

**Katy Independent School District**  
Fine Arts Department

***Visual Art Guidelines***  
***“Inspire Lifelong Engagement in the Arts”***



**Executive Director of Fine Arts** - G. Damon Archer

**Admin. Assistant to the Executive Director** - Cyndi Tabor 281-396-2270

**Assistant Director of Fine Arts** - Susan Chiboroski 281-396-2271

**Assistant Director of Fine Arts** - LaKeisha McGowen 281-396-2264

**Secretary/Fine Arts** - Laura Bich 281-396-2380

**Financial Secretary** - Kerrie Smith 281-396-2294

# Visual Art Handbook

## Table of Contents

### **Introduction**

### **Calendar & Events**

Art Calendar at a Glance  
District Participation Expectations  
Artwork Off-Campus Permission Forms  
Artwork on a Web Site Permission Form

### **Courses**

List of Courses  
Fees/ Materials Charges  
Instructional Resources

### **Grading Policy**

Kindergarten through Fifth Grade  
Six through Twelfth grade  
High School Art I  
Katy ISD HS Art I Rubric

### **Extracurricular Eligibility**

Extracurricular Participation  
TEA/UII Eligibility Calendar

### **Kilns & Classroom Safety**

Katy ISD Kiln Safety Guidelines  
Skutt "Be Safe" Article  
Katy ISD Classroom Safety Guidelines

### **Letter Jackets**

Letter Jacket Instructions  
Awards Jacket Point Sheet

# Visual Art Handbook

## Table of Contents

### **Materials**

- Supplies
- District Vendors
- Art Supplies in Katy ISD Warehouse
- Material Safety Data Sheets
- Safety and Materials Product Update
- Product Safety Information

### **Travel Guidelines**

#### Student Travel

- Student Travel Forms
- School Approved Vehicles & Safety
- Katy ISD Medical Forms & Procedures
- Katy ISD Board Policy

#### Medical Forms

- Katy ISD Guidelines for Administration

#### Employee Travel

- Process
- Employee Reimbursement Procedure
- Employee Travel Forms

### **Copyright**

- Copyright as it Applies to the Art classroom
- Best Practices Guide to copyright Law for Educators
- Katy ISD Board Policy

### **Directories**

- Katy ISD Administrative Department Personnel
- Katy ISD Board of Trustees
- Katy ISD Art Teachers
- Katy ISD Feeder Patterns

# Introduction



Acknowledgement Page:

Upon review of the Katy ISD Fine Arts Handbook for 2022-23 please complete the information below, sign and forward this page to the Fine Arts office.

My signature certifies that I have accessed the Katy ISD Fine Arts handbook. Further, I have read and understand the Katy ISD Fine Arts Handbook for 2022-23, and will abide by the guidelines and procedures contained therein.

---

Printed Name

---

Signature

---

Date

---

Campus

## Circle Discipline:

- Secondary Music
- Elementary Music
- K-12 Art
- Theatre

## Katy ISD Vision Statement

Be the legacy.

## Katy ISD Mission Statement

Katy Independent School District, the leader in educational excellence, together with family and community, provides unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life...*to create the future.*

## Katy ISD Instructional Cornerstones

**Collaboration:** Work respectfully with others by sharing responsibilities, exchanging and evaluating knowledge and ideas, and building consensus in order to achieve a common goal.

**Communication:** Convey information and ideas to effectively engage the audience using a medium appropriate to the topic and purpose.

**Creative Thinking:** Generate a range of ideas through a meaningful process (structured or unstructured) that inspires the development of original or innovative products, performances, or solutions.

**Critical Thinking:** Analyze, evaluate, and synthesize information, ideas, or objects to make inferences and predictions, and draw conclusions.

**Information Literacy:** Utilize an inquiry process to locate and evaluate a variety of information sources based on accuracy, authority, and point of view in order to accomplish a task.

**Problem Solving:** Identify, define, and/or explore a problem or situation, and work through a process to determine and evaluate solutions.

**Social Contribution:** Contribute to the betterment of one's community through service.

# **Katy ISD Fine Arts Mission Statement/Objectives**

## **Strategic Focus**

### **Beliefs**

We believe that education and engagement in the arts:

- Prepares students to communicate in written and spoken word as well as multi-sensory expression the key issues, concepts, and ideas embodied in the human experience by examining local, cultural, and global environments and interpreting their meaning through performance and product.
- Develops students' ability to formulate and utilize effective decision-making, problem-solving, and creative thinking skills through unique learning settings incorporating individual and group products.
- Strengthens individual learning across all curriculum disciplines by providing practical application and creative synthesis application of reading, writing, science, social studies, and mathematics.
- Provides an effective venue for multiple leadership skills development as students work cooperatively, independently, and interdependently in performance and product development, design, and execution within a positive work environment utilizing a broad knowledge base in a diverse array of applications.
- Maximizes student learning through performance and exhibition by promoting a greater sense of individual responsibility and pride, as well as a greater awareness and knowledge of varied cultural contributions to the global community.
- Teaches and promotes effective and productive participation in today's society through self-discipline and respect for others.
- Partners the individual and community in an experience which produces creative and disciplined thinking, practices goal setting to enhance productivity, and continually evaluates individual and group contribution in the development and vitality of our community.

### **Practices/Guiding Principles**

- Objective-based curriculum and delivery strategies provide the basic framework in which performance and product evidence the true learning skills and deep understanding of knowledge of each student.
- A positive classroom learning experience for each student is the main focus, therefore instructional delivery strategies are based upon research of quality lesson models, "master" teacher strategies, and collaborative sharing of ideas among teaching staff in each arts discipline.
- Competitive performances and products are not the teaching objective, but are only an evidence of day-to-day classroom learning.

**Katy ISD Fine Arts Mission Statement/Objectives**  
**Page 2**

**Non-Negotiable / Framework**

- Quality arts education reflects no cultural, language, ethnic, economic, or learning ability barriers; it is inclusive of all students and therefore classroom instruction incorporates multiple leveling, modifications, pacing, and strategy variations to insure appropriate student development in their learning of knowledge and evidence of skills.
- Arts education instruction must be delivered by qualified, certified arts instructors who must be provided the appropriate instructional time, space, and resources to be effective (K-12).
- Arts education must comply with state law in that all students are to be instructed in TEKS-based curriculum, assessed, and provided varied performance/product display opportunities to evidence their learning.

## District Participation Expectations

District Expected	Level of Work	Time of Year
<b>Katy ISD ESC Exhibit</b>  <b>Spring Art Show</b> Teachers hang, attend Open House, and take down work.	Every teacher/campus K-12 brings work  Every teacher/campus K-12 brings work	Rotation— twice a year  Annually in April
<b>Katy ISD Houston Live-stock Show</b>  Teachers hang, attend Open House, and take down work.	All HS/ JH representation; Elementary schools 3 yr rotation.  District Committee assists in organizing event.	Annually: January (See chart for Elem. Rotation list.)  Have student work completed and forms filled out before Winter Break.
<b>V.A.S.E. – Visual Art Scholastic Event.</b>  Teachers attend event along with student who brings their work for this event.	HS – Every campus. JH – Every campus.  TAEA membership required.	Annually: REGION HS – Sat. February 10 JH – Sat. in April 21  STATE: <u>for HS only</u> ; April 28 (See Current Calendar.)
District Recommended	Level of Work	Time of Year
<b>State Youth Art Month: “YAM”</b> (District Finalists to be displayed in Austin.) Teachers attend event along with student who brings their work for this event.	K-12 <sup>th</sup> grade entries;  TAEA members. District limit to 6 total.	Annually: Submit entries first week In January.  Entries are collected by Mitzi Jones and mailed. Winners: are exhibited at the State Capitol.
<b>Scholastic Art –</b> Harris County Dept. of Education  Teacher representatives are needed for the first Saturday in December.	Secondary 6 <sup>th</sup> – 12 <sup>th</sup> only  Bring work to: Fine Arts. Teacher committee assists in take down to bring work back to Katy.	Annually: Regional event is in December.  National event is in June in Washington D.C.
TEAM– TAEA EI Event- Teachers drop off work and pick up.	Elementary only	Spring Semester—Spring Branch has been hosting in previous years.
Teacher- Selected	Level of Work	Time of Year
Fort Bend County Fair	All K-12 work; Fort Bend Co only	Annually: September
Dog Show	All K-12 work	Annually: May
Others as approved by principal on site.		

Katy Independent School District

## Request for Permission to Use Photograph(s) and/or Student-Created Project, Writing, or Artwork for Off-Campus Purposes

Date of Request:	Deadline for Return:
------------------	----------------------

In order to use an individual or a group photograph and/or a student-created project, writing, or artwork for off-campus purposes, permission must be obtained from a parent/guardian of the identified student under the age of eighteen or the adult student. A photograph and/or a student-created project, writing, or artwork is being considered for use as described below that requires permission.

Medium for which Permission is Required (check all that apply): <input type="checkbox"/> Individual Photograph <input type="checkbox"/> Individual Student-Created Project, Writing, or Artwork <input type="checkbox"/> Group Photograph <input type="checkbox"/> Group-Created Project, Writing, or Artwork
Purpose for Use:
Content of Photograph(s) and/or Student-Created Project, Writing, or Artwork:
Identification of Item(s) will be by one or more of the following (check all that apply): <input type="checkbox"/> Teacher/Class <input type="checkbox"/> Campus <input type="checkbox"/> District <input type="checkbox"/> No Student Name(s) <input type="checkbox"/> First Name Only <input type="checkbox"/> First Name, Last Initial
Where Item(s) will be Used:
Dates of Display:
Preview of Item(s): <input type="checkbox"/> Attached is a copy of the photograph(s) and/or student-created project, writing, or artwork. <input type="checkbox"/> The photograph contains more than one student including your child or yourself and cannot be released due to the Family Educational Rights and Privacy Act (FERPA) until permission has been granted for all identifiable students. The portion containing your child or yourself may be previewed by notifying the contact person listed below. <input type="checkbox"/> The group student-created project, writing, or artwork contains personally identifiable information; therefore, it cannot be released due to FERPA until permission has been granted for all identifiable students. <input type="checkbox"/> Photograph and/or student-created project, writing, or artwork is not available at this time or the event to be photographed or activity where item will be created has not occurred and there will not be sufficient time to allow preview. Note: While photographs and/or student-created projects, writings, or artworks may or may not be available for preview prior to making a decision regarding participation, campus and/or District personnel will be selective in choosing items that will be reflective of the District's high standards. In addition, for group photographs or group-created projects, writing, or artwork, permission must be obtained from a parent of each identified student and/or from each adult student in order for the item(s) to be used.

Please return the signed permission form to the contact person by the specified deadline. Failure to return the permission form by the deadline will be treated as a failure to grant permission. If you have any questions/concerns, please do not hesitate to contact:

Printed Name of Contact Person	Phone Number
--------------------------------	--------------

### Permission to Use Photograph(s) and/or Student-Created Project, Writing, or Artwork

Printed Name of Student:	(Last Name)	(First Name)	(MI)	Campus
--------------------------	-------------	--------------	------	--------

As the parent of the above-named student or as the adult student, I have read the following two statements and understand that my decision whether or not the photograph and/or student-created project, writing, or artwork may be used may not be changed after submission of this form. The following is my preference regarding use of the photograph(s):

- OPTION #1:**  
As the parent/guardian of the above-named student or the adult student, I give my permission to use the photograph(s) and/or student-created project, writing, or artwork as described above.
- OPTION #2:**  
As the parent/guardian of the above-named student or the adult student, I do not give permission for the item(s) to be used as described above.

Signature of Parent/Guardian or Adult Student	Printed Name of Parent/Guardian or Adult Student	Date
---	--	------

Please return to the contact person by the date specified at the top of this form.

FL (R)(E) – C -- Revised: 03-04-2010

Administrative Use Only	
Date Published	Date Removed

## Pedido de autorización para exponer una fotografía(s) y/o un proyecto, trabajo literario o artístico creado por un estudiante para fines externos a la escuela

Fecha del pedido:	Fecha límite para enviarlo:
-------------------	-----------------------------

Para poder usar una fotografía individual o de grupo y/o un proyecto, trabajo literario o artístico creado por un estudiante para fines externos a la escuela, debe obtenerse una autorización del padre/madre/tutor legal del estudiante identificado y menor de dieciocho años de edad o del estudiante adulto. Estamos contemplando usar una fotografía y/o un proyecto, trabajo literario o artístico creado por el estudiante tal como se describe a continuación que requiere autorización.

Medio para el cual se necesita la autorización (marcar todos los que aplican): <input type="checkbox"/> Fotografía individual <input type="checkbox"/> Proyecto, trabajo literario o artístico creado por un estudiante individual <input type="checkbox"/> Fotografía de grupo <input type="checkbox"/> Proyecto, trabajo literario o artístico creado por un grupo
Propósito del uso:
Contenido de la(s) fotografía(s) y/o proyecto, trabajo literario o artístico creado por el estudiante:
La identificación del(de los) artículo(s) será realizada por uno o más de los siguientes medios (marcar todos los que aplican): <input type="checkbox"/> Maestro/Clase <input type="checkbox"/> Escuela <input type="checkbox"/> Distrito <input type="checkbox"/> Omitir el(los) nombre(s) del estudiante <input type="checkbox"/> Primer nombre solamente <input type="checkbox"/> Primer nombre, última inicial
Donde se utilizará(n) el(los) artículo(s):
Fechas de Exhibición:
Vista preliminar del(de los) artículo(s): <input type="checkbox"/> Adjuntamos una copia de la(s) fotografía(s) y/o proyecto, trabajo literario o artístico creado por el estudiante. <input type="checkbox"/> La fotografía contiene más de un estudiante incluyendo su hijo o Ud. y no puede ser publicada debido a la Ley Sobre Derechos Educativos y Privacidad de la Familia (FERPA por sus siglas en inglés) hasta la obtención de la autorización para todos los estudiantes identificables. La porción que incluye a su hijo o lo incluye a Ud. puede ser previamente vista notificando a la persona de contacto que se menciona a continuación. <input type="checkbox"/> El proyecto, trabajo literario o artístico creado por el grupo de estudiantes contiene información personalmente identificable; por lo tanto, no puede ser publicado debido a la Ley FERPA hasta que se obtenga la autorización para todos los estudiantes identificables. <input type="checkbox"/> La fotografía y/o proyecto, trabajo literario o artístico creado por el estudiante no se encuentra disponible en este momento o el evento que debe ser fotografiado o la actividad donde el artículo será creado no se ha llevado a cabo y no habrá tiempo suficiente para permitir una vista preliminar. Nota: Mientras que las fotografías y/o proyectos, trabajos literarios o artísticos creados por los estudiantes pueden o no estar disponibles para una vista preliminar antes de tomar una decisión con respecto a la participación, el personal escolar y/o distrital será selectivo al elegir artículos que reflejarán los altos estándares del Distrito. Además, con relación a las fotografías de grupo o proyectos, trabajos literarios o artísticos creados por grupos de estudiantes, debe obtenerse la autorización del padre de cada estudiante identificado y/o de cada estudiante adulto a fin de poder usar el(los) artículo(s).

Favor enviar el formulario de autorización a la persona de contacto dentro de la fecha límite arriba especificada. El no devolver el formulario de autorización dentro de la fecha límite será considerado como el no otorgar la autorización. Si Ud. tiene preguntas o preocupaciones, por favor comuníquese con:

Nombre de la persona de contacto en letras de imprenta	Número de teléfono
--	--------------------

## Pedido de autorización para exponer una fotografía(s) y/o un proyecto, trabajo literario o artístico creado por un estudiante

Nombre del estudiante en letras de imprenta:	(Apellido)	(Primer nombre)	(IM)	Escuela
--	------------	-----------------	------	---------

Como padre/madre/tutor legal del estudiante arriba mencionado o como estudiante adulto, he leído las dos declaraciones a continuación y entiendo que mi decisión con respecto a si la fotografía y/o el proyecto, trabajo literario o artístico creado por el estudiante puede o no puede ser usada no puede ser cambiada después de someter este formulario. Lo que sigue es mi preferencia en cuanto al uso de la(s) fotografía(s):

- OPCIÓN № 1:** Como padre/madre/tutor legal del estudiante arriba mencionado o estudiante adulto, **doy mi autorización** para exponer la(s) fotografía(s) y/o el proyecto, trabajo literario o artístico creado por el estudiante tal como se menciona arriba.
- OPCIÓN № 2:** Como padre/madre/tutor legal del estudiante arriba mencionado o estudiante adulto, **no doy mi autorización** para exponer el (los) artículo(s) tal como se menciona arriba.

Firma del Padre/Madre/Tutor Legal o Estudiante Adulto	Nombre del Padre/Madre/Tutor Legal o Estudiante Adulto en letras de imprenta	Fecha
---	--	-------

Favor devolver la autorización a la persona de contacto dentro de la fecha especificada en la parte superior de este formulario.

Administrative Use Only	
Date Published	Date Removed

Katy Independent School District  
**Permission for Publishing a Student-Created Project, Writing,  
 or Artwork on a Web Site**

Date of Request:	Deadline for Return:
------------------	----------------------

Parent/Guardian/Adult Student:

Campus and District Web sites are maintained to provide information related to the campus and District and to keep students, parents, and the community informed about campus/District activities. The publication of student-created projects, writings, and artwork, as well as highlighting special events and activities, are some of the features that will be displayed on the Web sites. In addition, there may be times when publishing to a non-District Web site may serve an educational purpose.

In order to publish a student-created project, writing, or artwork of an individual or a group on a District, campus, or non-District Web site, permission must be obtained from the creator(s), or in the case of a student under the age of 18, the parent/guardian. A student-created project, writing, or artwork is being considered for publication on the District, campus, or non-District Web site, as noted below, that requires your permission. (In the case of a group project, writing, or artwork, permission must be obtained from all persons creating the work in order for the item to be used on the Web site.)

The following student-created item(s) is(are) attached for preview, if possible, and permission to publish requested for:

<input type="checkbox"/> Individual Project	<input type="checkbox"/> Individual Writing	<input type="checkbox"/> Individual Artwork
<input type="checkbox"/> Group Project	<input type="checkbox"/> Group Writing	<input type="checkbox"/> Group Artwork

Description/Purpose:

---

Web Site Location for Publishing:

<input type="checkbox"/> Campus (specify): _____	<input type="checkbox"/> District	<input type="checkbox"/> Non-District (specify) _____
--	-----------------------------------	---

If permission is granted to publish the item(s), the individual will be identified by the following method:

- |                                  |  |   |
|----------------------------------|--|---|
| <input type="checkbox"/> No Name | <input type="checkbox"/> First Name Only | <input type="checkbox"/> First Name, Last Initial |
|----------------------------------|--|---|

Please return the signed permission form to the person listed below. If you have any questions or concerns, please do not hesitate to call.

Contact Person	Phone Number
----------------	--------------

**Permission to Publish a Student-Created Project, Writing, or Artwork on a Web Site**

Printed Name of Student Creating the Work (Last Name)	(First Name)	(MI)	Campus
---	--------------	------	--------

(Please read the following two statements and indicate your preference.)

As the parent/guardian of the above-named student (if under the age of 18) or the adult/adult student who created the attached work:

- OPTION #1:** I give my permission to have the item published on the District, campus, or non-District Web site(s) (as specified) using the identification method indicated above. I understand that in the case of a group-created item, all parties must agree to the item being published in order to do so.
- OPTION #2:** I do not give permission for the item to be published on the designated Web site(s).

Signature of Parent/Guardian or Adult/Adult Student	Date
---	------

Please sign and return to the contact person by the date specified at the top of this form.

Administrative Use Only	
Date Published	Date Removed



Katy Independent School District

## Permission for Publishing Non-Student Photographs, Videotapes, Voice Recordings, Live Broadcasts, Names, Projects, Writings, or Artwork on a Web Site

Date of Request:	Deadline for Return:
To:	

Campus and District Web sites are maintained to provide information related to the campus and District and to keep students, parents, and the community informed about campus/District activities. The use of non-student (including employees) photographs, videotapes, voice recordings, live broadcasts, names, projects, writings, and artwork may occasionally be appropriate to display on the Web sites. In addition, there may be times when publishing to a non-District Web site may serve an educational purpose. In order to publish one of these items on the District, campus, or non-District Web site, the District requires that permission for the nonstudent be obtained.

The following item(s) is(are) attached for preview, if possible, and permission to publish requested for:			
<input type="checkbox"/> Individual Photograph	<input type="checkbox"/> Voice Recording	<input type="checkbox"/> Group Project	<input type="checkbox"/> Individual Artwork
<input type="checkbox"/> Group Photograph	<input type="checkbox"/> Live Broadcast	<input type="checkbox"/> Individual Writing	<input type="checkbox"/> Group Artwork
<input type="checkbox"/> Videotape	<input type="checkbox"/> Individual Project	<input type="checkbox"/> Group Writing	
Description/Purpose:			
Web Site Location for Publishing:			
<input type="checkbox"/> Campus (specify): _____ <input type="checkbox"/> District <input type="checkbox"/> Non-District (specify) _____			

If permission is granted to publish the photograph, videotape, voice recording, live broadcast, projects, writings, and/or artwork on a Web site, the individual will be identified by the following method:

- No Name                     
  First Name Only                     
  First Name, Last Initial

Please return the signed permission form to the person listed below. If you have any questions or concerns, please do not hesitate to call.

Printed Name of Contact Person	Phone Number
--------------------------------	--------------

### Permission to Publish a NonStudent Photograph, Videotape, Voice Recording, Live Broadcast, Name, Project, Writing, or Artwork on a Web Site

Name of Individual in Photograph, videotape, voice recording, live broadcast, or Creating the Work
--

(Please read the following two statements and indicate your preference.)

As the person in the photograph, videotape, voice recording, live broadcast, or as the creator of the specified student-created project, writing, and/or artwork,

- OPTION #1:** I give my permission to have the item published on the campus, District, or non-District Web site(s) (as specified) using the identification method indicated above. I understand that in the case of a group-created photo or item, all parties must agree to the item being published in order to do so.
- OPTION #2:** I do not give permission for the item to be published on the Web.

Signature of Parent/Guardian or-Non-Student (including Employee)	Date
--	------

Please sign and return to the contact person by the date specified at the top of this form.

Administrative Use Only	
Date Published	Date Removed

# Courses

## List of Courses

### Elementary School

Every elementary school student has the opportunity at each campus to attend art classes on a regular basis. The students receive a minimum of 36 hours yearly in the art classroom with a certified art specialist.

#### J650 Art 1 (Beginning Art)

This course is designed to be an introduction to the study of visual arts and will employ drawing, painting, three dimensional and mixed media processes. Students will be creating solutions and designing original work using a variety of art materials and tools. Participation of local and regional art exhibits is part of the visual experience of the program.

#### J750 Art 2 (2nd Year)

This course is designed to study the visual arts of painting, sculpture and architecture. Related problems in drawing and design allow creative application and extension of art materials and tools. Participation in regional and local exhibitions is part of the visual experience of the program.

#### J850 Art 3 (3rd Year)

*Prerequisite:* Art I (J750)

This course is designed to broaden and specialize individual interest in art techniques. Application of art principles to specific problems is stressed.

#### HS Art I (High School Credit Course No. 7511)

*Prerequisite:* **Successful completion of a junior high art course.**

*Grade:* 8th Grade ONLY

*Credit:* One

*This course offers the opportunity to develop a greater sensitivity to the visual world, its formal order, and its overall unity. The students develop a vocabulary for art, and the skill to graphically express their own inner ideas and attitudes. Student who successfully complete Art I (7511) in the eighth grade will receive one high school credit and grade points in Fine Arts. This credit cannot satisfy both the Junior High and Senior High Fine Arts requirement.*

#### NCAA Warning

*The NCAA does not recognize high school courses taught in junior high. Since taking these courses in junior high enables students to take higher level courses in high school that are approved by the NCAA, junior high enrollment in high school credit courses should not be considered a problem for any student seeking to enter college athletic programs.*

## High School

### **High School Art I (7511)**

*Credit:* One

Art I is an introduction to art use as a high school credit course. It offers the opportunity to develop a greater sensitivity to the visual world, its formal order, and its overall unity. The students develop a vocabulary for art, and the skill to graphically express their own inner ideas and attitudes. There is a course fee of \$15.00 per semester to purchase student materials.

### **7571 Art Ceramics I**

### **7572 Art Ceramics II**

### **7573 Art Ceramics III**

*Prerequisite:* Art 1 or previous level course for level II and III

*Credit:* One per course

Each course will expand the application of art elements and principles through ceramic techniques. This course explores methods such as wheel throwing, slab, coil and pencils separately and in combination with each other. It also explores clay in two and three dimensions to produce a variety of forms.

### **7551 Drawing I**

### **7552 Drawing II**

### **7553 Drawing III**

*Prerequisite:* Art 1 or previous level course for level II & III

*Credit:* One per course

Each course will explore the elements and principles through composition, abstraction, and expression. This course explores the use of papers, cardboard and fabrics in combination with charcoal, pastels, pen and ink, brushes, felt-tip and mixed media.

### **7561 Painting I**

### **7562 Painting II**

### **7563 Painting III**

*Prerequisite:* Art 1 or previous level course for level II & III

*Credit:* One per course

Each course will analyze various style of paintings, including contemporary painting. This course strengthens concepts of design through use of art elements and principles.

## High School

### **7581 Sculpture I**

### **7582 Sculpture II**

### **7583 Sculpture III**

*Prerequisite:* Art 1 or previous level course for level II & III

*Credit:* One per course

Each course will explore the use of wire, clay, wood, cardboard, found objects, plaster and other materials. Developing an understanding of design elements and principles with particular emphasis on form is also explored.

### **7509 Advanced Placement Studio Art: Drawing**

*Prerequisite:* Art 1 and Drawing I or Painting I

*Grade:* 11 - 12

*Credit:* one

This course is designed to address a very broad interpretation of drawing issues and media. Light and shade, line quality, rendering of form, composition, surface manipulation, and illusion of depth are drawing issues that are addressed through a variety of means. Many works of painting, printmaking, and mixed media, as well as abstracts, observational, and inventive works are explored. This course will prepare students for the College Board Advanced Placement Drawing Portfolio examination.

### **7529 Advanced Placement Art History**

*Grade:* 11 - 12

**Credit: one**

Students will develop an understanding and knowledge of architecture, sculpture, painting, and other art forms within diverse historical and cultural contexts. Students examine major forms of artistic expressions from the past and the present from a variety of cultures. They learn to look at works of art critically with intelligence and sensitivity and to analyze what they see. Student will develop an understanding of the elements of art, fundamental art historical terminology, and the technical process used in the production of artwork. This course will prepare students for the College Board Advanced Placement Art History examination.

## **High School**

### **7530 Advanced Placement 2-Dimensional Design Portfolio (AP2DDP)**

*Prerequisite:* Art 1 and Drawing I or Painting I

*Grade:* 11-12

*Credit:* One per course

This course is intended to address a very broad interpretation of two-dimensional (2-D) design issues. This type of design involves purposeful decision-making about how to use the elements and principles of art in an integrative way.

This course prepares students for the College Board

### **7531 Advanced Placement 3-Dimensional Design Portfolio**

*Course Fee:* See fee schedule *Prerequisite:* Art I and Ceramics I and II or Sculpture I and II

*Grades:* 11 - 12

*Credit:* One per course

This course addresses sculptural issues in using elements of art to produce 3-dimensional (3-D) objects with an emphasis on depth and space. Students use purposeful decision-making to integrate the elements and principles of art as they create a portfolio to fulfill the requirements of the College Board Advanced Placement 3-Dimensional Design Portfolio.

## Summary

1. Follow district Fees set in Katy ISD Course Catalog.
2. Set up campus procedures for collecting fees.
3. Maintain site guidelines for dissemination of funds

## Elementary-

1. Davis Art Publications, 'Explorations in Art' **eBook** K-5 Teacher AND Student edition (1 per teacher)
2. Plus: 1 printed Grade level TE per campus
3. Davis Digital Image Bank

## Junior High-

- Art 1 – Davis eBook 'Explorations in Art': A Global Pursuit  
Art 2 – Davis eBook 'Explorations in Art': A Personal Journey  
Art 3 – Davis eBook 'Explorations in Art': A Community Connection  
HS Art I – Davis hard copy TE with CD 'Visual Experience'

**Images:** Davis Art Digital Image Bank

**Supplemental Support:** The Virtual Instructor <http://thevirtualinstructor.com> Scholastic Art - 10 Student magazines, 1 TE insert & online subscription <http://art.scholastic.com>  
Elements and Principles support: hard copy print edition 'Exploring Visual Design'

## High School-

All - Images:	Davis Art Digital Image Bank
HS Art I-	Davis hard copy TE with CD ' <u>Visual Experience</u> ' (Ask textbook clerk for student editions, if desired)
Ceramics I	hard copy 'Experience Clay' Davis TE, set of 10 Student Editions
Ceramics II	hard copy TE resource only 'Handbuilt Pottery Techniques'
Ceramics III	hard copy TE resource only 'The Craft & Art of Clay: A Complete Potter's Handbook
Drawing I	hard copy 'Creating & Understanding Drawings' TE and set of 10 hard copies SE's
Drawing II & III	hard copy TE only 'Drawing from Observations: An Introduction to Perceptual Drawing'
Painting I, II, III	eBooks Davis 'Experience Painting'
Sculpture I	Davis hard copies are in the Katy ISD Distribution Center to request: 'Beginning Sculpture' hard copies- TE's and SE's, studio support masters
Sculpture II, III	hard copy TE only 'The Sculpting Techniques Bible' hard copy TE only 'Sculpture: Antiquity to the Present Day'
AP Drawing	hard copy TE only 'Launching the Imagination'
AP Design	hard copy TE only 'Evaluating the AP Portfolio in Studio Art'
AP Art History	hard copy of TE/ SE- hard copies in room; access codes at home

## ALL HS

**Supplemental Support:** The Virtual Instructor <http://thevirtualinstructor.com> Scholastic Art - 10 Student magazines, 1 TE insert & online subscription <http://art.scholastic.com>  
Elements and Principles support: hard copy print edition 'Exploring Visual Design'



# Katy ISD Adopted - eTextbooks: Importing Online Instructional Resources

New teachers- follow the instructions below to Import Davis for the first time

Returning teachers- import into new courses for 2017 from your Canvas Master Course Home Page

\*You will need background knowledge in both applications: **My Katy Cloud** and **CANVAS**

- a) **Instructions:** In [My Katy Cloud](#) open the tile named "**KatyNET**"
- b) **Select the Column** titled "**Technology**", select "**Instructional Technology**"
- c) **Select the topic** "**Online Textbooks**", teachers can read the section on "**Online Textbooks Helpful Tools**" or access your level teaching assignment:  
High School, Junior High, Elementary.
- f) High School and Junior High - select "Electives"; Elementary select "Specials"
- g) HS- AP Art History and Davis information is available
- h) JH/EL- Davis ebooks information is available

*Once you have completed all the Instructions in KatyNET, Fine Arts will activate all the DAVIS teacher accounts. Once activated, you can access eBooks through CANVAS.*

A. You must go to: [My Katy Cloud](#)

1. Log in with your Katy credentials.
2. Select: "**Textbooks**" tab at the bottom of the page (Find 'Specials' or 'Electives')
3. Look for the tile on the main screen and select: \*[Davis](#)"  
\*It automatically logs you into: **CANVAS**

B. **CANVAS** Trouble shooting

If you don't have an Art Course on your DASHBOARD, select "Courses" and find the course, upload these in a MASTER course so it will be there all year.

1. Open: the art *Course* name (Select the star to have it appear on your Dashboard)
2. Go to the left menu bar and select: "**Modules**"
3. Find the **plus (+)** sign within the window for Textbook and select

C. *Helpful Tools*- trouble shooting

Return to the section in Online Textbooks/ Helpful Tools for assistance in:

\*Using **Chrome Browser/ Maintaining Chrome**

\*Enabling **Web Pass**

D. Don't forget: Resources will be in Canvas in the left menu bar titled: "Modules"  
(Resources must be 'Published' in your Module before Fine Arts can activate.)

## To open after importing into Canvas :

1. Log in to MyKatyCloud; select the **DAVIS** tile. (The Davis tile will be populated to your homepage.)
2. Once in CANVAS select the **Course** you want to plan in.
3. Go to '**Modules**' on the left hand menu bar and select the **Davis** resource
4. Click on "**Load Davis Art in a new window**": The resource OPENS

# Grading Policy

## Grading Policy

### K-5 Art, Music, Physical Education

#### a. The scholastic grading scale is:

**E = Excellent** (100 – 90) indicates outstanding and exceptional achievement.

- (1) Consistently demonstrates active participation in class activities.
- (2) Masters skills being taught.
- (3) Masters concepts and knowledge related to skills taught.

**S = Satisfactory** (89 – 75) indicates normal and average achievement; applies to majority of students.

- (1) Participates in class activities while maintaining a positive attitude.
- (2) Attempts to master skills being taught.
- (3) Attempts to master concepts and knowledge related to skills taught.

**N = Needs improvement** (74 – 70) indicates passing but needs improvement. Student is capable of better work.

**U = Unsatisfactory** (69 and below) indicates unacceptable and below average achievement in one or more of the following statements.

- (1) Makes little or no attempt to participate in class activities.
- (2) Makes little or no attempt to master skills or concepts taught.
- (3) Exhibits poor attitude.

#### b. The conduct grading scale is:

(1) Desirable citizenship development and work habits are vital and important to achievement in class. The grading symbols and components of the conduct grade are:

**S = Satisfactory**

**N = Needs improvement** indicates student is capable of doing better in one or more of the areas listed under Satisfactory.

**U = Unacceptable**

### Physical Education, Art, Music: Progress Report

When it appears that a student is earning a grade below 75 and/or an “N” or “U”, the parent must be notified in writing using the Progress Report form. This action must

take place at the end of the third-week of the six-weeks grading period or **AT ANY TIME THEREAFTER IF THE GRADE DROPS**. Always keep a copy of the Progress Report.

your file. Progress Report forms are available in katynet. Select ‘on-line forms’, then select ‘Report of Student Progress’; scroll down for the ‘Citizenship and Work Habits in Art, Music and/or PE’.

**For current policy updates see:**

**Katynet/Teaching & Learning/Grading Handbooks/Elementary Handbook**

#### Definitions for Participation/Performance Skill categories for each course:

- Art –**
- Participation- actively engaged in work
  - Concept Development- creates work that meets the concept introduced;
  - Process Steps- demonstrates understanding of sequential steps presented;
  - Technical Execution- applies technical process skills and use of materials;
  - Project Completion- performs all tasks necessary to complete project;

**Grading Policy**  
**6-12**  
Gradebook Category Template Document  
**Fine Arts**

Listed below are the grade book category percentages for the school year for the designated courses. The KISD Curriculum and Instruction defined templates will be included in the district gradebook and cannot be modified by the classroom teacher. Templates may be modified annually in June but not during the regular school year.

Course #	State Course ID	Course Description	Major	Minor	Other
J649	02880000	JH Art, Beginning (semester)	45	40	15
J650	0288000	JH Art, Beginning (year long)	45	40	15
J750	03503001	JH Art I	45	40	15
J850	03503002	JH Art II	50	35	15
J851	84500999	EXPLORING THE ARTS	45	40	15
7511	03500100	HS ART 1 1ST YR	50	35	15
7502	03500900	HS ART2CRMC CERAMICS	50	35	15
7503	03501800	HS ART3CRMC CERAMICS	50	35	15
7504	03502700	HS ART4CRMC CERAMICS	50	35	15
7506	03500500	HS ART2DRAW DRAWING	50	35	15
7507	03501300	HS ART3DRAW DRAWING	50	35	15
7508	03502300	HS ART4DRAW DRAWING	50	35	15
7509	A3500400	AP STUDIO ART: DRAWING	70	20	10
7516	03500600	HS ART2PATG PAINTING	50	35	15
7517	03501400	HS ART3PATG PAINTING	50	35	15
7518	03502400	HS ART4PATG PAINTING	50	35	15
7526	03501000	HS ART2SCLP SCULPTURE	50	35	15
7527	03501900	HS ART3SCLP SCULPTURE	50	35	15
7528	03502800	HS ART4SCLP SCULPTURE	50	35	15
7529		HS AP ART HISTORY	70	20	10
7530		HS AP 2D DESIGN PORTFOLIO	70	20	10
7531		HS AP 3D DESIGN PORTFOLIO	70	20	10

## Grading Policy High School Art I

### Standard 6 Week Template Across the District

Project	50%
Assignment/Sketchbook/ Quiz	35%
Participation/homework	15%

**\*Semester/Final Exam - 25% of entire grade**

### Major Project

- ✓ Works of art that represent the completion of a lesson or unit (use Katy ISD High School standard rubric on the following page)
- ✓ Research project/ paper/ report/ final critique
- ✓ Portfolio
- ✓ A student self-assessment form can be collected for each major project

### Daily Work (Assignment/Sketchbook/Quiz)

- ✓ Technique assignments
- ✓ Scales, color wheels
- ✓ Preliminary compositions
- ✓ Homework
- ✓ Oral critiques
- ✓ Self-critiques
- ✓ Class/ Lab/ Cooperative work
- ✓ Quizzes
- ✓ Any interim work for projects/ papers
- ✓ Handling materials/ safety
- ✓ Sketchbook/journal assignments

### Participation

- ✓ Materials ready
- ✓ On task
- ✓ On Time

### Quantity

- ✓ Two major project grades per Unit Group
- ✓ Ten to twelve pieces of quality work for this course

Rubric (Secondary Grading and Reporting Handbook) – Post in Classroom

A 90-100%	B 80-89%	C 75-79%	D 70-74%	E 69 % & below
5. Outstanding progress and mastery of subject matter.	4. Above average progress and mastery of subject matter.	3. Average progress and understanding of material.	2. Below average progress and minimum passing grade.	1. Class requirements have not been met.

**Art: Participation/Performance Rubric**

<b>Skill</b>	<b>E-Excellent</b> <i>(100-90)</i>	<b>S-Satisfactory</b> <i>(89-75)</i>	<b>N-Needs Im- provement</b> <i>(74- 70)</i>	<b>U-Unsatisfactory</b> <i>(69 and below)</i>
<b>Participation</b>	Consistently participates enthusiastically;	Frequently participates enthusiastically;  Makes good effort	Occasionally participates enthusiastically;  Makes minimal effort	Often refuses to participate;  Makes little or no effort
<b>Concept Development</b>	Consistently creates work that meets the concept introduced;  Outstanding effort	Frequently creates work that meets the concept introduced;  Makes good effort	Occasionally creates work that meets the concept introduced;  Makes minimal effort	Often creates work that does not meet the concept introduced;  Makes little or no effort
<b>Process Steps</b>	Consistently demonstrates sequential steps in the correct order;  Outstanding effort	Frequently demonstrates sequential steps in the correct order;  Makes good effort	Occasionally demonstrates sequential steps in the correct order;  Makes minimal effort	Often unable to follow sequential steps presented;  Makes little or no effort
<b>Technical Execution</b>	Consistently demonstrates maximum technical process skills; uses materials correctly;  Outstanding effort	Frequently demonstrates moderate technical process skills; often uses materials correctly;  Makes good effort	Occasionally attempts to apply technical process correctly; frequent misuse of materials  Makes minimal effort	Often refuses to attempt or apply technical process correctly; inappropriate use of materials  Makes little or no effort
<b>Project Completion</b>	Consistently completes the entire project in detail;  Outstanding effort	Frequently completes the project;  Makes good effort	Occasionally completes a portion of the project;  Makes minimal effort	Often unable to complete project;  Makes little or no effort

**Work Habits and Citizenship in Art, Music and Physical Education**

Listens and follows directions
Stays on task/ Uses time wisely
Participates/plays safely
Uses equipment/supplies appropriately
Brings required materials to class
Talks appropriately and with permission
Refrains from disruptive and foul language
Keeps hands and feet to self
Respects teachers/aides and peers

## Katy ISD HS Standard Rubric

Project Name \_\_\_\_\_ Student Name \_\_\_\_\_ Per \_\_\_\_\_

Major Components	Indicators	Comments
Craftmanship _____ of 20	<ul style="list-style-type: none"> <li>• Neat in appearance</li> <li>• No smudges, tears, wrinkles, folds</li> <li>• Application of media and materials demonstrate purposeful marks</li> <li>• Presentation-matted or mounted</li> </ul>	
Composition _____ of 20	<ul style="list-style-type: none"> <li>• Reflects the principles and elements of design</li> <li>• Balance of positive and negative space</li> <li>• Contrast</li> <li>• Fill up space</li> <li>• "Touch three sides"</li> <li>• Overlapping</li> </ul>	
Creativity and Concept _____ of 20	<ul style="list-style-type: none"> <li>• Fresh approach</li> <li>• Unique interpretation (no copy work)</li> </ul>	
Technical skills _____ of 20	<ul style="list-style-type: none"> <li>• Control of Media or technique</li> <li>• Use of prior skills</li> <li>• Demonstrates mastery or improvement of technique</li> </ul>	
Follow Directions _____ of 20	<ul style="list-style-type: none"> <li>• Best effort</li> <li>• Criteria met</li> <li>• Care of tools and supplies</li> <li>• Work space clean</li> </ul>	
Total _____ of 100	What is the strongest element and/or principle of design in your composition?  What did you learn on this project?	

Project Name \_\_\_\_\_ Student Name \_\_\_\_\_ Per \_\_\_\_\_

Major Components	Indicators	Comments
Craftmanship _____ of 20	<ul style="list-style-type: none"> <li>• Neat in appearance</li> <li>• No smudges, tears, wrinkles, folds</li> <li>• Application of media and materials demonstrate purposeful marks</li> <li>• Presentation-matted or mounted</li> </ul>	
Composition _____ of 20	<ul style="list-style-type: none"> <li>• Reflects the principles and elements of design</li> <li>• Balance of positive and negative space</li> <li>• Contrast</li> <li>• Fill up space</li> <li>• "Touch three sides"</li> <li>• Overlapping</li> </ul>	
Creativity and Concept _____ of 20	<ul style="list-style-type: none"> <li>• Fresh approach</li> <li>• Unique interpretation (no copy work)</li> </ul>	
Technical skills _____ of 20	<ul style="list-style-type: none"> <li>• Control of Media or technique</li> <li>• Use of prior skills</li> <li>• Demonstrates mastery or improvement of technique</li> </ul>	
Follow Directions _____ of 20	<ul style="list-style-type: none"> <li>• Best effort</li> <li>• Criteria met</li> <li>• Care of tools and supplies</li> <li>• Work space clean</li> </ul>	
Total _____ of 100	What is the strongest element and/or principle of design in your composition?  What did you learn on this project?	

# Extracurricular Eligibility



## **Extracurricular Participation**

An extracurricular activity may not necessarily be directly related to instruction and comprehension of the essential knowledge and skills, but may be indirectly related to various areas of the curriculum. Extracurricular activities may include, but are not limited to: **public performances**, contests, **demonstrations**, displays, and club activities.

Any activity is subject to this policy if any **ONE** of the following criteria applies:

1. The activity is competitive.
2. The activity is held in conjunction with another activity that is considered extracurricular.
3. The activity is held OFF CAMPUS, except in a case which adequate facilities do not exist on campus.
4. The general public is invited.
5. An admission is charged.

### **When does “No Pass No Play” Affect Student Competition?**

- If a student is physically attending, or competing in a contest, student trip or activity. Example: Regional VASE, Scholarship competitions at State VASE, HLS&R Quick Draw Competition

### **When does “No Pass No Play” not affect Student Competition?**

- Art contest in which a student’s art work only, is participating or competing
- **REWARDS** as a result of competition—banquets, auctions any instance in which a student has already competed and is now receiving the “rewards” and public recognition of such. Example: Banquet, HLS&R Art Auction, State VASE.
- Any event in which the student is not representing the school district or school; competing outside of school for their own benefit. Example: Glassel School of Art scholarships, HLS&R scholarships, Naea scholarships, private competitions or shows with no school affiliation.

**Calendars**: Katy ISD has two eligibility calendars

1. Elementary - 9 weeks semester
2. Secondary - 6 weeks semester

**2022 - 2023 Katy ISD NPNP Eligibility Calendar for Elementary Schools**

8/30/2022  
LM

Friday	09/09/22	Evaluate all students; participation not effected	District required Progress Reports GP1
Thursday	09/22/22	Evaluate NPNP students	NPNP required 6 week grade check, grades through 9/22
Thursday	09/29/22	Students gain/lose eligibility after grace/waiting period	End of school day
Friday	10/14/22	Evaluate all students	End of grading period 1
Friday	10/21/22	Students gain/lose eligibility after grace/waiting period	upon conclusion of early release day
Thursday	11/03/22	Evaluate failing NPNP students	NPNP required 3 week check, grades through 11/03
Thursday	11/10/22	Students may regain eligibility after waiting period	upon conclusion of school day

**THANKSGIVING BREAK - All Students are Eligible**

Friday	12/02/22	Evaluate all students; participation not effected	District required Progress Reports GP2
Friday	12/02/22	Evaluate failing NPNP students	NPNP 6 week grade check, grades through 12/02
Friday	12/02/22	Students may regain eligibility after waiting period	upon conclusion of school day
Friday	12/16/22	Evaluate all students	End of grading period 2

**HOLIDAY BREAK... All Students are Eligible**

Tuesday	01/10/23	Students gain/lose eligibility after grace/waiting period	End of school day
Monday	01/23/23	Evaluate failing NPNP students	required 3 week check, grades through 1/23
Monday	01/30/23	Students may regain eligibility after waiting period	upon conclusion of school day
Friday	02/17/23	Evaluate all students; participation not effected	District required Progress Reports GP3
Friday	02/17/23	Evaluate failing NPNP students	required 6 week grade check, grades through 2/17
Friday	02/24/23	Students may regain eligibility after waiting period	upon conclusion of school day
Friday	03/10/23	Evaluate all students	End of grading period 3

**SPRING BREAK... All Students are Eligible**

Monday	03/27/23	Students gain/lose eligibility after grace/waiting period	End of school day
Friday	04/07/23	Evaluate failing NPNP students	required 3 week check, grades through 4/07
Friday	04/14/23	Students may regain eligibility after waiting period	upon conclusion of normal school day time
Friday	04/28/23	Evaluate all students; participation not effected	District required Progress Reports GP4
Friday	04/28/23	Evaluate failing NPNP students	required 6 week grade check, grades through 4/28
Friday	05/05/23	Students may regain eligibility after waiting period	upon conclusion of school day
Thursday	05/25/23	Evaluate all students	End of grading period 4

**Excerpts from the TEA/UIL Side by Side, pages 3-4 of 2021-2022 Edition, Regarding Academic Requirements for NPNP**

- UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met: Students beginning grades nine and below must have been promoted from the previous grade prior to the beginning of the current school year.
- A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. [NOTE: In KISD, only certain Board approved high school credit courses are exempt from NPNP]
- All schools must check grades for all participants at the end of the first six weeks of the school year.
- From that point, [after the first six-weeks] grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period.
- Students lose eligibility for a three school week period.
- After the first six weeks of the school year, academically ineligible students in a nine week grading period have two opportunities to regain eligibility, one at the end of the first three school weeks [of the grading period] and one at the end of the first six school weeks [of the grading period].
- 3 school weeks = 15 class days; 1 of the 3 weeks may consist of 3-4 class days.

# 2022 – 2023 TEA / UIL ACADEMIC ELIGIBILITY CALENDAR

This document is intended to bring clarity to the academic eligibility calendar for UIL participants. Specifically, be aware of the following issues:

- Grace periods for eligibility are seven (7) calendar days after the evaluation, with the exception of holidays.
- Students may only lose eligibility at the six weeks grading period (not at three weeks progress report time).
- Students may regain eligibility at both the three weeks progress report and at the six weeks grade report.
- All students are academically eligible during holidays of a full calendar week or more.

## KATY INDEPENDENT SCHOOL DISTRICT

- Thursday 9/22 Evaluate All Students ( 1<sup>st</sup> - 6 weeks grading period )
- Thursday 9/29 Students gain/lose eligibility ( 2:35 pm )
- Friday 10/14 Re-evaluate failing students ( 3 week evaluation )
- Friday 10/21 Students may regain eligibility ( 2:35 pm )
- 
- Thursday 11/03 Evaluate All Students ( 2<sup>nd</sup> - 6 weeks grading period )
- Thursday 11/10 Students gain/lose eligibility ( 2:35 pm )
  - **THANKSGIVING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE**
- Friday 12/02 Re-evaluate failing students ( 3 week evaluation )
- Friday 12/09 Students may regain eligibility ( 2:35 pm )
- 
- Friday 12/16 Evaluate All Students ( 3<sup>rd</sup> - 6 weeks grading period )
  - **CHRISTMAS BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE**
- Wednesday 1/11 Students gain/lose eligibility ( 2:35 pm )
- Monday 1/23 Re-evaluate failing students ( 3 week evaluation )
- Monday 1/30 Students may regain eligibility ( 2:35 pm )
- 
- Friday 2/17 Evaluate All Students ( 4<sup>th</sup> - 6 weeks grading period )
- Friday 2/24 Students gain/lose eligibility ( 2:35 pm )
- Friday 3/10 Re-evaluate failing students ( 3 week evaluation )
  - **SPRING BREAK – ALL STUDENTS ARE ACADEMICALLY ELIGIBLE**
- Monday 3/27 Students may regain eligibility ( 2:35 pm )
- 
- Thursday 4/06 Evaluate All Students ( 5<sup>th</sup> - 6 weeks grading period )
- Thursday 4/13 Students gain/lose eligibility
- Friday 4/28 Re-evaluate failing students ( 3 week evaluation )
- Friday 5/05 Students may regain eligibility ( 2:35 pm )

Please note:

- Upon return following Thanksgiving, Winter and Spring Breaks, ineligible students return to their previous ineligible status through the next grade evaluation and grace period.
- All students are academically eligible through the Summer.
- Total credits earned determine the first 2022-2023 six week eligibility for students in Gr 10-12.
- Promotion status determines the first 2022-2023 six week eligibility for students in Gr 7-9.

# Kiln & Classroom Safety

## The annual **Kiln Safety Training** information is below:

Please note that all the forms needed will be located on the Kiln Safety Training in our department Canvas Page shared with you in September. The shared file will include a presentation along with forms, handouts, signs and checklist needed. While viewing the presentation, answer the questions in the '*Kiln Assignment for Completion Credit*' document. Teachers will access repair requests through an online Google form. Teachers have until September 30 to complete this mandatory training. You will be awarded Eduphoria credit once your form is received. Once you receive your Eduphoria credit you may proceed with your kiln firing test and regular firings this year.

### View the **Kiln Training presentation**:

1. Select the "Kiln Image" on the main page.
2. View the Slideshow, print and use the CHECKLIST as you work through the directions in the training.
3. Finalize by completing the: [Kiln Assignment](#)  
(Upon completion, a notification will be sent to fine arts.)
4. Fine Arts—awards Eduphoria credit.
5. Participants will receive a message that they are:
  - a) approved to conduct a test fire
  - b) submit any [Kiln Repair Requests](#)
6. Firing can begin after the teacher receives credit and the kiln is ready to fire.

**COMBUSTIBLES:** No combustibles can be stored around the kiln; the fire marshall will not allow any combustibles inside the kiln room. Move combustible items to other areas of your art room, storage, or building.

*'Kiln Safety Reminder Signs'* – Print, read, keep posted, as needed

Kiln Safety Signs  
Kiln Log  
Cooling Cycle  
Firing Checklist

### [Kiln Repair Request](#):

*\*This link is on the 'Kiln Agreement' form, and is located on the last page of the **Kiln Training** presentation. It will also be on the Canvas page.*

# Katy ISD Kiln Safety Agreement 2017-18

## **Monitoring and Maintenance of KISD Kilns**

Follow the manufacturer's instruction manual for each area below; (<http://www.skutt.com/video/index.html>)

- Equipment should be regularly maintained and in good condition.
- Report any repair needs to your Lead Teacher
- Complete a **Kiln Repair Request** to fine arts in a timely manner
  - Art Teacher Responsibilities after completing the annual: **Pre-firing Checklist & Posting Signs** as Needed
    1. Test fire the kiln one time in the early fall each school year
    2. Keep the kiln clean and free of broken clay pieces and ceramic dust
    3. Kiln-wash all stilts, posts, shelves, and other parts as needed
    4. Request for air during cooling cycle from administrative personnel.
    5. Keep a **Kiln LOG** recording details of kiln firings, for maintenance purposes

## **Kiln Room**

- Kilns should be positioned to ensure there is air movement all around the kiln and good access for servicing. (A minimum of 18 inches from walls and shelving is required)
- Kilns should have an effective extraction system that;
  1. operates effectively at all times during the firing cycle AND
  2. vents outside the building, away from populated areas such as walkways and areas where staff and students may congregate.
- Do not place anything on top of the kiln regardless if the kiln is ON or OFF! (Heat and breakage concerns)
- Do not store combustible items beside the kiln or in the kiln room..
- Kiln hoods, ceiling vents and/or downdraft ventilation systems must be on and in working order prior to beginning a firing cycle.

## **Kiln Cleaning**

- ✓ Clay dust is generated by all activities using clay. Good housekeeping methods should be maintained to minimize the distribution of dust and fibres.
- ✓ Dry sweeping is not permitted in or around the kiln, or in any areas where clay or ceramic materials are used.
- ✓ The preferred method for cleaning clay and ceramic materials is wet mopping/wiping as needed.
- ✓ An alternative cleaning method is to vacuum with an appropriate shop vac.
- ✓ Follow the manufacturer's instructions for cleaning the interior of the kiln.

## **Hygiene**

- ◇ Food or drink is NOT to be taken into or consumed in the kiln workspace area.
- ◇ To ensure fibers are not transferred to other areas, hands should be washed BEFORE and AFTER kiln use.
- ◇ Insulating gloves should be worn when handling a kiln after the venting period as the handle will be hot.
- ◇ Dark-shaded glasses from a safety supply (shade number 1.7-3.0) are recommended when LOOKING into kiln peepholes. *Normal sunglasses are inadequate for this purpose.*
- ◇ A smock or apron should be worn when working with ceramic materials. This will help prevent home contamination. The smock or apron should be left in the work area and laundered accordingly.

## **Firing**

- ◇ DO not let students operate the kiln.
- ◇ Do NOT fire the kiln at night or on the weekends.
- ◇ Do NOT leave the building with the kiln firing. (Personally ensure that the kiln has completed the firing cycle PRIOR to leaving the building.) **THIS IS A SAFETY ISSUE!**

**Firings are to occur when proper air cooling, room exhaust fans, and envirovents are on and working during each firing. (Teachers must submit a **Request for Air** in the kiln room 3-4 hours after firing cycle is complete.)**

\*\*\*\*\*

**I have read and understand the Katy ISD Kiln Safety Guidelines and agree to operate and perform kiln safety operations within the above stated guidelines.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## KATY ISD - CLASSROOM HEALTH AND SAFETY RULES

**Art Teachers** - are expected to abide by all the district safety rules provided by our Maintenance & Operations Department.

Teach appropriate safety procedures when introducing any new art tool, media, process or equipment. Never leave students alone while working in the art classroom.

### **Special Highlights to Remember -**

\*The area within 18 inches of the ceiling is to be kept clear of decorations, storage, and other items; for schools without a fire sprinkler system, this clear-zone distance increases to 24 inches.

\* Do not hang any items from the ceiling or ceiling tiles. Do not install colored paper or anything else in the overhead light fixtures.

\*Extension cords must have a grounded plug (three prongs) be of heavy gauge and be used for temporary applications only.

\*When electrical power is needed in a classroom the cord should be:

- a. be shorter than 7 feet,
- b. have an in-line circuit breaker (as on surge protectors),
- c. not be "daisy-chained" or plugged one into another

\*Walls within the school facility must be 80% free of paper and other combustibles. No 3 dimensional combustible artwork or designs are allowed.

### **Right to Know & Hazard Communication**

All aerosol cans and other abusable volatile chemicals must be under lock and key when not in use by teacher. Non-aerosol and non-toxic materials are preferred. (Specific abusable volatile chemicals include items which contain organic solvents such as mineral spirits, toluene, or other petroleum based solvents).

Use and storage of rubber cement is prohibited.

Art Classrooms do not use or store: Bleach or Bleach products.

All art products and materials will have a MSDS on file in our Mr. Yuck desktop application. If you order a product that is not in our system, request the MSDS and send it asap to the fine arts department to upload.

### **Indoor Air Quality (IAQ)**

1. Personal rugs are prohibited.
2. Follow chemical safety rules and do not use aerosols – inside the art classroom; go outside to add fixative or adhesive spray.

\* Store combustible sprays inside a fire proof lockable cabinet. Close and lock the cabinet at all times.

### **General Safety**

1. Wear and ensure your students wear eye protection whenever there is a risk of dust, flying debris, projectiles, hot liquids, or dirt or dust falling into your eyes or the eyes of your students.
2. Wear gloves when providing first aid or handling chemicals that may pose a skin-contact hazard. Wear protective aprons or lab coats in labs or other work areas in which chemical splashing is possible.

*Think Safety – Practice Safety!*

# Materials



# Supplies

Art Teachers can order supplies for their room in a variety of ways. Please consult with your financial secretary for details on how to submit your supply request. And discuss options that might be available to you regarding any petty cash PRIOR to spending personal money in expectations of a possible reimbursement.

I. **District Supplies** - Katy Distribution Center: [Online Catalog](#)

\*Many of the items we carry are discounted more than regular catalogs!

II. **Local Vendors**

- A. Please check the special notes and instructions regarding vendors in Katy.
- B. General Merchandise and Groceries
  - i. Pay close attention to the exact location of the **address** for participating stores

III. **Teaching/Instructional Materials, Supplies & Equipment**

- A. Notice which companies have art supplies.
- B. Contact companies for quotes- many times they will be lower than the catalog price.

IV. **TCPN**

- A. Includes our art vendor: Sax, School Specialty

V. **Office Supplies**- Special Pens, Markers, etc.

- A. Use **Office Max** for items that you need quickly!
- B. Use this website and log in for discount catalog prices (not the regular OfficeMax/Office Depot website)

[Office Max Website](#)

Log in—katybrowse

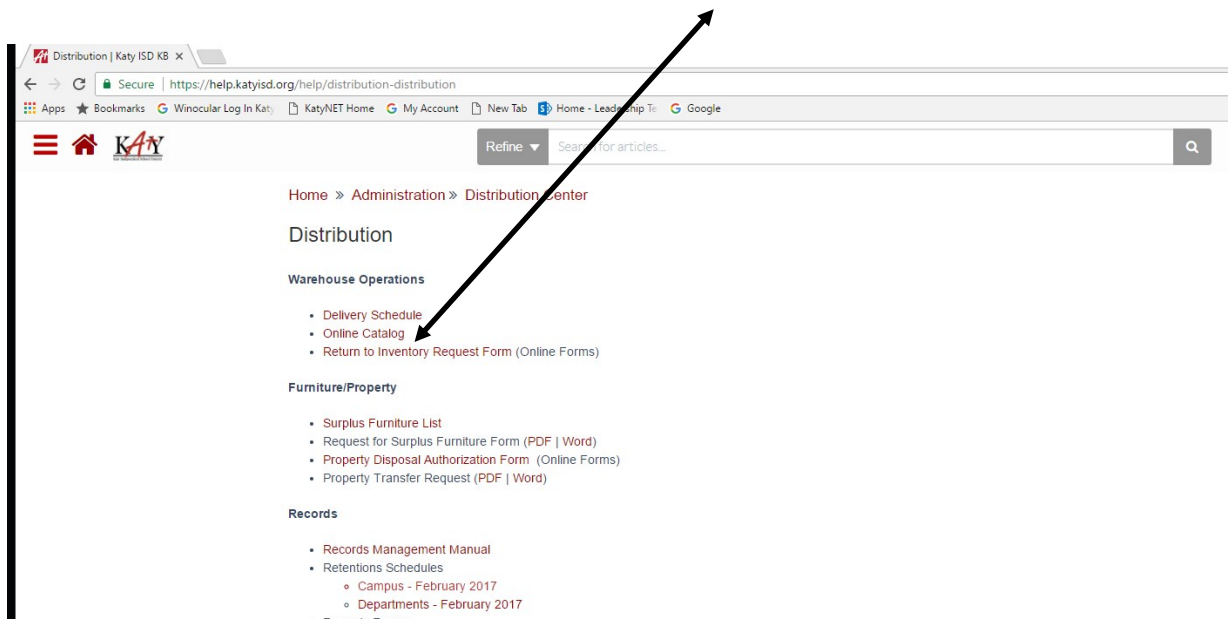
Password—4omax

# Supplies

## District Supplies

### Location of Katy ISD Supply Catalog:

- Go to <https://help.katyisd.org/>
- Select the “**Administration**” tile
- Select the “**Distribution Center**” tile <https://help.katyisd.org/help/distribution-distribution>
- Select the second topic “**Distribution**”
- In the Warehouse Operations heading, open the “**Online Catalog**”



### Special Purchasing Note:

Use Katy ISD approved vendors for all purchases unless the product is only available through one specialized company (Sole Source Provider). For those rare instances, the campus financial secretary can assist you by adding the comments, “not available through bid vendor.” The following site contains a list of the latest approved vendors. (K:\Admin\Purchasing\Award Summaries/Teaching, Instructional Materials Equipment Supplies.)

### Additional Local Vendors:

Obtain Approval and a PO with the campus financial secretary **PRIOR** to using.

### Local Vendors:

We can no longer use WAL-MART, Target or Radio Shack for purchase orders OR Employee Reimbursements. They will only be granted when using 865-Student Activity or Sunshine Funds ONLY! Purchasing added several new local vendors that were not previously available. They can be found on the next page. (General Merchandise and Groceries)

**RFSCP #1517 GENERAL MERCHANDISE AND GROCERIES**

AWARDS SUMMARY AWARDED DECEMBER 15, 2014

COMPANY NAME	VID	TAKE KISD PO?	Discount from Shelf Price	NOTES
Ace Hardware	136091	YES	20%	
Ashley Home Store	147532	YES	0%	
Batteries Plus (Mason Rd.)	202253	YES	30%	CALL FOR QUOTE. DAVID ROGERS 281-693-7587
Brookshire Brothers (Katy location)	147621	YES	0%	
Costco	208480	YES	0%	Katy LOCATION ONLY. CHECK OUT WITH FRONT END SUPERVISOR. PUT MEMBERSHIP #111834029150 IN THE NOTES AND PRINT ON PO.
Cottage Door, The	139468	YES	0%	MUST HAVE A KISD EMPLOYEE ID BADGE TO USE A PO FOR PAYMENT
Dollar General (Fry Rd)	205080	NO	0%	PAY BY CASH, CHECK OR CREDIT CARD ONLY. EMPLOYEE MUST TAKE COPY OF THE SALES TAX EXEMPTION CERTIFICATE TO THE STORE (FORM CAN BE FOUND ON 'ONLINE FORMS' UNDER BUSINESS OFFICE
Dollar Tree (Mason Rd)	141129	NO	0%	PAY BY CASH, CHECK OR CREDIT CARD ONLY. EMPLOYEE MUST TAKE COPY OF THE SALES TAX EXEMPTION CERTIFICATE TO THE STORE (FORM CAN BE FOUND ON 'ONLINE FORMS' UNDER BUSINESS OFFICE
Hancock Fabrics	139567	YES	0%	PLEASE CALL AHEAD TO LET MANAGER KNOW THAT YOU WILL COMING IN AND SHOPPING WITH A PURCHASE ORDER OR LET THE MANAGER ON DUTY KNOW AS SOON AS YOU ARRIVE AT THE STORE.
HEB Grocery Company 6711 South Fry Rd. 1621 S. Mason Road 1550 Fry Rd. 25675 Nelson Way (Pin Oak)	123264	YES	0%	ACCOUNT NUMBER MUST BE TYPED IN VENDOR SOURCING NOTES OR PURCHASE ORDER WILL NOT BE ACCEPTED. "TAX EXEMPT" MUST ALSO BE TYPED IN PRINTED COMMENTS
Hobby Lobby (1787 N. Fry Rd.)	123085	NO	10%	PAY BY CASH, CHECK OR CREDIT CARD ONLY. EMPLOYEE MUST TAKE COPY OF THE SALES TAX EXEMPTION CERTIFICATE TO THE STORE (FORM CAN BE FOUND ON 'ONLINE FORMS' UNDER BUSINESS OFFICE
Kroger Texas L.P. (All locations)	TBD	YES	0%	ADD ACCOUNT NUMBER H38125 TO VENDOR SOURCING NOTES
Party City	141189	NO	0%	PAY BY CASH, CHECK OR CREDIT CARD ONLY. EMPLOYEE MUST TAKE COPY OF THE SALES TAX EXEMPTION CERTIFICATE TO THE STORE (FORM CAN BE FOUND ON 'ONLINE FORMS' UNDER BUSINESS OFFICE
Quilt 'n Sew Studio	126520	YES	20%	
Randalls Food Markets (All locations)	102128	YES	0%	ADVERTISED PRICING WILL BE AVAILABLE AT THE TIME OF PURCHASE, SUBJECT TO TERMS AND CONDITIONS OF ADVERTISED ITEM
Sam's Club <b>**SEE NOTE →**</b>	136894	YES	0%	<b>NO FEDERAL OR GRANT FUNDS MAY BE USED IN CONJUNCTION WITH THIS CONTRACT</b> - COPY OF THE KISD SAMS CARD MUST BE PROVIDED WITH THE PO AT THE TIME OF PURCHASE
Southern Importers	53000	YES	0%	
Star Furniture	54400	YES	15%	DISCOUNT EXCLUDES 'ON SALE' MERCHANDISE AND OTHER OFFERS - KISD EMPLOYEE ID BADGE IS REQUIRED AT TIME OF PURCHASE
Tractor Supply (FM 1463)	144987	NO	0%	PAY BY CASH, CHECK OR CREDIT CARD ONLY. EMPLOYEE MUST TAKE COPY OF THE SALES TAX EXEMPTION CERTIFICATE TO THE STORE (FORM CAN BE FOUND ON 'ONLINE FORMS' UNDER BUSINESS OFFICE

**RFCP #1465 - Teaching / Instructional Materials, Supplies & Equipment - Award Summary**

**Extended until: August 27, 2016**

**FOR PURCHASES OVER \$3000.00 THREE QUOTES ARE REQUIRED**

Vendor	Vendor #	Phone	Website	Freight	Notes:
American Ceramic Supply	147683	866-535-2651	<a href="http://www.americanceramics.com">www.americanceramics.com</a>	See notes	Educator discount of 0% to 50% are reflected in catalog pricing. Also provide teacher resources
Ceramic Store of Houston	105132	713-864-6442	<a href="http://www.ceramicstoreinc.com">www.ceramicstoreinc.com</a>	Add	All discounts are shown on website and in catalog ranging from 0% - 25% off mfg list price. Contact vendor for freight charges.
Dick Blick Company	15547	800-828-4548	<a href="http://www.dickblick.com">www.dickblick.com</a>	Free w/excep	<b>Discount Code # QD20000 must be referenced on P.O.</b> Discount applies to "Resources for Art Educators" and "Classroom Art" catalogs with item numbers starting with A or Z. Discount excludes sale catalogs, website prices and promotions, quantity pricing and drip ship items (any item with the letter "F"). Free freight on orders of \$49 or more after discount. Free freight excludes oversized or heavy weight items (ie: paper rolls, linoleum rolls, etc.), Master Etch or 999 presses or any item indicating truck shipment, 50 lb. boxes of clay or any modeling material totaling 50 lbs or more in weight and drop ship items indicated with "F".
NASCO	40850	800-558-9595	<a href="http://www.enasco.com">www.enasco.com</a>	Free w/excep	<b>QUOTE NUMBER #53632 must be referenced on P.O.</b> \$50 minimum order to receive discount. Discount: 10% for Agricultural Sciences, Family & Consumer Sciences, Hands on Health, and PE; 15% for Math, Science, Reading Resources, Special Education, and Early Learning; 20% for Arts & Craft (5% on "Z" items). Discount excludes "Ready-Or-Not Tot" & accessories, Xenopus frogs, live material coupon cards, and items with an "NA" or "NZ" prefix. Discounts not valid with any other coupons, offers, sale flyers or website promotions. Add shipping for live or hazardous materials and items with "LM" prefix or a truck logo. Truck shipments are dock delivery. Also provide games, puzzles, misc. teacher resources, and test preparation materials.
Oriental Trading Company	124326	800-226-0475	<a href="http://www.orientaltrading.com">www.orientaltrading.com</a>	Free on orders over \$150.	<b>Cust # 726716 must be referenced on P.O.</b> Discount does not apply to custom imprint, advertising specialty products and the Fun Impressions catalog and website items. Shipping charges on orders: up to \$25 = \$6.99; \$25.01-\$50 = \$9.99; \$50.01-\$75 = \$11.99; \$75.01-\$100 = \$12.99; \$100.01-\$125 = \$13.99; \$125.01-\$150 = \$16.99. Free standard delivery on orders over \$150 with the exception of items in the catalog identified with the symbol of a truck. Free shipping does not apply to Fun Impressions advertising specialty merchandise.
School Specialty - Education Essentials	125403	888-386-3224	<a href="http://www.schoolspecialty.com">www.schoolspecialty.com</a>		PLEASE ENTER #R141608 ON YOUR REQUISITION - 35% DISCOUNT AND FREE FREIGHT ON SUPPLY ORDERS OVER \$49.00
Texas Art Supply Co.	56900	713-526-5221	<a href="http://www.texasart.com">www.texasart.com</a>	Free	10% teacher discount for orders under \$500 from the "everyday" website pricing. If order exceeds \$500 from the "everyday" website pricing, contact vendor for a quotation to receive wholesale pricing (40%-70% off list price). Special order items may not be subject to discount.

**DISTRIBUTION CENTER  
ART SUPPLIES  
August 2016**

<u>Catalog Number</u>	<u>UOM</u>	<u>Stock Description</u>	<u>Est. Cost</u>
001969	EA	Adhesive, Blue "Fun-Tak"	1.00
006710	EA	Adhesive, Tri-Tix rubber cream glue, non-toxic, 4-oz	1.40
042150	12/Pkg	Canvas board, 11/14	15.00
042151	12/Pkg	Canvas board, 16x20	28.00
042381	DZ	Clay, Crayola Model Magic modeling compound, 4 oz pkg	27.00
042341	BX	Crayola crayons, 8 colors	0.50
042342	BX	Crayola crayons, 24 colors	1.00
042343	BX	Crayola crayons, 48 colors	2.00
042350	8/BX	#2 Staonal black marking crayon	1.75
002810	DZ	Erasers, Magic Rub Art Gum 2" x 1" x 5/8"	4.50
041510	DZ	Glue sticks, .21 oz	3.50
041522	DZ	Glue, Elmer's E304 white, 4 oz	7.00
041525	EA	Glue, Elmer's white GLU-ALL E1326, gallon	8.50
042411	EA	Ink, blockprint, black 1.25 oz/tube – Speedball 3400	2.00
042142	EA	Ink, blockprint, blue 1.25 oz/tube – Speedball 3400	2.00
042143	EA	Ink, blockprint, red 1.25 oz/tube – Speedball 3400	2.00
042146	EA	Ink, blockprint, yellow 1.25 oz/tube – Speedball 3400	2.00
023230	Set	Marker, EXPO 14075 5 colors Bright Stick fluorescent	13.00
023436	DZ	Marker, Sanford Sharpie, black fine point, permanent	6.00
023438	DZ	Marker, Sanford Sharpie, black x-fine point, permanent	6.00
023124	8/set	Marker: washable Crayola 7808, Classic, broad tip	2.00
023125	8/set	Marker: washable Crayola 7809, Classic, fine tip	2.00
023224	8/set	Marker: water based Crayola 7816, Tropical pastel, broad tip	2.50
043630	10/Pkg	Mat Frames: Black 18x24	35.00
043632	12/Pkg	Mat Frames: Black 9x12	7.00
041526	EA	Mod-Podge Sealer, glossy, gallon	27.00
042571	Pint	Paint, Chromacryl – student acrylic, black	6.00
042572	Pint	Paint, Chromacryl – student acrylic, pthalo blue (cool blue)	6.00
042573	Pint	Paint, Chromacryl – student acrylic, warm red	6.00
042574	Pint	Paint, Chromacryl – student acrylic, deep green	6.00
042575	Pint	Paint, Chromacryl – student acrylic, white	6.00
042578	Pint	Paint, Chromacryl – student acrylic, cool yellow	6.00
042520	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, white	4.00
042521	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, black	4.00
042522	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, blue	4.00
042523	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, red	4.00
042524	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, green	4.00
042525	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, brown	4.00
042526	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, magenta	4.00
042527	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, orange	4.00
042528	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, violet	4.00
042529	EA	Paint, tempera, Liquid 32 oz, Crayola 1232, yellow	4.00

043119	50/pkg	Paper, construction, assorted 9x12, 80#	1.50
043129	50/pkg	Paper, construction, assorted 12x18, 80#	2.50
043139	50/pkg	Paper, construction, assorted 18x24, 80#	5.00
043111	50/pkg	Paper, construction, 9x12, black	1.00
043112	50/pkg	Paper, construction, 9x12, blue	1.00
043113	50/pkg	Paper, construction, 9x12, red	1.00
043114	50/pkg	Paper, construction, 9x12, green	1.00
043115	50/pkg	Paper, construction, 9x12, white	1.00
043116	50/pkg	Paper, construction, 9x12, brown	1.00
043117	50/pkg	Paper, construction, 9x12, orange	1.00
043118	50/pkg	Paper, construction, 9x12, yellow	1.00
043120	50/pkg	Paper, construction, 9x12, pink	1.00
043121	50/pkg	Paper, construction, 12x18, black	2.00
043122	50/pkg	Paper, construction, 12x18, blue	2.00
043123	50/pkg	Paper, construction, 12x18, red	2.00
043124	50/pkg	Paper, construction, 12x18, green	2.00
043125	50/pkg	Paper, construction, 12x18, white	2.00
043126	50/pkg	Paper, construction, 12x18, brown	2.00
043127	50/pkg	Paper, construction, 12x18, orange	2.00
043128	50/pkg	Paper, construction, 12x18, yellow	2.00
043130	50/pkg	Paper, construction, 12x18, purple (violet)	2.00
043131	50/pkg	Paper, construction, 12x18, gray	2.00
043138	50/pkg	Paper, construction, 18x24, black	4.00
043681	Ream	Paper, manila, 12x18, 50# buff	8.50
043612	Pad	Paper, pad 11x14, Biefang 234-230 – <b>Delete @ 0</b>	3.25
043622	Pad	Paper, pad 18x24 newsprint 100/pad	6.00
043691	Ream	Paper, sulfite, 12x18, 80# white	17.00
043692	Ream	Paper, sulfite, 18x24", 80# white	35.00
043870	20/pkg	Paper, Art tissue, assorted colors, bleeding 20x30"	2.00
043655	100/pkg	Paper, Watercolor, 90#, 18x24	25.00
043656	50/pkg	Paper, Watercolor, 140#, 22x30	28.00
042608	20/pkg	Paper, Fadeless Assort. 12x18, Pacon 57530	3.00
042610	50/pkg	Paper, Fadeless Black, 12x18, Pacon P6312	2.50
042362	Set	Pastels, drawing chalk, 24/set, Pastellos 1044-24 2"square	5.00
042373	DZ	Pastels, oil, 25/set – Pentel PHN-25 regular size	20.00
021120	72/SLV	Pencil: #2 Mirado 02097 or Dixon Ticonderoga	6.50
042383	Set	Pencil, 12 assorted colors – Crayola 68-4012E	2.00
042384	Set	Pencil, Prismacolor 24 Assorted, Professional 953	18.00
042368	Set	Pencil, Prismacolor 48 Assorted, Professional 955	34.00
042386	240/Pack	Pencils, Watercolor, classpack, 12 colors, B&S 68-4240	40.00
022115	DZ	Pen: Pilot G2-05 Black XFine retractable Gel	11.00
022428	DZ	Pen: Pilot 35346 Precise V7 Fine, Black, Rolling ball	11.00
043300	24/PK	RR Board, 10-colors assorted, 6 ply, 22x28	8.00
043310	24/PK	RR Board, Black 6 ply, 22x28	8.00
043320	24/PK	RR Board, Dark Blue, 6 ply, 22x28	8.00
043330	24/PK	RR Board, Red, 6 ply, 22x28	8.00
043340	24/PK	RR Board, Emerald Green, 6 ply, 22x28	8.00
043350	24/PK	RR Board, Brown, 6 ply, 22x28	8.00
043360	24/PK	RR Board, Lemon Yellow, 6 ply, 22x28	8.00

043370	24/PK	RR Board, Light Blue, 6 ply, 22x28	8.00
043380	24/PK	RR Board, Orange, 6 ply, 22x28	8.00
043390	24/PK	RR Board, Purple, 6 ply, 22x28	8.00
043410	24/PK	RR Board, White, 6 ply, 22x28	8.00
043420	24/PK	RR Board, Magenta, 6 ply, 22x28	8.00
007320	EA	Scissors, 8", LHRH office scissors	2.00
007340	EA	Scissors, 4-5" blunt	0.75
007341	EA	Scissors, 5" student, blunt tip, Crayola 69-3009	1.20
007342	EA	Scissors, 7" student, pointed tip, Fiskars 153530	1.50
043640	6/CS	Sketch book, spiral 8x11, 100 pgs, Elmer 237-117	20.00
009451	EA	Tape, masking ¾" x 60 yds	1.00
009452	EA	Tape, masking 1" x 60 yds	1.00
009453	EA	Tape, masking 1.5" x 60 yds	1.50
042550	DZ	Watercolors w/brush – Prang Dixon 00800, 8 colors	18.50
001979	BX	Wall-mounting tabs: 144/bx, Magic Mounts 3221	2.50

# Material Safety Data Sheets



## KATY ISD MSDS DATA BASE:

Hazcom.url

Katy ISD now has a defined method and location for district material safety data sheets (MSDS). Select the green 'yuck' icon on any computer desktop and it will take you directly to our Material Safety Data Sheets.

All visual art products purchased for classroom use must be entered. Please check this system to insure that the products ordered for your room are currently logged into this database. If the product purchased and received is not in the system, an inventory form must be completed and sent to Fine Arts.

### ACTION NEEDED:

Please use the following Inventory Form to list the products (regardless of the quantity) that are not currently in the system. If a teacher or student will be using this substance, then it is required to be on the form. For example, fixatives, paint, glue, ink, markers, watercolors, crayons, solvents, and glazes are a sampling of the items you may need to list, if the product cannot be located.

### DUE DATE:

Complete an inventory form and return to the Fine Arts Office as new products come in. (Attach the MSDS sheet from the company.)

### DISPOSE of EXCESS:

If you come across products that you do not use, dispose of them safely. When in doubt of proper disposal, contact our office and we will get clarification on the item in question.

### STORAGE:

All products that have been transferred to a secondary container MUST have an appropriate vessel and be clearly labeled. Paints, solvents, glazes or any such item NOT in their original container and NOT clearly marked are to be properly disposed.



Hazcom.url

## Material Safety Data Sheets

[Home](#) | [Products](#) | [Manufacturers](#)

Product Name starts with: [1](#) - [2](#) - [3](#) - [4](#) - [5](#) - [6](#) - [7](#) - [8](#) - [9](#) - [0](#) - [Other](#)  
[A](#) - [B](#) - [C](#) - [D](#) - [E](#) - [F](#) - [G](#) - [H](#) - [I](#) - [J](#) - [K](#) - [L](#) - [M](#) - [N](#) - [O](#) - [P](#) - [Q](#) - [R](#) - [S](#) - [T](#) - [U](#) - [V](#) - [W](#) - [X](#) - [Y](#) - [Z](#)

Product Name:  Contains

Manufacturer Name:  Contains

CAS #:

Sort By:





# Safety and Materials Product Update

## Materials **Not** Used in Katy ISD:

- Bleach
- Rubber Cement
- Permanent Markers not meeting the ACMI conforming status

## Materials to be used only by adults:

- Fixatives
- Spray Paint
- Adhesive Sprays

Wear adequate eye protection and solvent resistant gloves.

Products can cause nasal and respiratory irritation. Do not use with students in the room. And use preferably outside with an appropriate mask and ventilation as vapors can travel in the air duct system to another room on the facility.

## Approved items in our MSDS file:

1. Fixative; Best-Test Super Spray Adhesive  
Union Rubber, Inc.  
Keep in a locked cabinet
2. Adhesive; Sprayway Spray Adhesive  
Sprayway, Inc.  
Keep in a locked cabinet

Remember – you **must** send fine arts any **NEW** MSDS sheets that are not currently in our Katy ISD system (see: green HazCom desktop file)

## Appropriate Labels:

Consider the user when selecting ANY art materials!!!!

The safety labels on the back of this page and the information from Sax on how to obtain a MSDS hard copy for any new products in Katy ISD.

We recommend that you select the following labels:

- ◇ “ACMI” Conforming label- Arts and Creative Materials Institute
- ◇ “PMA” Approved seal – Pencil Makers Association
- ◇ “Non-Toxic” CerMa label- Ceramic Manufacturers Association
- ◇ “Conforms to ASTM D-4236” in agreement with the Hazardous Art Materials Act.

Do not use:

- ◇ “CL” Cautionary Label
- ◇ “Health Caution”

## HEALTH & SAFETY INFORMATION

Consider the user when selecting any art materials. If they will be used in early learning or grade school classes (K-6), or used by handicapped persons who may be unable to read or understand safety labeling, we recommend that you purchase materials which are **certified non-toxic** products. Selection of products with these seals will provide you with safe materials for even the most sensitive group.

Other products which carry the **Cautionary Label** seal, and appropriate cautions for safe use, can safely be used by those persons who are able to read, understand and follow suggested safety precautions for handling those materials. Expressing true creativity frequently requires art materials that cannot be made in a non-hazardous form. Use of such products in a supervised or controlled environment will help ensure personal safety.



Conforms to  
ASTM D-4236



Meets  
Performance  
Standards  
Conforms to  
ASTM D-4236

### AP (NON-TOXIC)

Products bearing the AP Approved Product Seal of The Art & Creative Materials Institute, Inc. (ACMI) are certified in a program of toxicological evaluation by a medical expert to contain no materials in sufficient quantities to be toxic or injurious to humans or to cause acute or chronic health problems. This program is reviewed by ACMI's Toxicological Advisory Board. These products are certified by ACMI to be labeled in accordance with the chronic hazard labeling standard, ASTM D-4236 and Federal law, P.L. 100-695. In addition, there is no physical hazard as defined within 29 CFR Part 1910.1200 (c). Additionally, some products bearing the AP Seal meet the performance standards of material, workmanship, working qualities and color described in the appropriate product standard issued by ACMI or other recognized standards organization.



Meets ASTM  
Standard D-4236



### PMA AND WIMA CERTIFICATION SEALS

Products that are certified by the Pencil Makers Association (PMA) or the Writing Instruments Manufacturer's Association (WIMA) will be identified by a seal. These seals indicate that the products do not contain any materials which cause any acute or chronic health hazard even if ingested in reasonable quantities.



### CERMA NON-TOXIC AND HEALTH LABEL SEALS

Products qualifying to bear the Ceramic Manufacturers Association (CerMA) Non-Toxic Seal have been evaluated by a qualified toxicologist and found to be in compliance with ASTM C-1023 and D-4236 and do not contain any material in sufficient quantities to be toxic or to constitute a chronic health hazard. Products bearing the CerMA Health Label Seal have been found, in the opinion of the toxicologist, to be in compliance with ASTM C-1023 and D-4236 when properly labeled according to ASTM D-4236 with precautionary or chronic warning statements as designated by the toxicologist in the products "Statement of Conformance."



### CAUTIONARY LABEL

Products bearing the Cautionary Label (Cautions Required) Seal of The Art & Creative Materials Institute, Inc. (ACMI) are certified to be properly labeled in a program of toxicological evaluation by a medical expert. This program is reviewed by ACMI's Toxicological Advisory Board. These products are certified by ACMI to be labeled in accordance with the chronic hazardous labeling standard, ASTM D-4236, and Federal law, P.L. 100-695.

Conforms to  
ASTM D-4236

### CONFORMS TO ASTM D-4236

Products that carry this statement are in agreement with the labeling of the Hazardous Art Materials Act. If after a toxicological review the product is found to be non-toxic, then no special precautions need to be included on the label. However, if after a toxicological review the product is found to carry certain chronic health hazards, the information on the label must warn the consumer of those hazards.

### NOTE ON SAFE USE AND MSDS

Material Safety Data Sheets (MSDS) are an important source of product safety information, covering safe handling, first-aid measures, waste disposal, and methods of extinguishing fires if the product is flammable. Workplaces, including schools in some states, may require MSDSs under the right to know laws and will need to maintain a file at place of use and storage.

Some products, such as brushes or an easel, due to their nature, manufacture, or ingredients, do not typically contain toxic materials and therefore do not require an MSDS.

If you experience an adverse reaction to a product, you should first contact your local poison control center or hospital. They are trained to handle emergency situations and have complete records of almost every art material available. Have the product on hand so you can provide information quickly and accurately. After the immediate danger is over, contact the supplier of the material.

Sax Arts & Crafts currently maintains a file of over 2,500 MSDSs. When ordering from Sax you will automatically receive an MSDS with the first shipment of any hazardous product. MSDS for any **non-toxic** product will be provided upon request. We ask that your request be in writing, show product brand, description and the Sax catalog number. Direct your request to the attention of the MSDS Coordinator. We will promptly send the MSDS you need.

Additional info is available from the Art & Creative Materials Institute (ACMI). Contact them directly at (781)293-4100.  
P.O. Box 479, Hanson, MA 02341.  
Web address: [www.acminet.org](http://www.acminet.org)

# Letter Jackets

## Awards Jacket Point Sheet (Visual Art)

Event	Award	Points	Earned	Year	Earned	Year	Earned	Year	Earned	Year
Fort Bend County Fair	Art Auction	5								
HLSR School Art	District Finalist	4								
	Gold/Special Merit	5								
	Best of Show	7								
	Auction Lot #	7								
	Class Champion	7								
	Reserve Grand Champion	12								
	Grand Champion	15								
Scholastic Art & Writing Awards	Regional Honorable Mention	3								
	Regional Silver Key	5								
	Regional Gold Key	7								
	National Silver Key	10								
	National Gold Key	15								
Spring Art Show	Judge's Choice	5								
	Best of Show	7								
VASE	Regional Medal	5								
	Advance to State	7								
	State Medal	15								
YAM State Exhibit	TASA/TASB	7								
	Capitol Show	7								
Other Individual Competition Description:	3rd Place	1								
	2nd Place	2								
	1st Place	3								
	Advance to Region Level	5								
	Advance to State Level	7								
	Advance to National Level	10								
Other Individual Competition Description:	3rd Place	1								
	2nd Place	2								
	1st Place	3								
	Advance to Region Level	5								
	Advance to State Level	7								
	Advance to National Level	10								
Honor Organization Participation	NAHS Member	3								
	NAHS Officer	5								
Art Course Credit Earned	9th Grade	2								
	10th Grade	2								
	11th Grade	2								
	12th Grade	2								
	Advanced Placement (AP)	3								
Sub Totals										

- A total of 15 points is required to qualify for an Awards Jacket, Blanket, or Sweater.
- A student may receive only one major award for combined activities during their four years in high school and no more than one award per year for participation in the same organization.
- Award jackets may not be awarded until the student completes successful participation for a minimum of one full year in a school program.
- A student must not leave the organization for disciplinary reasons.
- A student must not end the one-year period with probationary status.
- A student must receive the recommendation of the respective organization sponsor.

*My signature verifies that all above information is true and accurate:*

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Classification / Year

\_\_\_\_\_  
Total Points Earned

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher Signature

## **Katy ISD Fine Arts: Visual Arts Letter Jacket Instructions**

### **Points**

- A total of 15 points must be earned in order for a student to receive a letter jacket.
- For all competitions and exhibits, points are awarded only for the highest award earned in each category.
- Students will keep track of points earned and submit the Point Sheet to the art teacher.
- The art teacher will verify points and work with the campus lead art teacher to determine which students qualify for a letter jacket.
- The art teacher keeps a hard copy of the qualifying student's Jacket Point Sheet.
- The campus lead art teacher keeps a hard copy of the Visual Art Department APPROVED list and may use it to check off names and add dates as jackets are ordered.

### **Participation**

- Points are earned per year (not per course – with the exception of the Advanced Placement Class Category).
- Students can only count what the student completed in the *PREVIOUS SCHOLASTIC CALENDAR YEAR* in this category. (Do not count current year participation as the current year is not yet completed.) Points are accumulated after completion of the academic school year. This applies to the Honor Organization and Art Course Credit Earned categories. (For example, a student currently in the 10<sup>th</sup> grade may not count Art Course Credit Earned for the 10<sup>th</sup> grade in their total points earned. They may include those points when they become an 11<sup>th</sup> grader.)

### **Important Ordering Information**

- The cost of the jacket and any additional package add-ons is the responsibility of the student and/or parent.
- It takes 8-10 weeks to receive jackets; therefore, orders that are sent in the late spring will be received the following fall.
- Students that qualify for a letter jacket will be sent home a PACKET with detailed information regarding the process from the company.
- The student's name **MUST** be on the company's approval document prior to receiving a letter jacket packet with permission for a fitting. Visual Arts students cannot be fitted for a jacket until the art teacher provides the approved letter jacket list to the campus Fine Arts Department Chair or campus designee collecting qualifying names for fitting approval **PRIOR** to the student's fitting.

# Travel Guidelines

# Travel Guidelines

Obtain permission for trips on your campus through your campus principal. Please allow time at the beginning of the year to discuss school trips for your group. Some preparations take months to get in place and should be started in enough time for the proper paperwork to be completed.

*Special note:* all communication going home regarding trips must meet prior approval of the campus principal BEFORE going home with the students.

- A. Complete - **“Request for Student Trip”** (at least 1 month in advance)
  - a. Obtain permission for the trip
  - b. Once approved, complete the **Field Trip Permission form/English** or **Spanish** to send home and get appropriate signatures.
  - c. For longer events such as the State VASE trip, a student health history form is advised to obtain. (See sample.)
  - d. All Out-of-District Trips must be sent to the Fine Arts Department for approval.

B. **“Request for Student Transportation” (at least 2-3 weeks in advance)**

A request for transportation must be completed through the campus office using the T.O.M. system.

Katy ISD policy states that all students must ride to/from school activities/ events on Katy ISD provided transportation.

Times—Katy ISD buses only come from 8:30 am with a return of no later than 2:00 pm in order to run their usual routes.

IMPORTANT—make sure the number of students and adults is accurate and not just combined in on total. (note: 83 passenger bus for elementary is 3 to a seat)

C. Students Return Trip and Extenuating Circumstance Travel Forms

- a. Students may, on occasion, return from a school sponsored trip with a parent. In this case, written document must be secured in advance from the parent/guardian.
- b. Release to Parents:  
Use the district form: **“Request for Post-Activity Student Release”**
- c. For extenuating circumstances where a student has a conflict between two school-sponsored activities occurring on the same day, the parent may submit a written request to obtain alternate transportation from the first activity to the second activity.
- d. Permission form needed for the approval of alternate travel:  
**“Permission for Student/Parent-Provided Transportation”**

D. When leaving the school campus for a trip, please notify:

- Attendance Office
- Cafeteria (lunch count changes)
- Specialist team (library, physical education, music)
- Special Education
- Nurse



## School-approved Vehicles

A District owned school bus, or District approved chartered carrier may be used for the transport of students for school business or school activity travel. A contracted passenger vehicle may be used if driven by a Katy ISD employee.

A. Teacher's vehicles – at no time shall a teacher transport a student in their personal vehicle.

B. Vans – the District prohibits the use, rental, lease, loan, or purchase of vans designed to carry ten (10) to eighteen (18) passengers (referred to as “commuter” vans).

C. Parent Pick-Up

- Upon extenuating circumstances, a student may be released to a parent or legal guardian with a signed permission slip at the CONCLUSION of the activity.
- The signed permission slip must be obtained with prior approval for the student going home with the school principal. (We do not have a district permission slip for the release of students. Include: student name, date, event/time of release, parent information, signature of parent and principal.) Teachers: keep an accurate record of who has ‘signed out’ at these events.

## Safety

When your student group is traveling by school bus, the following safety precautions should be observed:

For trips exceeding the 75 mile radius, a school administrator will accompany the group.

1. All students should board and depart bus using only the front access door. Do not allow any students to use the back/side emergency exit door for general access. These doors are for emergency use only, and are not equipped with a step entry to allow for a safe entry/exit.
2. Rear/side emergency doors may be used to load large equipment/instruments, which must be transported inside the bus. Adult supervision should be present at all times to insure safety of students and instruments while loading and unloading.
3. Assign adult chaperones to supervise students in compliance with all district bus rules.
4. Please check around the bus for items, which may have inadvertently been “dropped” or “knocked” under the bus or in the line of movement for the bus.
5. Take a first aid kit and all medications along with each student's permission form/health record in a central location. (Note: for long trips, it is advised to take a nurse along with your group.)
6. Contact numbers – take multiple contact numbers for student emergencies; these are listed on the copy of the student enrollment card.
7. Parents NOT assigned to Chaperone – MUST travel in their own vehicles behind the bus if attending the event.
8. Please inform your students/parents/chaperones of these safety issues.

## **Katy ISD Medical Forms and Procedures**

\*Every teacher must receive annual training from their campus nurse PRIOR to administering medication on student trips. (The nurse will have you sign the appropriate completion form.)

- A. Discuss- Forms needed from the students. How to keep the form and medication.
- B. Review- Safety Kits- what teachers can or cannot contain and distribute.
- C. Keep accurate records on the [Medication Administration Master Schedule](#)
- D. Take a [Medication Incident Report](#) with you.

## **MEDICATION ADMINISTRATION BY SCHOOL PERSONNEL FOR OFF-CAMPUS ACTIVITIES**

In order to protect the health and safety of the students in Katy ISD, the following medication administration guidelines are to be followed when a student needs to receive medication beyond the normal school day or on overnight trips. School district personnel will be trained to administer the medication to students.

**See your campus nurse for correct forms and information pertaining to the administration of medication.**

# Employee Travel

## Process

Discuss with the campus principal prior to registering for TAEA or an out-of-district convention/workshop permission for an absence, possible funding through the campus or PTA/PTO funds. Each campus handles this situation differently and will advise music teachers on their approvals and processes.

### Professional Learning Credit Reminder

When attending any professional growth convention, workshop, or conference always obtain proof of attendance and secure proof of sessions attended. (At TAEA there is usually a form to collect for recording purposes.) You will need these documents to submit hours to the designated out-of-district staff development coordinator.

Teachers that will receive financial assistance must complete a [Request for School Business Leave Form](#) (see sample) prior to departure or used a copy of the [AESOP](#) approved absence request for school business. The business office will not reimburse employee expenses for travel without a reason for absence attached.

When lodging is required for an overnight trip, the hotel will require a [Texas Hotel Occupancy Tax Exemption Certificate](#) (see sample).

After returning, employees receiving funding must complete an [Employee Self Service Reimbursement Request](#) (see fine arts directions).

Check with your financial secretary on each campus regarding the preferred campus reimbursement procedures. The Fine Arts Department employee reimbursement procedures are as follows:

(TO BE UPLOADED)

## Conventions

Approved travel to conventions such as TBA/TCDA/TODA will be reimbursed up to \$285.00. To request reimbursement you will need to file a claim via Employee Self Service (ESS). Once you have saved your claim, forward the claim number and original receipts to the Fine Arts finance clerk. Claims should be entered within 5 days of your return. [Click here for complete instructions on how to enter a claim](#). Helpful hints for filing an Employee Expense Reimbursement Claim for convention attendance are listed below:


1. **If expenses total less than \$285.00** - Enter a new claim. When you enter “expense details” make sure you enter a new line for each receipt. Additionally, ensure you select the correct “expense type” from the drop down dialog box for each expense line. After completing and saving claim, send claim number and receipts to the Fine Arts Financial Clerk.
  
2. **To request the maximum amount allowable** - Enter a new claim, at the “expense details” section, choose ‘MISC TRAVEL EXP’ from the “expense-type” drop down dialog box. Enter 1 @ \$ 285.00. Enter the name of your convention on the line next to your expense. After completing and saving claim, send claim number and receipts to Dea Comeaux, Fine Arts Financial Clerk.
  - A. Taxes - Texas State Occupancy tax on your hotel room is not a reimbursable. Present the [Hotel Tax Exempt Form](#) to the hotel desk upon check-in to avoid this charge.
  
  - B. Registration fees - To claim reimbursement for registrations fees make sure you select “Registration” from the drop down dialog box in the expense type section of the claim and input the appropriate amount. Your badge is proof of attendance at the conference and a copy must be submitted with your claim to receive reimbursement.
  
  - C. Mileage Reimbursement - When claiming mileage use the [Katy ISD mileage calculator](#). When filing out a claim, in the upper right hand corner under your name there is a section called “resources.” If you select that option you will have access to the reference documents for mileage (charts and mileage calculator) and other travel items. Please note: All distances are measured from the ESC to the location listed. If you need to claim mileage from a different starting point, or to a location not included in the calculator or chart available in the ESS website, you will need to use MapQuest or a similar program to show the actual distance traveled. Any supporting documentation must submitted to the Fine Arts finance clerk.

# Texas Hotel Occupancy Tax Exemption Certificate

Provide completed certificate to hotel to claim exemption from hotel tax. Hotel operators should request a photo ID, business card or other document to verify a guest's affiliation with the exempt entity. Employees of exempt entities traveling on official business can pay in any manner. For non-employees to be exempt, the exempt entity must provide a completed certificate and pay the hotel with its funds (e.g., exempt entity check, credit card or direct billing). This certificate does not need a number to be valid.

Name of exempt entity	Exempt entity status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number)	
City, State, ZIP code	

**Guest certification:** I declare that I am an occupant of this hotel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct. I further understand that it is a criminal offense to issue an exemption certificate to a hotel that I know will be used in a manner that does not qualify for the exemptions found in the hotel occupancy tax and other laws. The offense may range from a Class C misdemeanor to a felony of the second degree.

Guest name (Type or print)	Hotel name
Guest signature 	Date

## Exemption claimed

Check the box for the exemption claimed. See Rule 3.161: Definitions, Exemptions, and Exemption Certificate.

- United States Federal Agencies or Foreign Diplomats.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.
- Texas State Government Officials and Employees.** (An individual must present a Hotel Tax Exemption Photo ID Card). Details of this exemption category are on back of form. This limited category is exempt from state and local hotel tax. Note: State agencies and city, county or other local government entities and officials or employees are not exempt from state or local hotel tax, even when traveling on official business.
- Charitable Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Educational Entities.** Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Religious Entities.** (Comptroller-issued letter of exemption required.) Details of this exemption category are on back of form. This category is exempt from state hotel tax, but not local hotel tax.
- Exempt by Other Federal or State Law.** Details of this exemption category are on back of form. This category is exempt from state and local hotel tax.

**Permanent Resident Exemption (30 consecutive days):** An exemption certificate is not required for the permanent resident exemption. A permanent resident is exempt the day the guest has given written notice or reserves a room for at least 30 consecutive days and the guest stays for 30 consecutive days, beginning on the reservation date. Otherwise, a permanent resident is exempt on the 31st consecutive day of the stay and is not entitled to a tax refund on the first 30 days. Any interruption in the resident's right to occupy a room voids the exemption. A permanent resident is exempt from state and local hotel tax.

Hotels should keep all records, including completed exemption certificates, for four years.

**Do NOT send this form to the Comptroller of Public Accounts.**

Copyright

## Copyright as it Applies to the Art Classroom

- **How Do I Locate Answers to Visual Art Copyright Questions?**
  - A. [Best Practices Guide to Copyright Law for Educators](#)
  
  - B. Online Resources for visual art copyright and frequently asked questions
    - Copyright Art Issues, compiled by Christine L. Sundt:  
<http://darkwing.uoregon.edu/~csundt/copyweb/>
    - OSLA ARTS & LAW:  
<http://www.artslaw.org/>
    - Using Public Domain Images: "Teacher Tap"  
<http://eduscapes.com/tap/topic98.htm>
  
  - C. Books dedicated to answering complex copyright questions
    - a. [Copyright Law for Librarians and Educators, Kenneth Crews, 2005.](#)
    - b. [How to Use Images Legally, Scott Tambert, 2006.](#)
  
  - D. Katy ISD Board Policy: Katy ISD 101914
    - [Instructional Resources Copyrighted Material](#)  
(EFE Legal)

# Directories



### Assistant Superintendents for Elementary School Leadership and Support

<b>Dr. Carlson-Scruggs - Elementary</b> <b>Cindy Burnham 281.396.7728</b> <b>Anita Kotellos 281.396.2025</b>	<b>Dr. Vonda Washington - Elementary</b> <b>Cindy Burnham 281.396.7728</b> <b>Anita Kotellos 281.396.2025</b>
Bryant Elementary-BES-142-Ashley Pierce	Bear Creek Elementary-BCE-106-Stephanie McElroy
Cimarron Elementary-CE-107-Lindsey Chase	Bethke Elementary-CBE-141-Kara Morgan
Exley Elementary-JEE-124-Thea Wofford	Campbell Elementary-ACE-143-Jaime Shipley
Franz Elementary-FES-126-Yvette Sylvan	Davidson Elementary-KDE-138-Jessie Miller
Hutsell Elementary-HE-105-Margie Blount	Holland Elementary-BHE-131-Linnea Griffith
Katy Elementary-KE-102-Beth Grimet	Leonard Elementary-OLE-144-Stephanie Vaughan
King Elementary-RKE-120-Tammi Wilhelm	McRoberts Elementary-PME-116-Kelly Stroud
McElwain Elementary-PMCE-145 Euberta Lucas	Randolph Elementary-JRE-139-Michelle Gaskamp
Memorial Parkway Elementary-MPE-104-Norma Martinez	Rhoads Elementary-RES-125-Tim Wolff
Morton Ranch Elementary-MRE-130-Deb Hubble	Schmalz Elementary-SES-121-Charlotte Gilder
Robertson Elementary-SERE-146-Martha Pulido	Shafer Elementary-FPSE-137-Shannon Smith
Rylander Elementary-RRE-123-Tanya Heard	Stanley Elementary-SSE-132-Rebecca Wingfield
Sundown Elementary-SE-110-Kari Torres	Wilson Elementary-TWE-133-Shae Harwell
West Memorial Elementary-WME-103-Becky Marron	Wolfe Elementary-WE-101-Anna Hinojosa
Williams Elementary-JWE-118-Jason Brown	Elementary #45-147-TBD
Winborn Elementary-DWE-108-Lisa Frison	Elementary #46-148-TBD
<b>Mr. Rahsan Smith - Elementary</b> <b>Anita Kotellos 281.396.2025</b> <b>Cindy Burnham 281.396.7728</b>	<b>Mr. Rahsan Smith - Elementary</b> <b>Anita Kotellos 281.396.2025</b> <b>Cindy Burnham 281.396.7728</b>
Alexander Elementary-RAE-117-Charmaine Hobin	Kilpatrick Elementary-OKE-122-Malynn Rodriguez
Creech Elementary-SCE-119-Sally Gupton	Mayde Creek Elementary-MCE-111-Felicia Sheedy
Fielder Elementary-FE-114-Marc Kampwerth	Nottingham Country Elementary-NCE-109-Tracy Stroud
Golbow Elementary-GE-113-Jessica Hale	Pattison Elementary-PE-112-Debbie Barker
Griffin Elementary-MGE-127-Jacki Keithan	Stephens Elementary-USE-128-Michael Schwartz
Hayes Elementary-JHE-115-Heather Mulcahy	Wolman Elementary-RJWE-134-Kelly Ricks
Jenks Elementary-MJE-140-Troy Kemp	Woodcreek Elementary-WCE-129-Ronnie Mosher

### Assistant Superintendents for Secondary School Leadership and Support

<b>Dr. Emily Craig - Secondary</b> <b>Joy Thumann 281.396.7823</b>	<b>Mr. Chris Morgan - Secondary</b> <b>Joy Thumann 281.396.7823</b>
Jordan HS - JHS - 014 - Ethan Crowell	Cinco Ranch HS - 007 - Kaye Williams
Mayde Creek HS - MCHS - 005 - Gina Cobb	Katy HS - KHS - 001 - Rick Hull
Morton Ranch HS - MRHS - 009 - Julie Hinson	Paetow HS - PHS - 013 - Mindy Dickerson
Taylor HS - THS - 002 - Melinda Stone	Seven Lakes HS - SLHS - 010 - Kerri Finnesand
Tompkins HS - OTHS - 012 - Mark Grisdale	Raines Academy - MRA - 011 - Richard Merriman
Robert R. Shaw Center - RSC - 854 - Steve Adams	Miller Career & Technology Center-MCTC-004-Kelley Kirila
Opportunity Awareness Center-OAC-003-Janelle Coleman	
<b>Junior Highs</b>	<b>Junior Highs</b>
Adams JH - AJH - 056 - Elisabeth Brodt	Beckendorff JH - BDJH - 050 - Paul Moussavi
Cardiff JH - CJH - 051 - Scott Rounds	Beck JH - BJH - 046 - Leah Radloff
Katy JH - KJH - 041 - Carrie Lowery	Cinco Ranch JH - CRJH - 048 - Mona Salinas
Mayde Creek JH - MCJH - 043 - Amanda Weaver	Haskett JH - HJH - David Paz
McDonald JH - MDJH - 045 - Carrie Caruso	Memorial Parkway JH - MPJH - 044 - Greg Kraus
McMeans JH - MMJH - 047 - Steve Guzzetta	Seven Lakes JH - SLJH - 053 - Kristin Harper
Morton Ranch JH - MRJH - 049 - Fred Black	Stockdick JH - SJH - 055 - Ann Lalime
Tays JH - TJH - 054 - Kris Mitzner	West Memorial JH - WMJH - 042 - Todd Knobbe
	WoodCreek JH - WCJH - 052 - Andrew Lowry

KATY INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES  
2022-2023 SCHOOL YEAR

**Victor Perez, Member**  
**Position #1**  
P.O. Box 159  
Katy, TX 77492-0159  
281-396-2306  
[victorperez@katyisd.org](mailto:victorperez@katyisd.org)

**Greg Schulte, President**  
**Position #5**  
P.O. Box 159  
Katy, TX 77492-0159  
281-396-2306  
[gregschulte@katyisd.org](mailto:gregschulte@katyisd.org)

**Lance Redmon, Vice President**  
**Position #2**  
P.O. Box 159  
Katy, TX 77492-0159  
281-396-2306  
[lanceredmon@katyisd.org](mailto:lanceredmon@katyisd.org)

**Rebecca Fox, Member**  
**Position #6**  
P.O. Box 159  
Katy, TX 77492-0159  
281-396-2306  
[rebeccafox@katyisd.org](mailto:rebeccafox@katyisd.org)

**Ashley Vann, Secretary**  
**Position #3**  
P.O. Box 159  
Katy, TX 77492-0159  
281-396-2306  
[ashleyvann@katyisd.org](mailto:ashleyvann@katyisd.org)

**Dawn Champagne, Member**  
**Position #7**  
P.O. Box 159  
Katy, TX 77492-0159  
281-396-2306  
[dawnchampagne@katyisd.org](mailto:dawnchampagne@katyisd.org)

**Leah Wilson, Member**  
**Position #4**  
P.O. Box 159  
Katy, TX 77492-0159  
281-396-2306  
[leahwilson@katyisd.org](mailto:leahwilson@katyisd.org)



## 2022-23 Elementary Staffing

Campus/Principal	Art Teacher		Music Teacher		Art Staff	Music Staff	Total units	Start Time
<b>Alexander Elementary 237-7100 (Dr. Charmaine Hobin)</b>					1	2	3	7:50 AM
RAE - 117	Michelle Zhou	237-7174	Jonathan Langan	237-7179				
			Alyssa Plumb	237-7161				
<b>Bear Creek Elementary 237-5600 (Stephanie McElroy)</b>					1	1	2	8:10 AM
BCE - 106	Helen Berns		Rhonda Munoz	237-5694				
<b>Bethke Elementary 234-4200 (Kara Morgan)</b>					2	3	5	8:10 AM
CBE - 141	Cory Burton	234-4163	Laurel Bowersox	237-9349				
	Amber Lockman	234-4151	Matthew Solis	234-4246				
			Lillian Unger					
<b>Bryant Elementary 234-4300 (Ashley Pierce)</b>					2	2	4	8:10 AM
BES - 142	Daniela Arana	234-4411	Christine Marrs	234-4414				
	Shanna Teuton	234-4410	Jenny Mauterstock	234-4412				
<b>Campbell Elementary 234-4500 (Jaime Shipley)</b>					2	3	5	7:50 AM
ACE - 143	Jaime Marker	234-4411	Michael Marker	237-7179				
	Brandy Burke	234-4498	Abigail Ayala					
			(T) Jason Ritchie	234-4544				
<b>Cimarron Elementary 237-6900 (Lindsey Chase)</b>					1	1	2	7:50 AM
CE - 107	Brett Hollis	237-6984	Anastasia Kovar	237-6953				
	Karen Saur (LTS)							
<b>Creech Elementary 237-8850 (Sally Gupton)</b>					2	1	3	8:30 AM
SCE - 119	Janice Kilgore	237-8896	David Wallace	237-8949				
	Lisa Weeks	237-8952						
<b>Davidson Elementary 234-2500 (Jessie Miller)</b>					2	2	4	8:30 AM
KDE - 138	Rachel Fortenberry	234-2614	Suzie Calarco	234-2615				
	Vanina Orendorff	234-2613	Jessica Garcia	234-2616				
<b>Exley Elementary 237-8400 (Thea Wofford)</b>					2	2	4	8:10 AM
JEE - 124	Cindy Ruzicka	237-8480	"Tina" Sool Choi	237-8482				
	Jamie Gorman	237-8441	Kristi Blair	237-8483				
<b>Fielder Elementary 237-6450 (Marc Kampwerth)</b>					1	2	3	8:10 AM
FE - 114	Mary Florian	237-4735	Megan Goodlett	237-4756				
			Bart Plumb	237-4761				
<b>Franz Elementary 237-8600 (Dr. Yvette Sylvan)</b>					1	2	3	8:10 AM
FES - 126	Manal Fahmy (LTS)	237-8980	(T) Andrea Montano	237-5532				
			Linda McGowan	237-8683				
<b>Golbow Elementary 237-5350 (Jessica Hale)</b>					2	1	3	8:10 AM
GE - 113	Katherine Morris	237-5363	Hannah Mitchell	237-4339				
	Martin Robles	237-4396						
<b>Griffin Elementary 237-8700 (Jacki Keithan)</b>					1	1	2	8:10 AM
MGE - 127	Brenda Haegner	237-8784	Cynthia Brodt	237-8786				
<b>Hayes Elementary 237-3200 (Heather Mulcahy)</b>					1	1	2	7:50 AM
JHE - 115	Abby Shepherd	234-1797	Kimberly Peterson	237-3268				
<b>Holland Elementary 234-0500 (Linnea Griffith)</b>					2	1	3	8:10 AM
BHE - 131	Lina Holbert	234-0585	Melissa Talton	234-0496				
	Judy Rounds	234-0493						

## 2022-23 Elementary Staffing

Campus/Principal	Art Teacher		Music Teacher		Art Staff	Music Staff	Total units	Start Time
<b>Hutsell Elementary 237-6500 (Dr. Margie Blount)</b>					1	2	3	7:50 AM
HE -105	Maria Devincentis	237-6529	Ho-Ling Chen	237-9926				
			Cindy Locke	237-6529				
<b>Jenks Elementary 234-4100 (Troy Kemp)</b>					2	3	5	8:30 AM
MJE - 140	<b>Katharine Piediscalzi</b>	237-7266	Mary White	234-4017				
	Nina Tu	237-4562	Debra Herrera	234-4017				
	<b>Laura Lawandy (LTS)</b>		<b>Aubrey Harston</b>	234-4018				
<b>Katy Elementary 237-6550 (Beth Grimet)</b>					1	1	2	8:10 AM
KE - 102	Jennifer Mabray	237-1244	(T) Christen Jones					
<b>Kilpatrick Elementary 237-7600 (Malynn Rodriguez)</b>					2	2	4	8:30 AM
OKE -122	<b>David Vollmer</b>	237-7664	Caroline Reedy	237-7667				
	<b>Michelle Wasserman</b>		Jessica Guest	237-7669				
<b>King Elementary 237-6850 (Tammi Wilhelm)</b>					2	1	3	8:30 AM
RKE - 120	Daniela Aguilar	237-9347	Kathy Chervnsik	237-7669				
	Amanda Melchor	237-9342						
<b>Leonard Elementary 234-4600 (Stephanie Vaughan)</b>					3	2	5	8:30 AM
OLE - 144	<b>Vanessa Krahmer</b>	234-4618	<b>Thomas Minuto</b>					
	Megan Jones	234-4708	Elizabeth Brown	234-4710				
	<b>Erin Clark</b>	234-4723						
<b>Mayde Creek Elementary 237-3950 (Felicia Sheedy)</b>					1	2	3	8:10 AM
MCE - 111	Kayla Haynes	237-4195	Rhea Marsh	237-3972				
			Angela Chappell	237-4191				
<b>McElwain Elementary 234-4800 (Euberta Lucas)</b>					3	2	5	8:10 AM
PMCE	Stacie Feazel	234-4019	Mollie McInnis	234-4829				
	Steven Whaley		Nicole Matthys	234-4880				
	<b>Rosa Metsa</b>							
<b>McRoberts Elementary 237-2000 (Kelly Stroud)</b>					1	1	2	7:50 AM
PME - 116	Renee Turley	237-2050	Christy Chiriboga	237-2048				
<b>Memorial Parkway Elementary 237-5850 (Norma Veguilla-Martinez)</b>					2	1	3	7:50 AM
MPE - 104	Pedro Castro-Ramirez	237-4662	(T) Jose Sanchez	237-4339				
	<b>Shantau Fellows</b>	237-5474						
<b>Morton Ranch Elementary 234-0300 (Deb Hubble)</b>					2	2	4	8:10 AM
MRE - 130	<b>Caresse Van Pelt</b>		(T) Rebecca Osawa	237-8581				
	Victoria Menke		Laura Miller	234-0378				
<b>Nottingham Country Elementary 237-5500 (Tracy Stroud)</b>					2	1	3	8:10 AM
NCE - 109	Michael Ho	237-5568	<b>Andrew McGee</b>	237-5532				
	<b>Jennifer Guillot</b>	237-5524						
<b>Pattison Elementary 237-5450 (Debra Barker)</b>					2	2	4	8:30 AM
PE - 112	Valerie Maggitti	237-5493	Erinne Johnson	237-5491				
	(T) Lee Alexander	237-5483	"Jean" Chih Lee-Baker	237-4436				
<b>Randolph Elementary 234-3800 (Michelle Gaskamp)</b>					2	2	4	8:10 AM
JRE-137	Kimberly Vogt	234-3850	Jennifer Chitmon	234-3849				
	Samchhay Ma	237-5768	Anna Villanueva	234-3848				
<b>Rhoads Elementary 237-8500 (Timothy Wolff)</b>					1	1	2	7:50 AM
RES - 125	Kristy Shoaf	237-8580	Margaret Palmer	237-8581				



## 2022-23 Elementary Staffing

Campus/Principal	Art Teacher		Music Teacher		Art Staff	Music Staff	Total units	Start Time
<b>Robertson Elementary (Martha Pulido)</b>					1	1	2	8:30 AM
	<b>Tonya LeClair</b>		<b>Kaundria Gay</b>					
<b>Rylander Elementary 237-8300 (Tanya Heard)</b>					2	2	4	7:50 AM
RRE - 123	Scott Burris	237-8364	Shaun Cherwink	237-8365				
	Jason Maggitti	237-8300	Megan Kessler	237-8128				
<b>Schmalz Elementary 237-4500 (Charlotte Gilder)</b>					3	2	5	8:30 AM
SES - 121	<b>Rachel Tagliere</b>		Audrey Caka	237-4600				
	Stacey Palomarez	237-4562	Linda Thrower	237-4609				
	<b>Erika Vazquez Aleman</b>							
<b>Shafer Elementary 234-1900 (Shannon Smith)</b>					2	2	4	8:10 AM
FPSE - 137	Julie Barentine	234-1958	Nicoletta Singer	234-1960				
	Shelby Nolte	234-1959	Melanie Braddy	234-1961				
<b>Stanley Elementary 234-1400 (Rebecca Wingfield)</b>					2	1	3	8:10 AM
SSE - 132	Kathy Green	234-1469	Christy Tschauner	234-1471				
	Jennifer Shortt	234-1477						
<b>Stephens Elementary 234-0200 (Michael Schwartz)</b>					1	1	2	8:30 AM
USE - 128	Mary Katherine Brightwell	234-0170	Mary Manceaux	234-0155				
<b>Sundown Elementary 237-5400 (Dr. Kari Nelson Torres)</b>					1	1	2	7:50 AM
SE - 110	Karen Phillips	237-5743	Nancy Bransom	237-5773				
<b>West Memorial Elementary 237-6600 (Rebecca Marron)</b>					2	1	3	8:10 AM
WME - 103	<b>OPEN</b>		<b>Annie Bills</b>					
	Virginia Albert							
<b>Williams Elementary 237-7200 (Jason Brown)</b>					1	2	3	8:10 AM
JWE - 118	<b>Dawn Kress</b>	237-8453	Jennifer Patterson	237-8582				
			<b>(T) Paul Cimini</b>	234-0377				
<b>Wilson Elementary 234-1600 (Shae Harwell)</b>					2	2	4	8:10 AM
TWE - 133	Nicole Murphy	234-1565	Alex Perez	234-1674				
	Amie Shorter	234-1647	Brooke Yubaile	234-1649				
<b>Winborn Elementary 237-6650 (Lisa Frison)</b>					1	1	2	7:50 AM
DWE - 108	Clinton Orsak	237-9748	<b>Marissa Torres</b>					
<b>Wolfe Elementary 237-2250 (Anna Hinojosa)</b>					1	1	2	8:10 AM
WE - 101	Ellen Espitia	237-2146	Heather Parker	237-2149				
<b>Wolman Elementary 234-1700 (Kelly Ricks)</b>					1	2	3	8:30 AM
RJWE - 134	Ashley Bullard	234-1796	Emily Lucas	234-1799				
			<b>Gabrielle McCullough</b>	234-1822				
<b>Woodcreek Elementary 234-0100 (Ronnie Mosher)</b>					2	3	5	7:50 AM
WCE - 129	Sherry Doll	234-0046	Christy Bailey	234-0048				
	Hugo Esparza	234-0047	Bonnie McSpadden	234-0050				
			<b>Sarah Bond</b>					

72    72    144



*Property of Katy ISD Fine Arts Department*