Name and Relationship	Home Number	Cell Number	Work Number
Person's Name and Relationship	Home Number	Cell Number	Work Number

Name of Physician	Phone Number	Preferred Hospital
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Health Information: Please check if your child has any of the following conditions

Diabetes Seizures Heart Condition Asthma Allergies

List other chronic illness, medical condition, allergies or history of health problems:

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT 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?

Not Hispanic/Latino

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

PART 2. RACE: What is the person's race? (Choose one or more)

American Indian/Alaskan Native 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/African American Black or African American - A person having origins in any of the black racial groups of Africa.

Hawaiian/Pacific Islander 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.

Name of Student: _____ **Grade:** _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

**HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT
HOME LANGUAGE SURVEY-19 TAC Chapter 89, Subchapter BB, §89.1215**

(Home Language Survey applicable ONLY if administered for students enrolling in pre-kindergarten through grade 12)

**TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN
PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12):**

The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:

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

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

For more information on the process that must be followed, please visit the following website:

https://projects.esc20.net/upload/page/0084/docs/EL%20Identification_ReclassificationFlowchart%202018.pdf

The district will maintain this form as part of your child's student record.

Name of Student: _____ **Grade:** _____

What language is spoken in the child's home most of the time? _____

What language does the child speak most of the time? _____

What is the student's country of birth? _____

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

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

Food Allergy Disclosure

Dear Parents,

The DISTRICT is required to request, at the time of enrollment, that the parent or guardian of each student attending a DISTRICT school disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the DISTRICT in order to enable DISTRICT to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. **The nurse will contact you for a note from your physician if your child has food allergies. The school must have an EpiPen prescribed for student in the event of an emergency.**

Food Allergy	Nature of allergic reaction to the food

DISTRICT will maintain the confidentiality of this form and the information provided above and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and district Policy.

The district will maintain this form as part of your child's student record.

Name of Student: _____ Grade: _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

Primary Phone Number: _____ Secondary Phone Number: _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

Military Connected Student Data

Student Name: _____ **Grade:** _____

The Texas Education Agency is mandated by Texas State Law to collect data on military connected students enrolled in Texas public schools.

Section 25 006, Texas Education Code. The agency shall collect data each year from school districts and open-enrollment charter schools through the Public Education Information Management System (PEIMS) relating to the enrollment of military-connected students.

Please check appropriate box, if applicable:

- Student in grade KG – 12 is a dependent of an active duty member of the United States military.
- Student in grade KG – 12 is a dependent of a current member of the Texas National Guard (Army, Air Guard, or State Guard).
- Student in grade KG – 12 is a dependent of a current member of a reserve force in the United States military.
- Pre-kindergarten student is a dependent of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority OR is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty.
- Student in grade KG – 12 is a dependent of a former member of one of the following: the United States military, the Texas National Guard (Army, Air Guard, or State Guard), or a reserve force in the United States military.
- Student in grade KG – 12 was a dependent of a member of a military or reserve force in the United States military who was killed in the line of duty.
- None of the above.

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT
Falsification of Documents
Identity Verification of Person Enrolling Student

Student Name: _____ **Grade:** _____

Falsification of Information Texas Education Code 25.001 (h) and (i) Texas Penal Code 37.10

A person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable for the greater of the maximum tuition fee or the amount the district has budgeted for each student as maintenance and operating expenses if the student is not eligible for enrollment in the district but is enrolled on the basis of false information.

NOTE: Enrollment in specific magnet programs does not incur out of district tuition fees. Check with your individual counseling office if your student is enrolled in a magnet program.

DAILY TUITION RATES ARE SUBJECT TO CHANGE. TUITION RATES ARE REVISED YEARLY IN OCTOBER AND ANNOUNCED BY THE TEXAS EDUCATION AGENCY. STUDENTS WHO QUALIFY FOR SPECIAL EDUCATION SERVICES DIFFER FROM GENERAL EDUCATION STUDENTS DUE TO THE ADDITIONAL SERVICES THEY RECEIVE. CHECK WITH YOUR CAMPUS COUNSELING OFFICE FOR CURRENT TUITION RATES.

Proof of Identity of Person Enrolling Student

Regardless of whether or not a child's parent, guardian, or other person with legal control of the child under a court order is enrolling a child, Texas Education Code as amended in 2001, a district is required to record the name, address, and date of birth, of the person enrolling a child. TEC Section 25.002(f). Providing a copy of your government issued ID with photo satisfies this request.

I UNDERSTAND THAT I MUST PROVIDE MY CURRENT ADDRESS, AND PROOF OF IDENTITY. I ALSO UNDERSTAND THAT IF I HAVE KNOWINGLY FALSIFIED INFORMATION ON FORMS REQUIRED FOR ENROLLMENT, I AM LIABLE FOR TUITION FEES AS DESCRIBED ABOVE.

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

NOTICE OF PARENT AND STUDENT RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) and DIRECTORY INFORMATION

DISTRICT maintains general education records which are available to the parent, guardian, or person standing in lawful control of the student under a court order. Both parents/guardians have access to the records unless the school is in possession of a court order limiting access.

Federal law provides that student "educational records" are confidential. School records are defined as being directly related to a student and maintained by the school including, but not limited to: attendance, grades, discipline, test scores, health and immunization, and psychological or counseling records. Directory information is not confidential under FERPA.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want 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 tenth (10th) day of the school year.

DISTRICT has designated the following information as directory information: student's 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. Student directory information is available to the public unless the parent/guardian restricts the release of the information.

1. According to the Texas Public Information Act (TPIA), DISTRICT must release directory information promptly upon request and may not ask requestors the reason for the requested information.
2. Parents/guardians have the right to restrict the release of directory information, but must do so in writing within the first ten (10) days of the school year or enrollment or see number 4 below.
3. Parents/guardians may alter their choice regarding directory information at any time by completing and submitting the Student Directory Release form found in the list on the left of this webpage to their child's school. Decisions regarding directory information will remain until a subsequent written request is made to alter the previous decision.
4. Parents with a Parent Portal account may review their child's privacy status and make changes if wanted. Privacy codes may also be changed any time by completing a Student Directory Information Release form (found in the list on the left of this webpage) and submitting it to their child's school.
5. Schools must notify parents and eligible students of their FERPA rights annually. In addition to this form, FERPA information is found in the Student/Parent Handbook available in both English and Spanish online at the district website or a paper copy, by request, from your child's school.

Name of Student: _____ **Grade:** _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT HISTORY OF SCHOOL ATTENDANCE – SECONDARY

Has your child ever been retained? Yes No

If YES, indicate which grade: _____

Has your child lived outside the U.S. for two or more consecutive years? Yes No

If YES, indicate when: _____

If YES, indicate where: _____

When your child lived outside the U.S., did he/she attend school regularly?

- No, my child missed significant portions of one or more school years as specified.
- Yes, my child attended school in all previous grades outside the U.S.

Where has your child attended school? _____

Grade: _____

Year: _____

Name of School: _____

City and State of School: _____

Has your child participated in any of the following programs? (Any other program may be added at the bottom of the list)

Program	Yes	No	If Yes, When	If Yes, Where
Bilingual				
ESL				
Dyslexia				
504				
Gifted and Talented				
Remedial Math				
Remedial Reading				
Speech Therapy				
Special Education				

Other: _____

Name of Student: _____ Grade: _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT MIGRANT EDUCATION PROGRAM - FAMILY SURVEY

Student Name: _____ Age: _____ Grade: _____

Dear Parent:

In order to better serve your children, our school district is helping the State of Texas identify students who may qualify to receive additional educational services.

The information below will be kept confidential. **Please answer the following questions:**

1. Within the past 3 years have you, or your child, moved from one school district, city or state to another? Yes No
2. If yes, did you, or your child, move so you could work or look for work in agriculture or fishing?
 Yes No

If your answer above is NO, STOP here and submit form.

If your answer is YES, please check all that apply below.



- Worked on farm, ranch, field or vineyard. Working in fruit, vegetable, sunflower, cotton, wheat, grain, farms or ranches, fields & vineyards



- Working in cannery



- Working on a dairy farm



Working in fishery



Working on a poultry farm



Working in a plant nursery, orchard, tree growing or harvesting



Working in slaughter house

Other similar work, please explain: _____

Please complete the following information:

Best time to contact you:
Telephone Number:
Home address/apt, city and zip
Mailing address, city and zip

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

COMPLETE THIS FORM FOR ALL STUDENTS REGARDLESS OF SPECIAL EDUCATION STATUS

**HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT
STATEMENT OF SPECIAL EDUCATION SERVICES**

Student Name: _____ **DOB:** _____ **Grade:** _____

The above named student has NEVER received special education services.

True False

If you answered **TRUE**, **DO NOT** complete the rest of the form.

If you answered **FALSE**, proceed to Question 2 and complete the rest of the form.

The above named student **WAS RECEIVING** special education services at his/her prior school.

True False

If you answered **TRUE**, complete the remainder of the form below.

This form serves as a release of information authorization in order to request your child's special education records. Please work with the campus Admission Review Dismissal (ARD) committee to assist in identifying services to support your child. Disabling condition(s): (LD, ED, OI, MR, etc.)

Services received at previous school. Check all that apply:

- SE Speech Speech
- SE Self Contained Self Contained
- SE Auditory Impaired (hearing) Auditory Impaired (hearing)
- SE CMC CMC
- SE Visually Impaired Visually Impaired

Other services: _____

1. The above named student received special education services in the past, **BUT WAS DISMISSED PER ARD COMMITTEE**. True False If you answered **TRUE**, enter year dismissed: _____

2. Comments: _____

3. Name and address of previous school: _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

STUDENT DIRECTORY INFORMATION RELEASE

Please review the information below to indicate your current wishes regarding the privacy of your child's directory information. Select YES or NO for each statement. By submitting this form you are signing, dating and indicating your preferences to the school district. Forms that are not signed will result in the release of your child's directory information when requested.

Selecting **NO** below will result in blocking the release of directory information in the designated categories.

DISTRICT PUBLICATION:

DISTRICT has my permission to release directory information for limited school sponsored purposes including, but not limited to: selected photography companies supporting campus pictures, and publicity (name and picture in yearbook, newsletters, awards, honors, PTA/PTO, booster clubs, etc.). Example: If you select NO, your child's name will NOT appear in the district's newsletter, the school's yearbook, etc.

Yes No

PRIVATE REQUESTERS:

DISTRICT has my permission to release directory information (name, address, phone number, etc.) to any requestor in accordance with the Texas Publication Information Act (TPIA). The TPIA requires DISTRICT to release this type of information to any company, individual, or group that requests it unless the parent/guardian requests the information not to be released. **Example: If you select NO, your child's directory information will NOT be released to vendors or others who may be soliciting products and services.**

Yes No

HIGHER EDUCATION:

The No Child Left Behind Act of 2001 requires schools to provide military recruiters and institutions of higher education student directory information unless the parent/guardian objects. DISTRICT has my permission to release directory information to a military recruiter.

Yes No

DISTRICT has my permission to provide the name, address, and telephone number of my secondary student to an institution of higher education.

Yes No

Please consider your responses carefully prior to making final decisions. Should you have questions or need further assistance for a complete understanding, see your campus administrator.

Name of Student: _____ **Grade:** _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

All information obtained for this purpose will remain confidential. One form per student enrolled is required.

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

STUDENT HEALTH INFORMATION SHEET Page 1 of 3

Campus Name: _____

Name of Student: _____ Grade: _____

Date of birth: _____ Age: _____ Male Female

HEALTH HISTORY: Select Yes for any conditions that apply to your child and have been diagnosed by a physician. Select No if the condition does not apply to your child.

CONDITION	YES	NO	DATE	COMMENTS
ADHA				
ADD				
Allergies				
Asthma				
Bladder/Bowel Issues				
Blood Disorder				
Bone/Muscle Issues				
Cancer				
Celiac Disease				
Chickenpox				
Diabetes				
Kidney				
Heart Disease				
Hepatitis				
Immune Disorder				
Mental/Behavioral Health				
Migraine				
Neurological				
Scoliosis				
Seizures				
Surgery				
Other				
Other				
Other				

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT
STUDENT HEALTH INFORMATION SHEET Page 2 of 3

Name of Student: _____ Grade: _____

Prescription medication to be given at school must be in the original bottle with the child's name and instructions for administration on the label. A permission form must be signed by the parent or guardian and kept on file in the nurse's office. In accordance with the Nurse Practice Act, a health plan must be developed for administering care for any ongoing chronic condition (i.e. diabetes, asthma, epilepsy etc).

MEDICATIONS	Yes	No	Comments
Is your child prescribed an epinephrine injector such as Epi-Pen®?			
Is your child on any prescriptive medications?			
If yes, state the name of the medications(s) and the reason it is being given.			
Will the medication be given at school?			

VISION	Yes	No	Comments
Does your child have a vision problem? If yes, please describe.			
Does your child wear glasses?			
Does your child wear contacts?			

HEARING	Yes	No	Left Ear	Right Ear
Is there a hearing loss or deafness?				
Does the child wear a hearing aid(s)				

When a child suffers any injury or illness while in school, an immediate and continuing effort will be made to contact parents. In cases of serious injury or illness, first aid will be rendered in accordance with local school policies.

EMERGENCY HEALTHCARE CONSENT: I represent that I am a person who has the right to consent to medical, dental, psychological, and surgical treatment on behalf of the identified student. I authorize the DISTRICT to contact the person(s) identified by the student's parent(s)/guardian(s) as emergency contact(s). In the event that the student's parent(s), legal guardian(s), emergency contact(s) and/or nonparent adult caregiver(s) authorized by Texas Family Code Chapter 34 cannot be immediately contacted by telephone, I authorize the DISTRICT to consent to medical, dental, psychological, and surgical treatment on behalf of the student.

Yes No

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT
STUDENT HEALTH INFORMATION SHEET Page 3 of 3

Name of Student: _____ Grade: _____

Note: In the event the DISTRICT consents to treatment of the student pursuant to this authorization, the District is immune from any and all liability for damages or amounts incurred, including the cost of emergency care or transportation resultin from the examination or treatment of the identified student.

Hospital Preferred: _____

Physician Name and Phone Number: _____

Sibling Names	Grade	Campus

District does not discriminate against any person because of race, color, religion, sex, national origin, disability, age, or on any other basis prohibited by law.

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

All information obtained for this purpose will remain confidential. One form per student enrolled is required.

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT
STUDENT MEDIA RELEASE

Name of Student: _____ Grade: _____

During the school year, opportunities arise to provide positive information and publicity about our programs and events to the general public or specific audiences. In some cases, we may receive requests from the news media or professional persons to interview, photograph, and/or film students for news or non-profit publications, television or radio broadcasts, or for educational information and training or various publications and brochures printed by DISTRICT and parent-teacher organizations.

Permission is needed for your child to be the subject of any news media publicity or to be included in district publications. Your selection will be kept on file for future reference and will remain in effect unless revoked in writing by the parent/guardian.

I give permission for my child to be interviewed, photographed, and/or filmed for public news media, professional education information, or any other non-profit publication for public use (e.g. newsletters).

Yes No

In addition, I give permission for my child's name, work and likeness to appear on the Internet.

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

All information obtained for this purpose will remain confidential. One form per student enrolled is required.

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT STUDENT RESIDENCY QUESTIONNAIRE

Page 1 of 2

Name of student: _____ Gender: _____ DOB: _____

Campus Attending: _____ Grade: _____ Age: _____

Yes No Is your current address a temporary living arrangement?

Yes No Is your temporary living arrangement due to loss of housing or economic hardship?

If you answered **NO** to both of the questions above, **DO NOT** complete the rest of the form. Sign and submit the form.

If you answered **YES** to either of the questions above, proceed to Section A, complete the rest of the form.

Section A – Student Living Situation (Check all that apply)

	Live with parent/legal guardian in a home, apartment, or housing and does not share home with any other family
	Live in a shelter because I do not have permanent housing (family shelter, domestic violence shelter, children/youth shelter, FEMA housing), includes living in transitional housing (housing available for a specific length of time only and partly paid by a Church or other organization).
	Live in the home of a friend or relative because I lost my housing (doubled up due to economic hardship, fire, flood, lost job, divorce, domestic violence, parent in military and was deployed, parent in jail, etc.)
	Live in a tent, car, van, abandoned building (living on the streets, campground, park, or unsheltered location), includes living without electricity, heat, and/or running water in a home/apartment.
	Live in hotel or motel (due to economic hardship, eviction, flood, fire, hurricane, etc.)
	Unaccompanied Youth (student is not living in the home of a parent or legal guardian)
	Child or youth placed by DFPS with a temporary guardian (DFPS provided a Parental Child Safety Plan or Authorization for Non-Parent or Voluntary Caregiver)
	None of these describe my present living situation. Briefly describe your situation:

Section B – 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.

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT STUDENT RESIDENCY QUESTIONNAIRE

Page 2 of 2

Section B – Factors contributing to the student’s current living situation (Check all that apply):

	Family issues such as divorce, domestic violence, kicked out by parents, student left due to family conflict, etc.								
	Home issue 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								
	Incarceration 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: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td>Loss of job resulting in inability to pay rent or mortgage</td> </tr> <tr> <td></td> <td>Income from part-time or low paying job does not cover cost of housing in the area</td> </tr> <tr> <td></td> <td>Loss of mortgage, including loss of mortgage of landlord is student/student’s family is renting</td> </tr> <tr> <td></td> <td>Eviction record and/or inability to produce deposits for rent or utilities</td> </tr> </table>		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 is student/student’s family is renting		Eviction record and/or inability to produce deposits for rent or utilities
	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 is student/student’s 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 reason for my present living situation. Briefly explain the contributing factors:								

Section C: Parent/Legal Guardian/Caregiver/Unaccompanied Youth

Last Name: _____ First Name: _____ Middle Name: _____

Relationship to Student: _____ Address: _____ Zip: _____

Telephone: _____

Student’s length of time at present address:

_____ Years _____ Months _____ Days Number of children enrolled in district: _____

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

Name: _____ Grade: _____ School: _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____ **Date:** _____

HARDIN-JEFFERSON INDEPENDENT SCHOOL DISTRICT

Drug Testing Consent Form (SECONDARY CAMPUSES ONLY)

To be completed only by High School and Middle School students involved in Extracurricular Activities or by students who Drive a Vehicle on campus

Student's Full Name _____
Last name First name Middle name

Student I.D. Number _____ Grade _____

I understand the drug testing policy set forth by Hardin-Jefferson I.S.D. and the Board of Trustees, (FNF Local-A2), concerning student drug and alcohol testing that Hardin-Jefferson ISD will enforce this policy out of concern for my safety and health. I realize that the personal decision that I make daily in regard to the use of illegal drugs and/or alcohol may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated:

Signature of Student Date

I understand the drug testing policy set forth by Hardin-Jefferson ISD. Policy—(FNF Local- A2) concerning student drug and alcohol testing. I understand that it is the practice of the district to conduct drug and or alcohol test for the purpose of carrying out this policy. I desire that my child named above participate in and be subject to the terms of the drug- use testing program. I understand I may withdraw this request for participation at any time in writing to the campus principal. I further understand and accept that if I withdraw my consent after my child has been selected for drug testing or if my child refuses to take the drug test and my child later decides to:

- 1) participate in extracurricular activities offered by HJISD.
- 2) drive and park on school facilities

My child will be deemed to have failed a drug test on the date I notify HJISD. of my child's desire to not participate. I accept the method of obtaining specimens and the testing of such samples.

I authorize the employees of Hardin-Jefferson ISD to release my child's name, social security number, student I.D. number and biological specimens to Pinnacle Medical Management. I authorize the officers, employees and agents of Pinnacle Medical Management to communicate orally and in written with the designated school administrators results of testing. I further authorize Pinnacle Medical Management to have further analysis of my child's specimens and require the results be communicated to me prior to any district administrative proceedings of disciplinary actions.

Parent/Guardian Signature Date Witness Signature

Printed name of Parent/Guardian Printed Name of Witness

HARDIN-JEFFERSON ISD
CORPORAL PUNISHMENT POLICY
2023-2024

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student and shall be administered only in accordance with the following guidelines:

- Corporal punishment shall be administered only after less stringent disciplinary measures have been attempted,
- The student shall be told the reason corporal punishment is being administered,
- Corporal punishment shall be administered only by the Principal or designee,
- Corporal punishment shall be administered in the presence of one other district professional or paraprofessional employee and in a designated place out of view of other students.

Discipline is designed to correct student behavior and encourage students to comply with school rules. This letter is for your approval or non-approval of corporal punishment. If you have any questions, please feel free to contact your students Assistant Principal.

Please circle **YES** below if you would like Corporal Punishment to be used as a discipline technique for your child:

YES my son/daughter **CAN** receive Corporal Punishment

NO my son/daughter **CANNOT** receive Corporal Punishment

Student Name: _____

Parent Signature: _____

Parent Phone Number: _____ Cell Phone: _____

Parent Printed Name: _____

Hardin-Jefferson ISD Transportation Department Student Information Form

Student's Name

Student's Date of Birth

Campus

Grade

Bus # (HJISD will provide)

Parent/Guardian(s) Name

Home Phone

Street Address

Cell Phone

City

State

Zip

E-mail

Mailing Address (if different from above)

Emergency Contact Name/Number

What neighborhood do you live in: **(Circle One)** - Rock Creek Ridge, Bear Creek, Diamond D, Countrywood, Pinewood, Bevil Oaks, Other

Will your student ride the bus: **AM only** _____ **PM only** _____ **Both** _____ **Occasionally** _____

Sibling Name/Campus: _____

List any Medical issues your student has: _____

A form must be completed for each individual student.

I have read and understood the Student Code of Conduct and Student Handbook (located at www.hjisd.net) which includes bus rider information and discipline consequences. I will notify my child's campus with any changes to any information on this form.

Parent/Guardian Signature

Date

Hardin-Jefferson Independent School District
2023-2024 Student Handbook and Code of Conduct
Acknowledgement Form

Dear Parent/Guardian:

This Student Handbook and Code of Conduct provides information regarding parental rights and other important information for parents and students, as well as, expectations for student behavior and consequences for misconduct. Please read and review the information in this handbook with your student so that you have a clear understanding of its content. Once you and your student have reviewed the Student Handbook and Code of Conduct, please sign the acknowledgement form below and return it to the front office of your campus. Please contact your student's teacher or campus administrator if you have any questions about the Student Handbook or Code of Conduct.

Student Name:

School Campus: _____ Grade

Level: _____

I have read, understand, and agree to abide by Hardin-Jefferson ISD's Student Handbook and Code of Conduct located at www.hjisd.net for the 2023-2024 school year. I understand that _____ (student name) will be held accountable for the behavior expectations and disciplinary consequences outlined in the Student Handbook and Code of Conduct. I understand that the Student Handbook and Code of Conduct governs all behavior at school, at school-sponsored and school-related activities, during school-related travel, or while traveling in a vehicle owned or operated by the District. I also understand the Student Handbook and Code of Conduct governs some designated behaviors occurring within 300 feet of school property, some designated behaviors occurring off-campus, including certain electronic communications and postings, and any school-related misconduct regardless of time or location. I understand that a referral for criminal prosecution is possible for certain violations of law.

Parent/Guardian Printed Name

Student Printed Name

Parent/Guardian Signature

Student Signature

Date

Date

Hardin-Jefferson Independent School District

STUDENT END USER LICENSE AGREEMENT

The following policy for acceptable use of District computers and networks, including the Internet and email, applies to all Hardin-Jefferson Independent School District students.

GENERAL POLICIES

- The purpose of the student account is to access the Hardin-Jefferson ISD network and the Internet for curriculum activities and classroom projects in support of the District's educational goals.
- The H-J ISD specifically denies any responsibility for the accuracy or quality of the information obtained from public networks such as the Internet.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. H-J ISD reserves the right to withdraw account privileges at any time for any reason or no reason at all.
- The District reserves the right to access, review, copy, modify, delete, or disclose user files to ensure appropriate use.
- Certain sites that contain inappropriate material, including: pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the District, may be blocked.
- Network and cloud storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity to ensure that students are using the system responsibly.
- The district or campus administrators will deem what is inappropriate use and their decision is final. The district or campus administration may request the network manager to close, deny, revoke, or suspend specific user accounts.
- Deleting outdated files on a regular basis is required of all users.

DO NOT:

- Disable, attempt to disable, or bypass content filtering devices on the network or profiles, including the use of proxies to visit blocked websites or encrypting communications.
- Use any login credentials other than those specifically assigned to you.
- Delete, examine, copy, or modify files, resources, email, and/or data of another user without his/her permission.
- Illegally access and manipulate information of private databases/systems such as grade books.
- Participate in vandalism, theft or destruction of hardware or data, copyright infringement, software piracy, or any other activity prohibited by District policy.
- Modify or change computer settings and configurations.
- Modify or add network devices of any kind, including: wireless access points, hubs, switches, or routers.
- Use your network account for non-school related activities, including using the Internet for financial gain, for purchasing products or services, or for political activity.
- Reveal personal information about yourself or others while on the District network.

PERSONAL ELECTRONIC DEVICES

As per your student handbook, students will be allowed to bring personal electronic devices to campuses that permit their use. For the purpose of this program, the word "devices" will include: laptops, cell phones, smart phones, iPads, Chromebooks, iPods, tablets and e-readers.

Hardin-Jefferson Independent School District EULA

Guidelines:

- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while riding school buses and on school campuses, unless otherwise allowed by a teacher.
- Devices may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Students may not use devices to record, transmit or post-photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
- Devices may only be used to access files on Internet sites that are relevant to the classroom curriculum. Games are not permitted, unless otherwise allowed by a teacher.
- H-J ISD is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.
- Printing from personal laptops and/or other devices will not be possible at school.
- Personal devices must be charged prior to school and run on battery power during instructional and/or classroom time.

Lost, stolen or damaged personal devices:

Each user is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately, H-J ISD takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.

Usage Charges:

H-J ISD cannot be held responsible for any possible device charges to your account that might be incurred during approved school-related use.

Internet Safety

- Report to your teacher or other school personnel any message received that is inappropriate or makes you feel uncomfortable. Should students encounter inappropriate material by accident, they should report it to their teacher immediately.
- Do not agree to meet with someone you met online without your parent's knowledge and participation.
- No profane, abusive, or impolite language shall be used to communicate nor should materials that are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see.
- Messages sent by students may not, contain abusive or threatening language, support cyberbullying, be sent anonymously or under a false identity, or contain expressions of bigotry or hate, profanity, obscene comments, or inappropriate materials.
- Be prepared to be held accountable for your actions and for the loss of privileges if the rules of EULA are violated.
- Violation of this HJISD EULA will result in disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws.

Hardin-Jefferson Independent School District EULA

DISCLAIMER

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, user's mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

DIGITAL LEARNING INITIATIVE

OVERVIEW

Hardin-Jefferson ISD is committed to excellence in the 1:1 Digital Learning Program implemented in grades 3-12. This program is intended to provide high quality technology resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program. This program seeks to provide our students with learning opportunities both during and beyond the normal school day through the use of the Chromebook.

The information contained within this document applies to all of Hardin-Jefferson ISD Chromebooks used in our schools, including any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this program. Hardin-Jefferson ISD reserves the right to make any additional or alterations to these guidelines necessary, in order to insure the effectiveness of this program as well as the safety and well being of our students.

This section is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued Chromebook. District owned technology, utilized on or off-campus must be used in accordance with the mission and philosophy of Hardin-Jefferson ISD as stated within this agreement. Teachers may set additional requirements for use in their respective classes. Subsequently, administrators may set additional requirements for their respective campuses.

The Chromebook remains the property of the Hardin-Jefferson ISD at all times. Therefore, there is no assumption of privacy. Hardin-Jefferson ISD reserves the right to inspect student Chromebooks at any time during the school year. Misuse of the Chromebook will result in disciplinary action.

Above all, the 1:1 Digital Learning Program at Hardin-Jefferson ISD is academic in nature, and the policies governing the use of the Chromebook support its academic use. To maintain the integrity of the Chromebook program, all students and parents/guardians must acknowledge and agree to the following conditions of use.

Hardin-Jefferson Independent School District EULA

PARENT AND STUDENT LIABILITY

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the Chromebook or charging cable/charger if the property is:

- not returned.
- intentionally damaged.
- lost or damaged because of negligence.
- stolen, but not reported to school and/or police by the end of the next school day or as soon as possible the next school day after the event occurs.

CHROMEBOOK INSURANCE

CHROMEBOOK INSURANCE ONLY APPLIES TO STUDENTS IN GRADES 6-12.

The cost for the optional Chromebook insurance premium is \$30.00 per academic year for the first instance. There is a second insurance premium payment option available upon resolution of the first insurance claim. The second optional insurance premium cost is \$60.00 and is only applicable in the same academic year. There is no insurance coverage premium option available after the second breakage instance.

Insurance premiums cover accidental damage or non-warranty repairs that affect the Chromebook functionality in any way.

In cases of theft, vandalism and other criminal acts, a police report must be filed. In the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

NOTE: The insurance covers the device ONLY. Insurance does NOT cover any accessories that are missing or lost while in the possession of the student. Replacement fees for accessories are listed below.

2023-2024 CHROMEBOOK FEES

If any item issued is damaged or lost, Students/Parents are responsible for the costs listed in the table below. Fees are subject to change given market value and availability.

Lost Charge Cord	\$35.00
Replacement Chromebook	\$300.00
Keyboard	\$53.00
Trackpad	\$35.00
Top Case	\$35.00
Bottom Case	\$32.00
Main Board	\$255.00
Battery	\$55.00
Power Switch Board	\$50.00
Screen	\$190.00

Hardin-Jefferson Independent School District EULA

NOTE: All lost or damaged equipment must be replaced with original equipment authorized by Hardin-Jefferson Technology. Aftermarket chargers are not suitable replacements and will NOT be accepted.

INTENTIONAL DAMAGE

Students/Parents are responsible for full payment of intentional damages to their individual Chromebook or to another student's Chromebook. **OUR INSURANCE COVERAGE DOES NOT COVER INTENTIONAL DAMAGE OF THE CHROMEBOOKS.**

DAMAGED CHROMEBOOKS AND CHROMEBOOK THEFT

The Hardin-Jefferson ISD recognizes that with the 1:1 Digital Learning Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the process regarding the assessment of damage and procedure for theft.

Chromebook Damage

Send student to office to fill out form for repair. Campus Administrator checks for damage.

Equipment Malfunction

- Failure of internal components including LCD display, battery, lightning port, headphone jack connectivity, button functionality, wireless connectivity and camera
- Basic troubleshooting procedures will be applied. Techspecialist will confirm problem with device.
- If device cannot be restored to full functionality, a loaner will be issued. A confirmed equipment malfunction is the only instance where a loaner will be issued within HJISD.

Chromebook Theft

- Notify office staff immediately
- Principal to notify Student Resource Officer and Tech Office
- Police report to be filed within 24 hours of theft
- Approximately two weeks allocated for processing

Insured/Uninsured Damage

Insured Damage

- Damage limited to glass and/or screen breakage, liquid spills and liquid submersion, standard perils (fire, flood, natural disasters,
- Power surges due to lightning.
- Mechanical failure and manufacture defect.
- Notification of local police immediately upon discovery of loss if loss is a theft, fire, or vandalism. Claims will not be processed without a police report.

Uninsured Damage

- Damage to device in a way that it bends or dents aluminum chassis, main board or battery.
- Corrosion and rust.
- Dishonest or intentional acts.
- Power surge other than lightning.
- Theft from an unattended vehicle. Unexplained loss or mysterious disappearance.
- Nuclear hazard, acts of war, or government seizure.
- Wear and tear.
- Student responsible for all charges for repair or replacement.

Hardin-Jefferson Independent School District EULA

CHROMEBOOK CONSEQUENCES AND DISCIPLINE

NOTE: *In instances where the Chromebook is removed from the user due to an infraction, an alternate assignment will be provided.*

Chromebook Abuse

1st incident	Removal for 30 days/ alternate assignment
2nd incident	Removal for remainder of semester/ alternate assignment
3rd incident	Indefinite removal/ alternate assignment

Chromebook Breakage

1st incident	Student Conference
2nd incident	Student/Parent Conference
3rd incident	Indefinite removal of device (Principal Discretion)

Device-Related Behaviors

From time to time, parents may feel that prior to technology, certain issues did not exist and therefore do not merit discipline. The chart below establishes a correlation to behavior violations that have been present in a school setting for many generations.

Device-Related Behavior Violation	this is Equivalent to...
Failure to Bring Chromebook to School or not having a sufficiently charged device	Coming to class unprepared
Unauthorized email, texting, gaming, messaging, surfing, etc.	Passing notes, reading magazines, games, etc.
Using accounts not belonging to another student or staff member	Breaking into someone else's locker, classroom, desk, etc.
Accessing inappropriate material	Bringing inappropriate material to school in print
Cyberbullying	Bullying, Harassment
Using profanity, obscenity, racist terms	Inappropriate language, harassment
Sending/Forwarding assignments to use as their own and/or copy	Cheating, copying assignment, or plagiarism

Hardin-Jefferson Independent School District EULA

CHROMEBOOK GENERAL INFORMATION

The procedures and information within this document apply to all student Chromebook use at Hardin-Jefferson ISD. Teachers may set additional requirements for use in their classroom.

Receiving your Chromebook

Chromebook and charger will be distributed at the beginning of the school year. Parents and students must sign and, if choosing to purchase voluntary Chromebook insurance, return all documentation and insurance payments before the Chromebook and accessories will be issued to their student.

Returning your Chromebook

A student's Chromebook and charger will be returned back to Hardin-Jefferson ISD before the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Hardin-Jefferson ISD for any other reason **must** return their individual school Chromebook with accessories on the date of termination. Failure to return the Chromebook will result in a theft report being filed with local law enforcement. No aftermarket chargers, cables, or cases will be acceptable substitutes for originally issued equipment.

Personal Chromebook

Students are **NOT** allowed to use personal Chromebooks in place of district issued Chromebooks due to the use of a mobile device management system.

CARE OF THE CHROMEBOOK

General Care

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for keeping their device's battery charged for school each day using the appropriate charger and cord.
- Chromebooks should be closed and away from food and liquids when students are eating.
- Avoid exposure to long-term temperature extremes.
- Do not alter the Chromebook in any manner that will permanently change the Chromebook, including, but not limited to, stickers, drawings, or other decals that alter the Chromebook appearance.
- Do not remove or circumvent the management system installed on each Chromebook. This includes removing restrictions, "jailbreaking," sideloading, or powerwashing/erasing/resetting the device.
- Students will be required to take the Chromebook home and return to school every day.
- Students are responsible for ensuring that their Chromebooks are charged and ready to go for school each day. It is recommended to fully charge the Chromebook at home each evening.

Carrying and transporting Chromebooks

- Chromebooks should NOT be carried in a full backpack.
- Do not leave the Chromebook unsecured at any time during class, extra-curricular activities, lunch, locker room, etc.

Hardin-Jefferson Independent School District EULA

Security and Identification

- Students are responsible for the safety and security of their school-owned Chromebook.
- Chromebooks should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- Labels, stickers, or screen protectors placed on the Chromebook by the technology department shall not be removed.
- Each Chromebook will be registered with the district by a physical asset tag.
- Do not lend the Chromebook to a classmate, friend, or family member.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use during each school day. Students must bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher or an administrator.

Chromebooks Left at Home

Not having an Chromebook or not having a working Chromebook is not an excuse for not participating in class or not completing assignments. Loaner Chromebooks will not be available to students who forget to bring their Chromebook to school or fail to charge their Chromebook.

Screensaver / Background Photos

A standard screensaver or background will be preset on the Chromebook. Each campus may require that a student have a particular image or format to be present at all times.

Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the Chromebook must be appropriate, used in a responsible manner and at the discretion of the teacher.

Appropriate Use of Camera and Video

Each student Chromebook is equipped with a digital camera feature that includes the ability to take HD video.

Appropriate Examples of Use:

- Recording and/or taking pictures for project-based learning assignments
- Assisting in ensuring accurate notes are taken in class
- Submitting work digitally

Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.

Device Content

All content including videos, photos, images, communications, and documents that are created or reside on the Chromebook or school-issued Google account must be appropriate and are subject to inspection by district staff at any time.

Hardin-Jefferson Independent School District EULA

HOME INTERNET ACCESS

Students are allowed to set up wireless networks on their Chromebooks for use while at home. **Parent supervision is an expectation while the device is used at home.** The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable content.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving Content

Students should save content on the Chromebook in their Google Drive. Chromebook malfunctions are not an acceptable excuse for not submitting work. Hardin-Jefferson ISD is not responsible for data loss due to malfunction, damage or theft.

CONTENT MANAGEMENT

Originally Installed Software

The software/apps and profiles originally installed by Hardin-Jefferson ISD must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the district may add/remove apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system.

App Management

- All downloaded apps/music must be age appropriate.
- Students from time to time will need to add/remove apps from the MDM portal. Removing a district purchased app from your Chromebook does not permanently remove the app, it is moved back to the MDM portal for future use if needed.

Inspection

- District staff may inspect Hardin-Jefferson ISD owned devices at any time.
- Hardin-Jefferson ISD staff maintains the right to delete any app, song, video, picture, book, or content that is not deemed appropriate for student use.
- Storage/space on the Chromebook is limited. Any non-required Hardin-Jefferson ISD apps, songs, videos, pictures, books, or content will be subject to removal and be deleted to preserve storage space.

Restoring of Chromebook

If technical difficulties occur or non-authorized software/apps are discovered, the device may need to be restored. The school does not accept responsibility for the loss of any content deleted due to software restoration.

Hardin-Jefferson Independent School District EULA

RESPONSIBLE USE

Statement of Responsibility

The use of Hardin-Jefferson ISD technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow district policy and the guidelines contained within the Student Handbook and Code of Conduct.

Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the Chromebook, and the use of the internet, just as you should when discussing the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Hardin-Jefferson ISD and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use the district technology. Including, but not limited to, claims that may arise from the unauthorized use of the Chromebook to purchase products or services.
- The parents understand that it is impossible for Hardin-Jefferson ISD to restrict access to all controversial materials, and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate Chromebook use to the respective building administration.
- Parent supervision is the expectation of the Hardin-Jefferson 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is offsite.

School Responsibilities

Hardin-Jefferson ISD reserves the right to review, monitor, and restrict information stored on or transmitted via district-owned equipment and to investigate inappropriate use of resources. The school agrees to provide:

- Internet and email access to its students
- Curricular apps and content
- Blocking of inappropriate internet-based content
- Support using cloud-based storage
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document

Hardin-Jefferson Independent School District EULA

Student Responsibilities

- Use computers/devices in a responsible and ethical matter
- Follow the guidelines stated within this agreement
- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable
- Return their Chromebook at the end of each school year following district procedures. Students are prohibited from plagiarizing content.
- Research conducted via the internet should be appropriately cited, giving credit to the original authors.

Student Activities Strictly Prohibited

- The sharing of credentials (passwords or other authorizations) between students is prohibited and all parties involved in this behavior are subject to disciplinary action
- Unauthorized downloading of apps and/or jailbreaking, powerwashing or resetting of the Chromebook
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used
- Obtaining unauthorized network access
- Using and/or allowing use of another person's login/password to access the network
- Participate in cyberbullying of any kind
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous)
- Modifying files belonging to another student
- Attempting to circumvent the school's internet content filter
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator
- Sending and/or forwarding emails that are forwards, spam, phishing etc.

Cyberbullying

The National Crime Prevention Council defines cyberbullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyberbullying will not be tolerated and is strictly forbidden
- The user should remember that digital activities are monitored and retained
- Report cyberbullying immediately to school personnel

Parent Agreement

As the parent or guardian of this student, I have read and agree to all of the guidelines of the HJISD Student End User License Agreement.

Student Name (please print)

Student Campus

Grade Level of Student

Parent or Guardian Signature

Date