
Child Nutrition Information - School Lunch Program Application

Schertz-Cibolo-Universal City ISD Child Nutrition Department would like to welcome your child to the school district. A link to the Free and Reduced Meal Application for each school year ***will be available in August*** each school year.

DIRECTORY INFORMATION NOTICE

Certain information about District students is considered directory information and will be released to anyone who follows 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 Schertz-Cibolo-Universal City 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 within ten (10) district business days of receipt of this notice.

The Schertz-Cibolo-Universal City Independent School District has designated the following categories of information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sport, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

PLEASE NOTE: The Directory Information Consent Form requires the parent/guardian to either consent or not consent to the release of designated directory information for school-sponsored items, to institutes of higher education and military recruiters, and to other outside requestors. This consent is given for the school year and must be renewed annually. Failure to return the form within ten (10) district business days will be deemed consent.

Written Explanation of Parent and Student Rights under the Family Educational Rights and Privacy Act (FERPA)

The Schertz-Cibolo-Universal City Independent School district maintains a list of types and locations of education records and of the titles and addresses of the officials responsible for those records. A parent is entitled to access to all written records of the District concerning the parent's child, including attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, and reports of behavioral patterns. Whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

Access to the education records of a student who is or has been in attendance at a school in the District shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes. "Parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The District shall presume that a parent has authority to inspect and review the student's records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. A court may order the custodian of records to delete all references in a child's records to the place of residence of either party appointed as conservator before their release to another party appointed as conservator.

No fee shall be charged to search for or to retrieve the education records of a student. A fee of \$0.10 will be assessed for copies of education records that are made for the parents or students under this policy. However, you may exercise your right to inspect and review those records. Hardship cases shall be dealt with on an individual basis.

The parent of a student whose records are covered by this policy may ask the District to amend the student's record if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights. If the District decides not to amend the education records requested, it shall inform the parent of its decision and his or her right to a hearing to challenge the content of the student's education records. If the District decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, the District decides not to amend the records, it shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. Any explanation shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed 45 days. The District shall respond to reasonable requests for explanations and interpretations of the records. Personally identifiable information in education records shall not be released without the written consent of the student's parents, except to the following:

1. School officials, including teachers, who have legitimate educational interests. An administrator, nurse, or teacher is entitled to access to a student's medical records maintained by the District for reasons determined in the District policy.
2. Officials of other schools or school systems in which the student seeks or intends to enroll, provided that the District either:
 - a. Includes in its policies a statement that notifies the parent or student that it forwards education records on request of the other school to such officials; or
 - b. Makes a reasonable attempt to notify the parent (unless the record transfer is initiated by the parent).

In either case, the District shall furnish a copy of the transferred records to the parent if requested, and give the parent an opportunity for a hearing to challenge the content of the record.

3. Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal- or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.

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Written Explanation of FERPA – Page 2 of 2

The District may not refuse to report information concerning a student holding an F, J, or M visa on the basis of the Family Educational Rights and Privacy Act (FERPA) and any regulation implementing FERPA. The District is authorized and required to report information that would ordinarily be protected by FERPA only to the extent required by 8 U.S.C. 1372, 8 CFR 214.3, or any corresponding regulation.

4. Personnel involved with a student's application for, or receipt of, financial aid.
5. State and local officials to whom such information is specifically allowed to be reported or disclosed by state statute adopted:
 - a. Prior to November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released, or
 - b. After November 19, 1974, if
 - (1) The allowed reporting or disclosure concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released; and
 - (2) The officials and authorities to who such information is disclosed certify in writing to the District that the information will not be disclosed to any other party except as provided under state law without the prior written consent of the parent of the student.
6. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies. Such information must be destroyed when no longer needed for the original purposes of the studies.
7. Accrediting organizations that require the information for purposes of accreditation.
8. Parents of a student who is a dependent for tax purposes.
9. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person.
10. Any person requesting directory information after the District has given public notice of that definition.

The parent shall provide a signed and dated written consent before the District discloses personally identifiable information from a student's education records to any individual, agency, or organization other than the parent, the student, or those listed above. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released.

Certain information about the 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. Examples of requestor include but are not limited to driving academies, tutoring services, sports organizations, and other outside vendors. If you do not want the Schertz-Cibolo-Universal City Independent School District to disclose directory information from your child's education record please return the "Directory Information Consent Form" included with the student registration materials or notify the District in writing within ten (10) District business days of receipt of this information.

The Schertz-Cibolo-Universal City Independent School District has designated the following categories of information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sport, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

The School Board Policy Manual regarding students' records may be found on the District's website at www.scuc.txed.net under STUDENT RECORDS - FL(LEGAL) and FL(LOCAL). Questions regarding public information requests may be made by contacting the District's Public Information Office at 210-945-6232.

For additional information regarding FERPA, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may write to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Bus Route Information

If the link to bus route information does not work, please try using Chrome as your internet browser.

1. Click on the link provided for the SCUCISD Transportation Bus Service Information <http://www.infofinder.com/ifi/?cid=SCI05223338811>, or
 - a. Go to the District Website
 - b. Under 'Departments' select 'Transportation'
 - c. On the left hand column under Transportation, select 'Bus Routes'
2. Enter only your address (Number and Street)
3. Leave the 'Zip Code' and 'All Grades and Schools' blank
4. Click 'Search'
5. If presented with possible matches, please select the correct match for your address
6. Under 'Results' make sure you click on the 'All' tab
7. Listed below will be each campus and bussing information for your address
8. If there is no bussing information listed, it may be due to a number of factors, please call our main office at 210-945-6224 for assistance.

Note for students attending Allison Steele ELC:

- Students will need to obtain bus information from the campus

Note for students enrolled in the Dual Language Program at Schertz EI, Cibolo Valley EI and Wilder Int:

- Parents of Dual Language students should first check online to see if bussing information is provided, and if not they should contact the Transportation Router at 210-945-6804.



Schertz-Cibolo-Universal City Independent School District
Health Services
200 W. Schlather Rd.
Cibolo, TX 78108

Health Services Information

Dear Parents/Guardian,

The primary goal of SCUCISD Health Services is to maximize each child's potential for growth and development as well to ensure the safety and physical well-being of your child while on campus. Please be observant of the SCUCISD Health Services policies in order to provide the safest environment possible for your child. The school appreciates your understanding and assistance in helping to provide a safer environment for all students at our school.

Students cannot transport medication back and forth to school due to an increased potential for its misuse while in the student's possession. A responsible adult must bring all medications to the clinic. If this presents difficulties for you, please contact the school nurse with a plan for alternate arrangements in transportation of your child's medication. If a student brings medication to school, the medication will not be administered and the parent will be contacted to arrange for pick-up of the medication.

The school nurse can administer over the counter medication for five days without a physician's order. The medication must be in its original container and will only be administered according to label directions. Although any adult may bring the medication to the clinic, only the parent or legal guardian may give written permission for medication to be given to the student. The SCUCISD Medication Administration Form must accompany the medication and be signed by the parent/guardian. At the end of five days, the remaining medication will be discarded unless other arrangements are made with the school nurse.

Prescription medication to be administered long-term requires a completed SCUCISD Medication Administration Form. This must include the name of the medication, dosage, route, time of administration, length of time to be given, physician's signature, and parent's/guardian's signature. The medication must be in a current, properly labeled prescription bottle. Please make note of when your child's supply will need to be replenished. The empty bottle will be sent home with your child indicating that no more medication remains in the clinic.

Students who suffer from asthma, diabetes, or severe allergic reactions who have written authorization from his or her parent and physician, or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma, diabetic, or Epi-Pen medication at school or school-related events.

The student and parents should see the school nurse or principal if the student has been prescribed any of these medications for use during the school day. Duplicate medications should also be kept in the clinic in the event the student forgets to bring his/her medication to school.

No herbal medications or vitamins will be administered, even if a student has a doctor's note.

With regards to illness—If your child is sent home from school with a fever (temperature of 100 degrees or higher), diarrhea, vomiting, or other viral/flu-like symptoms, it is requested that the child remain home from school for twenty-four hours after symptoms have resolved (without the use of medication). This may help to prevent your child's illness from making another child ill. If your child is sent home for an undiagnosed rash, suspected pink-eye or other related problem, a physician's note allowing return to school or resolution of symptoms will be necessary for your child to return to the classroom. Again, this is to prevent the spread of illness among students.

Please update home and work numbers as they change. This information can be phoned to the office or sent with your child in note form. It is imperative that emergency contacts not only be willing but also able to pick up your child during school hours if parents are not available. If no home phone number is available, please provide a number to a neighbor or apartment manager who can physically knock at your door, should we need to contact you. It is expected that contact with

a parent/guardian or alternate adult be possible at all times and that all sick and injured children be picked up in a timely manner from school.

These policies are designed to ensure the safety and physical well-being of your child while on campus. Should you have any questions or concerns feel free to contact the school nurse or school principal.

It is our goal in SCUCISD to provide the safest and most comprehensive health services program possible. Ideas and suggestions, which may help to improve the health services program, are always welcome. Please feel free to communicate openly and frequently with the nurse at your school.

Thank you!
School Nurse

Kindergarten students:

The District provides transportation service from a designated bus stop to school and back. During the student(s) drop-off, a parent or guardian must be present at the bus stop to receive the kindergarten student off the bus **unless a waiver form is on file**. The waiver form allows the parent to authorize the District to release the kindergarten student at the bus stop without adult supervision. On the waiver form, parents or guardians can also designate the person that would be waiting at the bus stop, as well as to specify if the student can get off with an older sibling attending first grade or a higher grade as long as both students ride the same bus. If the District does not have a form on file and the parents or guardians are not present at the bus stop, the student will be returned to his/her campus or the district's transportation department based on time limits. If the decision to return the student to campus is made within 60 minutes after the campus dismissal bell, the student will be returned to the campus. **If the decision to return the student is made after 60 minutes of the campus dismissal bell, the student will be transported to the Transportation department.** The school administration or transportation department staff will make contact and coordinate a safe transfer.



SCHERTZ CIBOLO UNIVERSAL CITY ISD

1060 Elbel Rd Schertz, Texas 78154 Phone (210) 619-6200 www.scuc.txed.net

Dear Parent/Guardian,

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child(ren) UNLESS a parent has a court order that indicates which parent has custody of the child(ren).

The school **MUST HAVE A COPY (STAMP/COURT SEAL) OF THE COURT ORDER** on file, otherwise, with proper identification either parent may check the child(ren) out of the school, and register/withdraw the child(ren).

By electronically signing this document, I am acknowledging the above statement of the law.

Should the legal custody of my child(ren) change, I am aware that it is my responsibility to inform the school and provide them with an updated copy of the Court Order with the stamp/court seal.

If another individual has Power Attorney over my child(ren), I acknowledge that it is my responsibility to ensure that the campus(es) my child(ren) attend have an updated copy of the appropriate legal documents on file.

Additionally, I am aware that any individual I list as a Parent/Guardian on my student's registration needs to have legal documentation on file at the campus. This includes Parent 1, Parent 2 as well as anyone listed in Parent 3 and Parent 4 fields. Legal documents to confirm parental or guardianship rights include birth certificate, legal adoption orders, court orders, custody papers, and other legal documents.

By electronically signing this document, I am acknowledging my responsibility to make sure the school receives updated legal documents concerning my child(ren).