

**2023 - 2024**



**STUDENT  
HANDBOOK**

**Katy Independent School District**  
6301 S Stadium Lane. • Katy, TX 77494  
281.396.6000 • [www.KatyISD.org](http://www.KatyISD.org)

**2023-2024 KATY ISD STUDENT HANDBOOK**

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the district, as the contents now appear in the handbook or may be amended in the future.

**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 VISION**

Be the legacy.

**2023-2024 BOARD OF TRUSTEES**

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Educational opportunities are offered by the Katy Independent School District without regard to race, color, religion, national origin, sex, or disability. The Katy ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing access to benefits of the Americans with Disabilities Act. The Executive Director of Special Education has been designated as coordinator to educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX; Section 504 of the Rehabilitation Act; Title II of the Americans with Disabilities Act (ADA) and Title II coordinator for compliance with these legal requirements. Page Break



**2023-2024**

# **Student Handbook**

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# Katy ISD Schools & Facilities 2023-2024

## Elementary Schools

**(RAE) Roosevelt Alexander Elementary**  
6161 S. Fry Rd. • Katy 77494  
Call: 281-237-7100

**(BCE) Bear Creek Elementary**  
4815 Hickory Downs Dr. • Houston 77084  
Call: 281-237-5600

**(CBE) Catherine Bethke Elementary**  
4535 E. Ventana Pkwy. • Katy 77493  
Call: 281-234-4200

**(BES) Robert & Felice Bryant Elementary**  
29801 Kingsland Blvd. • Brookshire 77423  
Call: 281-234-4300

**(ACE) Amy Campbell Elementary**  
3701 Cross Creek Bend Ln. • Fulshear 77441  
Call: 281-234-4500

**(CE) Cimarron Elementary**  
1100 S. Peek Rd. • Katy 77450  
Call: 281-237-6900

**(SCE) Sue Creech Elementary**  
5905 S. Mason Rd. • Katy 77450  
Call: 281-237-8850

**(KDE) James & Keiko Davidson Elementary**  
26906 Pine Mill Ranch Dr. • Katy 77494  
Call: 281-234-2500

**(JEE) Jo Ella Exley Elementary**  
21800 Westheimer Pkwy. • Katy 77450  
Call: 281-237-8400

**(RCFE) Russell & Cindie Faldyn Elementary**  
25615 Clay Rd. • Katy 77493  
Call: 281-234-2900

**(FE) Edna Mae Fielder Elementary**  
2100 Greenway Village Dr. • Katy 77494  
Call: 281-237-6450

**(FES) Franz Elementary**  
2751 Westgreen Blvd. • Katy 77449  
Call: 281-237-8600

**(GE) Loraine T. Golbow Elementary**  
3535 Lakes of Bridgewater Dr. • Katy 77449  
Call: 281-237-5350

**(MGE) Michael L. Griffin Elementary**  
7800 S. Fry Rd. • Katy 77494  
Call: 281-237-8700

**(JHE) Jeanette Hayes Elementary**  
21203 Park Timbers Ln. • Katy 77450  
Call: 281-237-3200

**(BHE) Bonnie Holland Elementary**  
23720 Seven Meadows Pkwy. • Katy 77494  
Call: 281-234-0500

**(HE) Zelma Hutsell Elementary**  
5360 Franz Rd. • Katy 77493  
Call: 281-237-6500

**(MJE) MayDell Jenks Elementary**  
27602 Westridge Creek Ln. • Katy 77494  
Call: 281-234-4100

**(KE) Katy Elementary**  
5726 George Bush Dr. • Katy 77493  
Call: 281-237-6550

**(OKE) Odessa Kilpatrick Elementary**  
26100 Cinco Ranch Blvd. • Katy 77494  
Call: 281-237-7600

**(RKE) Robert E. King Elementary**  
1901 Charlton House Ln. • Katy 77493  
Call: 281-237-6850

**(OLE) Olga Leonard Elementary**  
2602 Winchester Ranch Trl. • Katy 77493  
Call: 281-234-4600

**(MCE) Mayde Creek Elementary**  
2698 Greenhouse Rd. • Houston 77084  
Call: 281-237-3950

**(PMCE) Peter H. McElwain Elementary**  
6631 Greenwood Orchard Dr. • Katy 77493  
Call: 281-234-4800

**(PME) Polly Ann McRoberts Elementary**  
3535 N. Fry Rd. • Katy 77449  
Call: 281-237-2000

**(MPE) Memorial Parkway Elementary**  
21603 Park Tree Ln. • Katy 77450  
Call: 281-237-5850

**(MRE) Morton Ranch Elementary**  
2502 N. Mason Rd. • Katy 77449  
Call: 281-234-0300

**(NCE) Nottingham Country Elementary**  
20500 Kingsland Blvd. • Katy 77450  
Call: 281-237-5500

**(PE) Hazel S. Pattison Elementary**  
19910 Stonelodge Dr. • Katy 77450  
Call: 281-237-5450

**(JRE) James E. Randolph Elementary**  
5303 Flewellen Oaks Ln. • Fulshear 77441  
Call: 281-234-3800

**(RES) Jack & Sharon Rhoads Elementary**  
19711 Clay Rd. • Katy 77449  
Call: 281-237-8500

**(SERE) Steve & Elaine Robertson Elementary**  
7400 Innovation Dr. • Katy 77493  
Call: 281-234-5900

**(RRE) Roberta Wright Rylander Elementary**  
24831 Westheimer Pkwy. • Katy 77494  
Call: 281-237-8300

**(SES) Jean & Betty Schmalz Elementary**  
18605 Green Land Way • Houston 77084  
Call: 281-237-4500

**(FPSE) Fred & Patti Shafer Elementary**  
5150 Ranch Point Dr. • Katy 77494  
Call: 281-234-1900

**(SSE) Stan C. & Patsy Stanley Elementary**  
26633 Cinco Terrace Dr. • Katy 77494  
Call: 281-234-1400

**(USE) Ursula Stephens Elementary**  
2715 N. Fry Rd. • Katy 77449  
Call: 281-234-0200

**(SE) Sundown Elementary**  
20100 Saums Rd. • Katy 77449  
Call: 281-237-5400

**(WME) West Memorial Elementary**  
22605 Provincial Blvd. • Katy 77450  
Call: 281-237-6600

**(JWE) James Williams Elementary**  
3900 S. Peek Rd. • Katy 77450  
Call: 281-237-7200

**(TWE) Tom Wilson Elementary**  
5200 Falcon Landing Blvd. • Katy 77494  
Call: 281-234-1600

**(DWE) Diane Winborn Elementary**  
22555 Prince George Ln. • Katy 77449  
Call: 281-237-6650

**(WE) Maurice L. Wolfe Elementary**  
502 Addicks-Howell Rd. • Houston 77079  
Call: 281-237-2250

**(RJWE) Ray & Jamie Wolman Elementary**  
28727 N. Firethorne Rd. • Katy 77494  
Call: 281-234-1700

**(WCE) WoodCreek Elementary**  
1155 WoodCreek Bend Ln. • Katy 77494  
Call: 281-234-0100

**(YES) David & Terri Youngblood Elementary**  
25600 Longenbaugh Rd. • Katy 77493  
Call: 281-234-6200



# Katy ISD Schools & Facilities 2023-2024

## High Schools

### (CRHS) Cinco Ranch High School

23440 Cinco Ranch Blvd. • Katy 77494  
Call: 281-237-7000

#### 9th Grade Center

Call: 281-237-7090

### (JHS) Jordan High School

27500 Fulshear Bend Dr. • Fulshear 77441  
Call: 281-234-9000

### (KHS) Katy High School

6331 Highway Blvd. • Katy 77494

Call: 281-237-6700

#### 9th Grade Center

Call: 281-237-6750

### (MCHS) Mayde Creek High School

19202 Groeschke Rd. • Houston 77084

Call: 281-237-3000

#### 9th Grade Center

Call: 281-237-3090

### (MRHS) Morton Ranch High School

21000 Franz Rd. • Katy 77449

Call: 281-237-7800

#### 9th Grade Center

Call: 281-237-7800

### (PHS) Patricia E. Paetow High School

23111 Stockdick School Rd. • Katy 77493

Call: 281-234-4900

### (SLHS) Seven Lakes High School

9251 S. Fry Rd. • Katy 77494

Call: 281-237-2800

#### 9th Grade Center

Call: 281-237-2950

### (THS) James E. Taylor High School

20700 Kingsland Blvd. • Katy 77450

Call: 281-237-3100

#### 9th Grade Center

Call: 281-237-3170

### (OTHS) Obra D. Tompkins High School

4400 Falcon Landing Blvd. • Katy 77494

Call: 281-234-1000

#### 9th Grade Center

Call: 281-234-1020

## Choice Schools

### (MCTC) Arthur Miller Career & Technology Center

1734 Katyland Dr. • Katy 77493

Call: 281-237-6300

### (MRA) Martha Raines Academy

1742 Katyland Dr. • Katy 77493

Call: 281-237-1500

### (OAC) Opportunity Awareness Center

#### (BTP) Behavior Transition Program

1732 Katyland Dr. • Katy 77493

#### Opportunity Awareness Center

Call: 281-237-6350

#### Behavior Transition Program

Call: 281-237-2300

## Junior High Schools

### (AJH) Joe M. Adams Junior High

4141 Cross Creek Bend Ln. • Fulshear 77441

Call: 281-234-3400

### (BJH) Rodger & Ellen Beck Junior High

5200 S. Fry Rd. • Katy 77450

Call: 281-237-3300

### (BDJH) Beckendorff Junior High

8200 S. Fry Rd. • Katy 77494

Call: 281-237-8800

### (CJH) Cardiff Junior High

3900 Dayflower Dr. • Katy 77449

Call: 281-234-0600

### (CRJH) Cinco Ranch Junior High

23420 Cinco Ranch Blvd. • Katy 77494

Call: 281-237-7300

### (HJH) Bill & Cindy Haskett Junior High

25737 Clay Rd. • Katy 77493

Call: 281-234-3600

### (KJH) Katy Junior High

5350 Franz Rd. • Katy 77493

Call: 281-237-6800

### (MCJH) Mayde Creek Junior High

2700 Greenhouse Rd. • Houston 77084

Call: 281-237-3900

### (MDJH) T.H. McDonald Junior High

3635 Lakes of Bridgewater Dr. • Katy 77449

Call: 281-237-5300

### (MMJH) Garland McMeans Junior High

21000 Westhelmer Pkwy. • Katy 77450

Call: 281-237-8000

### (MPJH) Memorial Parkway Junior High

21203 Highland Knolls • Katy 77450

Call: 281-237-5800

### (MRJH) Morton Ranch Junior High

2498 N. Mason Rd. • Katy 77449

Call: 281-237-7400

### (SLJH) Seven Lakes Junior High

6026 Katy-Gaston Rd. • Katy 77494

Call: 281-234-2100

### (SJH) Stockdick Junior High

4777 Peek Rd. • Katy 77449

Call: 281-234-2700

### (TJH) James & Sharon Tays Junior High

26721 Hawks Prairie Blvd. • Katy 77494

Call: 281-234-2400

### (WMJH) West Memorial Junior High

22311 Provincial Blvd. • Katy 77450

Call: 281-237-6400

### (WCJH) WoodCreek Junior High

1801 WoodCreek Bend Ln. • Katy 77494

Call: 281-234-0800

## Central Facilities

### (HRA) Human Resources Annex

438 FM 1463 • Katy 77494

Call: 281-396-2347

## Central Facilities

### (ESC) Education Support Complex

#### (LMC) Leonard E. Merrell Center

6301 S. Stadium Ln. • Katy 77494

P.O. Box 159 • Katy 77492-0159

#### Education Support Complex

Call: 281-396-6000

#### Leonard E. Merrell Center

Call: 281-396-2562

### (MAPT) Martha Lopez Aki ECI Project TYKE

6361 S. Stadium Ln. • Katy 77494

Call: 281-237-6647

### (PDA) Professional Development Annex

6361 S. Stadium Ln. • Katy 77494

Call: 281-396-6000

### (OLC) Kenneth D. Welch Outdoor Learning Center

6301 S. Stadium Ln. • Katy 77494

Call: 281-396-2460

### (RSC) Robert R. Shaw Center for Science, Technology, Engineering, Arts & Mathematics

1730 Katyland Dr. • Katy 77493

Call: 281-396-7670

### (LRET) Lester Reinecker II East Transportation

2901 Dulaney Rd. • Houston 77084

Call: 281-396-2700

### (CSST) Cyndy Self South Transportation

3151 Falcon Landing Blvd. • Katy 77494

Call: 281-396-2115

### (ABWT) Anna Baker West Transportation

5364 Franz Rd. • Katy 77493

Call: 281-396-7560

### (JCSA) Jeanne Coleman Student Support Annex

4242 S. Mason Rd. • Katy 77450

Call: 281-396-2610

### (LEC) Mark L. Hopkins Law Enforcement Center

20370 Franz Rd. • Katy 77449

Call: 281-237-4000

### (YAC) Gerald D. Young Agricultural Sciences Center

5801 Katy Hockley Cut Off Rd. • Katy 77493

Call: 281-396-7808

#### (BMRA) W.E. "Billy" Morgan Rodeo Arena

#### (LDRP) L.D. Robinson Pavilion

#### (VPC) Gary A. Vos Project Center

### (LS) Legacy Stadium

1830 Katyland Dr. • Katy 77493

Call: 281-396-2149

### (RS) Jack F. Rhodes Memorial Stadium

1733 Katyland Dr. • Katy 77493

Call: 281-396-6380

### (CM&O) Central Maintenance & Operations

20380 Franz Rd. • Katy 77449

Call: 281-396-2500

#### (CM&OA) Central Maintenance & Operations Annex

20400 Franz Rd. • Katy 77449

### (SSC) Support Services Complex

5364 Franz Rd. • Katy 77493

#### Instructional Technology

Call: 281-396-7408

#### Nutrition & Food Service

Call: 281-396-6240

#### Publications & Printing

Call: 281-396-6250

#### Warehouse-Distribution Center

Call: 281-396-6290

## Elementary Schools

- BAE** Roosevelt Alexander Elementary
- BCE** Bear Creek Elementary
- CBE** Catherine Bethke Elementary
- BES** Robert & Felice Bryant Elementary
- ACE** Amy Campbell Elementary
- CE** Cimarron Elementary
- SCE** Sue Creech Elementary
- KDE** James & Keiko Davidson Elementary
- JEE** Jo Ella Exley Elementary
- DCE** Russell & Cridle Faldyn Elementary
- FE** Edna Mae Fielder Elementary
- FES** Franz Elementary
- GE** Loraine T. Golbow Elementary
- MGEE** Michael L. Griffin Elementary
- JHE** Jeanette Hayes Elementary
- BHE** Bonnie Holland Elementary
- HE** Zeina Hutsell Elementary
- MEE** MayDell Jenks Elementary
- KE** Katy Elementary
- OEE** Odessa Kilpatrick Elementary
- RKE** Robert E. King Elementary
- OLE** Olga Leonard Elementary
- MCE** Mayde Creek Elementary
- PKE** Peter H. McElwain Elementary
- PKME** Polly Ann McRoberts Elementary
- MPE** Memorial Parkway Elementary
- MBE** Morton Ranch Elementary
- NCE** Nottingham Country Elementary
- PE** Hazel S. Pattison Elementary
- JRE** James E. Randolph Elementary
- BES** Jack & Sharon Rhoads Elementary
- SERE** Steve & Elaine Robertson Elementary
- BRE** Roberta Wright-Rylander Elementary
- SES** Jean & Betty Schmalz Elementary
- FPSE** Fred & Patii Shafer Elementary
- SSE** Stan C. & Patsy Stanley Elementary
- USE** Ursula Stephens Elementary
- SE** Sundown Elementary
- WME** West Memorial Elementary
- JWE** James Williams Elementary
- TWE** Tom Wilson Elementary
- DWE** Diane Winborn Elementary
- WE** Maurice L. Wolfe Elementary
- OWE** Ray & Jamie Wolman Elementary
- WKE** WoodCreek Elementary
- YES** David & Terri Youngblood Elementary

## Secondary Schools

- AJH** Joe M. Adams Junior High
- BHJ** Rodger & Ellen Beck Junior High
- BOHJ** Beckendorff Junior High
- CJH** Cardiff Junior High
- CRHJ** Cinco Ranch Junior High
- RHJ** Haskett Junior High
- KJH** Katy Junior High
- MCHJ** Mayde Creek Junior High
- MDHJ** T.H. McDonald Junior High
- MPHJ** Garland McMeans Junior High
- MPHJ** Memorial Parkway Junior High
- MSHJ** Morton Ranch Junior High
- SLHJ** Seven Lakes Junior High
- SHJ** Stockdick Junior High
- JHJ** James & Sharon Toys Junior High
- WMHJ** West Memorial Junior High
- WCHJ** WoodCreek Junior High
- CHHS** Cinco Ranch High School
- JHS** Jordan High School
- KHS** Katy High School
- MCHS** Mayde Creek High School
- MHHS** Morton Ranch High School
- PHS** Patricia E. Paretow High School
- SHS** Seven Lakes High School
- THS** James E. Taylor High School
- OTHS** Ora D. Tompkins High School
- MCTC** Arthur Miller Career & Technology Center
- MRA** Maribai Raines Academy
- DASC** Opportunity Awareness Center
- BTP** Behavior Transition Program

## Central Facilities

- ESC** Education Support Complex
- LECC** Leonard E. Merrill Center
- OLCC** Kenneth D. Welch Outdoor Learning Center
- HRCA** Human Resources Annex
- LEET** Robert R. Shaw Center for Science, Technology, Engineering, Arts & Mathematics
- LEET** Lester Reinecker II East Transportation
- CSST** Cyndy Self South Transportation
- AWT** Anna Baker West Transportation
- JCSA** Jeanne Coleman Student Support Annex
- LEC** Mark L. Hopkins Law Enforcement Center
- MAPT** Martha Lopez Aki ECI Project TYKE
- PDCA** Professional Development Annex
- YAC** Gerald D. Young Agricultural Sciences Center
- MBRA** W.E. "Billy" Morgan Rodeo Arena
- EDPA** L.D. Robinson Pavilion
- VPC** Gary A. Vos Project Center
- LS** Legacy Stadium
- RS** Jack F. Rhodes Memorial Stadium
- LOMO** Central Maintenance & Operations
- SSC** Central Maintenance & Operations Annex
- SSC** Support Services Complex
- ITSC** Instructional Technology
- PS** Publication & Services
- WHDC** Warehouse Distribution Center

# Katy ISD Map





# KATY ISD BELL SCHEDULE

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## ELEMENTARY

### Tier A Elementary Campuses

First Bell: 7:43 a.m.; Tardy Bell: 7:50 a.m.; Dismissal: 3:00 p.m.

Early Release Dismissal: 12:05 p.m.

Alexander	Hutsell	Rylander
Campbell	Mayde Creek	Sundown
Cimarron	McRoberts	Winborn
Faldyn	Memorial Parkway	WoodCreek
Hayes	Rhoads	Youngblood

### Mid-Tier Elementary Campuses

First Bell: 8:03 a.m.; Tardy Bell: 8:10 a.m.; Dismissal: 3:20 p.m.

Early Release Dismissal: 12:25 p.m.

Bear Creek	Griffin	Shafer
Bethke	Holland	Stanley
Bryant	Katy	West Memorial
Exley	McElwain	Williams
Felder	Morton Ranch	Wilson
Franz	Nottingham	Wolfe
Golbow	Randolph	

### Tier B Elementary Campuses

First Bell: 8:23 a.m.; Tardy Bell: 8:30 a.m.; Dismissal: 3:40 p.m.

Early Release Dismissal: 12:45 p.m.

Creech	King	Schmalz
Davidson	Leonard	Stephens
Jenks	Pattison	Wolman
Kilpatrick	Robertson	

## JUNIOR HIGH

First Bell: 8:48 a.m.

Tardy Bell: 8:55 a.m.

Dismissal: 4:05 p.m.

Early Release Dismissal: 1:05 p.m.

## HIGH SCHOOL

First Bell: 7:08 a.m.

Tardy Bell: 7:15 a.m.

Dismissal: 2:35 p.m.

Early Release Dismissal: 11:35 a.m.

# PREFACE

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## WELCOME TO KATY ISD SCHOOLS

Education is a team effort. We know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

School board policies that govern specific areas discussed in the handbook are noted. Copies of the district's complete policies are available on the Internet at [www.KatyISD.org](http://www.KatyISD.org) and at the administration building at 6301 South Stadium Lane.

Please be aware that the term "parent," unless otherwise noted, is used to refer to the parent, legal guardian, or any other person who is standing in parental relation regarding school-related responsibility for a student.

Parents and students are expected to read the handbook carefully to acquaint themselves with the services and benefits available. Further information can be obtained from the classroom teacher or the building principal. The best possible education is achieved for each student through informed parents and the cooperation of all.

Please note: It is important for children to have a safe and pleasant place for learning. Since students themselves must help make the schools safe and pleasant, a state-approved Code of Student Conduct and the District Electronic Communications Use Guidelines are included in this handbook for you and your child to review.

## WHAT TO DO WHEN...

**Your child is absent:** On the day of absence, contact (email, phone, complete the online absence reporting) the school attendance office to notify the school of the absence. If no contact has been made on the day of absence, the student must bring a signed parent note on the day of return notating the student's name, reason for absence, and dates of absence. Students who are absent due to a health care provider appointment must provide a signed health care provider note to the attendance office within five (5) days of the absence.

**Your child is tardy:** The child must report to the attendance office for an admittance slip before going to class, preferably with a signed note giving reason for tardiness. Accumulated time of tardies is calculated by minutes in lost instructional time.

**You need to pick up your child before dismissal time:** You must report to the attendance office to sign the child out and wait in the designated area for your student. Please be prepared to show photo identification. If it is necessary for someone other than the parent/guardian to pick up your child, the parent/guardian must email the attendance office. Information to be included in the email: student's name, time of pickup, student destination, who is picking up your student. You will need to include a copy of your driver's license with the email. Accumulated time of early pick-ups is calculated by minutes in lost instructional time. Students will not be released at any time to a rideshare service such as Uber, Lyft, etc.

**Severe weather or other threatening conditions are present:** Check [the District website](#), district social media accounts, and local weather alerts. For possible school closings, refer to local news stations and updates from Katy ISD.

**Your child needs to take medication during the school day:** Medications should be given at home if possible; however, if a student must take medicine at school, the medicine must be provided by the parent. The medication provided must be in its original container and must have a signed dated note from the parent identifying the student, the medication, the amount, and time it is to be given. Medication must always be kept in the school clinic. More specific guidelines are available under the Health-Related Matters/Medications section of this handbook.

**You would like to visit your child's classroom/school:** In the fall, each school invites parents to come on a specific evening to meet the teachers and hear about their plans for the year. Parents are welcome to visit campuses during the school day. The district practice allows for thirty (30) minutes of classroom observation with prior approval of the principal. This practice is to minimize interruption of classroom instruction and must be scheduled with the campus principal. If you have questions about the class you observe, please leave your name and telephone number in the office so that the teacher or principal can call you. State law does not allow anyone to interrupt a class.

A parent is also welcome to have lunch with your child when you visit. If you wish to purchase lunch in the cafeteria, please let the office know at the beginning of the school day so that you can be added to the lunch count.

For the safety and security of all students and staff, visitors must go to the school office, sign in as a visitor when they enter the school, and wear a visitor's badge. To better protect our students, visitors, and staff, all Katy ISD campuses screen for registered sex offenders. A valid state issued ID is required to enter all campuses.

**You would like a conference with your child's teacher or another staff member:** Contact the staff member by email, or call the office, leave your name, and phone number for the person to contact you.

**You would like to volunteer:** You can find information regarding guidelines and procedures at the following link: [Katy ISD](#)

[Partners in Education Webpage.](#)

**You move or change your telephone number:** Your phone number, e-mail address, and emergency contacts can be changed online through the [Home Access Center](#) (HAC). Your home address can be changed in the HAC with proper documentation provided to the campus and campus approval.

We hope this handbook for parents and students will answer many of your questions, tell you more about Katy ISD schools, and will improve communication and understanding between the parents and the school.

# SECTION I: PARENTAL RIGHTS AND ROLES

This section of the Katy Independent School District Student Handbook includes information on topics of particular interest to you as a parent.

## CONSENT, OPT-OUT AND REFUSAL RIGHTS

### Consent to Conduct a Psychological Evaluation

Unless required under state or federal law, a district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent.

Note: An evaluation may be legally required under special education rules or by the Texas Education Agency for child abuse investigations and reports. Any crisis assessment to ensure student safety and wellbeing is not considered a psychological evaluation and will be conducted in accordance with all legal requirements.

### Consent to Display a Student's Original Works and Personal Information

Katy ISD may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus, as recognition of student achievement. Parents have the option to opt-out by notifying campus school administration.

### Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14

A child under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

### Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For employees to communicate with currently enrolled students through social networking sites, employees must establish a separate, independent professional page, which is accessible to administration and parents as well as students. All communications will be limited to matters that directly relate to the employee's professional duties.

### Objecting to The Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA) permits the district to disclose appropriate designated "directory information" from a child's education records without written consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if released. This "directory information" will be released to anyone who follows procedures for requesting it; however, a parent or eligible student may object to the release of a student's directory information. This objection must be made in writing to the principal.

#### 1. What information does Katy ISD consider "directory information?"

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Katy ISD to disclose directory information from your child's education records without prior written consent, you must notify the district in writing within two weeks of enrollment. Katy ISD has designated the following information as directory information:

- Student name
- Address
- Grade level
- Primary telephone listing
- Photograph
- Dates of school attendance
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Honors and awards received
- Weight and height of members of athletic team

2. Is directory information confidential?

Directory information on a student, as defined above, is not confidential unless a parent/guardian indicates that it should be made so. This is the reason that parents/guardians are asked to select a privacy code at the beginning of each school year. The privacy code chosen informs the district as to what, if any, directory information about a child is to be released.

3. What are the privacy code options from which a parent/guardian can choose?

There are three privacy codes from which a parent/guardian may choose: Y-Yes, O-Other, and N-No. Parents who do not fully register through Power School will default to the “N-No” code. Please refer to the chart for the implications of each code.

<b>Privacy Code Selections and Implications</b>	<b>“Y” Yes</b>	<b>“O” Other</b>	<b>“N” No</b>
School-Confined Publications	YES	YES	NO
Programs for Performances	YES	YES	NO
Yearbook (name and individual, class or candid pictures)	YES	YES	NO
Professional School Group or Class Photos	YES	YES	NO
Officially-designated vendors for school-related purposes	YES	YES	NO
The Public: Anyone making a public information request	YES	NO	NO
News Releases	YES	NO	NO
School Directories	YES	NO	NO
School Publications (Available to Public)	YES	NO	NO
District/Campus Webpage	YES	NO	NO
Photographs Released to the Public	YES	NO	NO
Social Media Platforms	YES	NO	NO
Private, Virtual Learning Platforms	YES	YES	YES

4. Under what circumstances may directory information be released?

Katy ISD is required to provide information to any member of the public who asks for it under the Texas Public Information Act unless the parent selects a privacy code of “N-No” or “O-Other.”

5. Is a privacy code selection confidential?

Yes. A privacy code selection made by a parent/guardian is confidential and is only released to employees who have a legitimate need to know, under the law.

6. Is it possible for a parent/guardian to change their student’s privacy code during the course of the year?

Parents/guardians do have a right to change their student’s privacy code. However, it is not recommended that parents/guardians change their student’s privacy code after the school year has started because most campuses have a process in place whereby teachers are expected to become knowledgeable about the

privacy codes of their individual students so that they can adhere to these codes consistently. Additionally, the District has no ability to recall information that was released prior to a change of code.

7. How can a parent/guardian prevent their student’s directory information from being released to an outside third-party?

Katy ISD, as stated previously, is required to provide information to any member of the public who asks for it under the Texas Public Information Act unless the parent selects a privacy code of “N - No” or “O - Other.”

**Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 USC Section 6301 et seq.) to provide a military recruiter or institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student’s information disclosed without the parent’s prior written consent. If a parent decides to opt out of directory information being released to the military or institutions of higher learning, the student’s address and telephone number is confidential and will not be released. This code may not be split to allow only military recruiters or institutions of higher education access, but not the other. This selection is treated separately from the “Y,” “N,” and “O” code chosen for directory information purposes.

Military/Higher Education Opt Out - Secondary Students Only	Opt In	Opt Out
Shared with Military Recruiters or Institutions of Higher Learning	YES	NO

**Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety [see [Board Policy FO \(LEGAL\)](#)];
- When it relates to classroom instruction [see [Board Policy EHA \(LEGAL\)](#)];
- When it relates to cocurricular or extracurricular activity [see [Board Policy FM \(LEGAL\)](#)];
- When it relates to media coverage of the school; or
- A purpose related to the promotion of student safety under Education Code 29.022. Education Code 26.009(b); [Board Policy FL \(LEGAL\)](#)

Parents may learn more about videotapes/recordings and cameras in the [Discipline Management Plan and Student Code of Conduct](#), “Videotapings/Recordings”

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

Due to confidentiality issues related to directory information and to privacy concerns, parents, students, and visitors may not use video recorders, voice recorders, or cameras unless used during a performance open to the public or during a private conference with permission by an administrator. If a recording or photo is taken, the item in question will need to be deleted.

Public events are those events that occur when the general public has an opportunity to view students (i.e., outside for field day) or when students are not required to participate (i.e., a talent show performed at the end of the school day). If the event is during the instructional day (i.e., classroom or grade-level performance), students are considered a “captured” audience and directory information and privacy rules apply. This is true even if parents are invited to observe.

The principal at each campus has the authority to determine which school-related events will be considered public performances and when photographs or videos can be taken.

**Your Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days from the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official]

a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901.

## **PARTICIPATING IN THIRD-PARTY SURVEYS**

### **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of individuals with whom the student has a close family relationship;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be provided notification of surveys that fall within this category and will be offered the opportunity to "opt-out" their child from participation.

Parents may inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see [Board Policy EF \(LEGAL\)](#).]

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- Any survey concerning the confidential information listed above, regardless of funding;
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions; or
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered, and scheduled by the school in advance and not necessary to protect the immediate health and safety

of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See [Board Policy EF \(LEGAL\)](#) and [Board Policy FFAA \(LEGAL\)](#).]

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **REMOVING A STUDENT OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION**

### **Health Education Instruction**

As a part of the district's curriculum, in accordance with state Health TEKS, students receive instruction related to human growth and development, abuse, and violence prevention. The School Health Advisory Council (SHAC) is involved with recommending course materials for approval by the Board of Trustees.

As a parent, you are entitled to review the health curriculum materials. In addition, you must opt your child into instruction related to the topics above. There is no academic penalty or disciplinary action if you do not opt-in. Opt-in instructions will be communicated by the district and/or campus no later than 14 days prior to instruction.

You may also choose to become more involved with coordinated school health by becoming a member of the district's SHAC. More information on the Katy ISD School Health Advisory Council and how to become a member can be found at [Katy ISD SHAC Webpage](#).

### **Reciting a Portion of the Declaration of Independence in Grades 3-12**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless:

- You provide a written statement requesting that your child be excused,
- The district determines that your child has a conscientious objection to the recitation, or
- You are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See [Board Policy EHBK \(LEGAL\)](#).]

### **Reciting The Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participating in the required minute of silence or silent activity that follows. [See [Pledges of Allegiance and a Minute of Silence](#) and [Board Policy EC \(LEGAL\)](#).]

### **Religious, Political, or Moral Beliefs**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious, political, or moral beliefs. The removal cannot be for avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

### **Understanding Religious Rights in Schools**

Schools frequently are asked questions about what can and cannot be done by parents and students to celebrate or acknowledge the many holidays that fall during the school year, including Ramadan, Thanksgiving, Chanukah, Christmas, and Kwanzaa. To help parents and students better understand the proper role of religion in public schools, the district would recommend reviewing Katy ISD [Board Policy EMI \(LOCAL\)](#) ("Miscellaneous Instructional Policies: Study of Religion"); [Board Policy FNA \(LOCAL\)](#) ("Student Rights and Responsibilities: Student Expression") and [Board Policy FNAA \(LOCAL\)](#) ("Student Expression: Distribution of Non-school Literature"), all of which address these topics in more detail.

When considering issues of religion in the public schools, it is important to remember that there is a distinction between private religious speech, which is protected, and state-sponsored religious speech, which is prohibited. Students may talk about religious holidays (when talking is appropriate); they may say "Merry Christmas" or "Happy Chanukah" or other related holiday greetings; and they may wear whatever clothing they choose (color, wording, or otherwise) that complies with the district's dress code. Students may distribute literature that has a religious message on the same basis as non-religious items, so long as any such distributions are done in accordance with [Board Policy FNAA \(LOCAL\)](#). However, the schools themselves cannot show favor regarding one religious belief over another; they must remain neutral.



Generally speaking, Katy ISD schools may use themes such as Ramadan, Thanksgiving, Chanukah, Christmas and Kwanzaa as a part of cultural celebrations as long as the celebrations comply with [Board Policy EMI \(LOCAL\)](#). Board Policy EMI (LOCAL) allows the inclusion of religion in the study of history, culture, literature, music, drama, and art, so long as the district's approach is secular and academic, not devotional. With regards to school parties, Katy ISD makes every effort to tie each party's theme to the curriculum that the students are studying. If the school allows students and parents to bring items to the party, then students and parents may, as private citizens, bring religiously-themed items to the party, as the items fall within the Content Limitations of [Board Policy FNA \(LOCAL\)](#). Likewise, if the school allows students and parents to exchange gifts and/or distribute written materials at the party, students and parents may give gifts or distribute written materials of a religious nature [again, as long as the items fall within the Content Limitations of [Board Policy FNA \(LOCAL\)](#)]. In deciding whether to bring items, gifts, or other materials to distribute, we would encourage parents to be mindful of the different religious beliefs represented in our schools. Katy ISD hopes to create an environment where all children feel valued and included.

## **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine a student needs additional targeted assistance for the student to achieve mastery in state-developed essential knowledge and skills. The school will attempt to provide tutoring and strategies for test-taking in ways to prevent removal from other instruction as much as possible. In accordance with state law and [Board Policy EC \(LEGAL\)](#), the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be eligible to attend. [Also refer to [Board Policy EC \(LEGAL\)](#) and [Board Policy EHBC \(LEGAL\)](#), and contact your student's teacher with questions about any tutoring programs provided by the school.]

# **RIGHTS OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS AND DISTRICT RECORDS**

## **Instructional Materials**

As a parent, you have a right to review teaching materials, other teaching aids and instructional materials used in the curriculum, and to examine tests (non-copy written materials) that have been administered to your child.

## **Requesting Notices or Certain Student Misconduct to Noncustodial Parent**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See [Board Policy FO \(LEGAL\)](#) and the [Discipline Management Plan and Student Code of Conduct](#).]

## **Accessing Student Records**

The district's policy regarding student records, including directory information, can be found at [Board Policy FL \(LEGAL\)](#) and [Board Policy FL \(LOCAL\)](#) is available from the principal's or superintendent's office or on the district's website at <https://www.katyisd.org/>

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school within the district.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. The school must remain neutral in dealing with biological parents and must treat both parents equally in providing access to the student or the student's records. This applies regardless of which parent enrolled the child or whose name appears on the enrollment card unless a divorce decree or court order restricts the rights of one of the biological parents. Noncustodial parents may request in writing that they be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

State law also provides that parents are entitled to access all written records of the school district concerning the parent's child, including, but not limited to the following:

1. Attendance records;

2. Test scores;
3. Grades;
4. Disciplinary records;
5. Counseling records;
6. Psychological records;
7. Applications for admission;
8. Health and immunization information;
9. Teacher and counselor evaluations;
10. Reports of behavioral patterns; and
11. State assessment instruments.

The principal or designee is the custodian of all records for currently enrolled students at the assigned school. The principal or designee is the custodian of all records for students who have withdrawn or graduated. While Katy ISD has its own police department, law enforcement records are not considered educational records; therefore, these records are not accessible to campus or district administrators.

The Family Educational Rights and Privacy Act (FERPA) allows parents/students the right to inspect and review the records within 45 days of the day the district receives a written request for access. Records may be reviewed during regular school hours. The principal or administrator will notify the parent/student of the time and place where records may be inspected. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. Parent is defined as a natural parent, guardian, or an individual authorized to act as a parent in the absence of a parent or guardian. School officials with legitimate educational interests include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under the Individuals with Disabilities Education Act (IDEA) or an individual accommodation plan for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Attorneys of the district may also have access to student records if they are working with the district on a particular issue in which student records are relevant.

Certain other officials from various governmental agencies may have limited access to the records in accordance with federal and state law. The district forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Additionally, the District will release student records pursuant to a validly issued subpoena or court order; however, the district will make a reasonable effort to notify the parent or student of the order or subpoena in advance of compliance. The district may release student records without prior parental permission in accordance with state and federal law. When the student reaches 18 years of age or is attending a post-secondary institute of education, only the student has the right to consent to release of records.

When appropriate, the district shall disclose to a juvenile service provider confidential information contained in a student's educational records at the juvenile service provider's request. "Educational records" means records in the possession of a primary or secondary educational institution that contain information relating to a student, including information relating to the student's identity, special needs, educational accommodations, assessment or diagnostic test results, attendance records, disciplinary records, medical records, and psychological diagnoses. "Juvenile service provider" means a governmental entity that provides juvenile justice or prevention, medical, educational, or other support services to a juvenile, and includes (a) a state or local juvenile justice agency as defined by Family Code 58.101; (b) health and human services agencies, as defined by Government Code 531.001, and the Health and Human Services Commission; (c) the Department of Public Safety; (d) the Texas Education Agency; (e) an independent school district; (f) a juvenile justice alternative education program; (g) a charter school; (h) a local mental health or mental retardation authority; (i) a court with jurisdiction over juveniles; (j) a district attorney's office; (k) a county attorney's office; and (l) a children's advocacy center established under Section 264.402. Confidential information contained in a student's educational records shall be released to the juvenile service provider only if the student has been taken into custody under Texas Family Code 52.01; or referred to a juvenile court for allegedly engaging in delinquent conduct or conduct indicating a need for supervision. The juvenile service provider shall not disclose the information to any third party, other than another juvenile service provider, and shall use the confidential information only to verify the identity of a student involved in the juvenile system and provide delinquency prevention or treatment services to the student. Access to educational records does not include access to the student.

The parent's or student's right of access to, and copies of, student records may not extend to all records. Materials that are not considered educational records, such as teacher's personal notes on a student that are shared only with a substitute

teacher, records that only contain information about an individual after he/she is no longer a student in the district or records maintained by school law enforcement officials, may not have to be made available to the parents or student. The district will consider federal and state law in determining what records will be made available to parents of students enrolled in the district.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the parent or student over 18 believes that the records are inaccurate, mis-leading, or otherwise in violation of the student's privacy or other rights. If the District refuses a request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available at a cost listed in Board Policy. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;
3. If the parent fails to follow proper procedures and pay the copying charge; or
4. When the district is given a copy of a court order terminating parental rights.

If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it unless the parent objects to the release of any or all directory information about the child by indicating restrictions on the student's enrollment card. Directory information includes, but is not limited to, the following: a student name, address, primary telephone listing, photographs, participation in officially recognized activities and sports, weight, and height of members of athletic teams, honors, grade level, dates of school attendance, awards received, and most recent previous school attended.

The district's policy regarding student records, including directory information, can be found at [Board Policy FL \(LEGAL\)](#) and [Board Policy FL \(LOCAL\)](#) is available from the principal's or superintendent's office or on the district's website at <https://www.katyisd.org/>

## **Teacher and Staff Professional Qualifications**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

# **PARENTAL ROLE IN CERTAIN CLASSROOM AND SCHOOL ASSIGNMENTS**

## **Child Find - A Student Who Has Learning Difficulties or Who Needs Special Education Services or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on multi-tiered systems of support (MTSS). The implementation of MTSS has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact an administrator at their student's school to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

## **Child Find - Special Education Referrals**

Child Find is a legal requirement that the Local Education Agency (LEA) finds all children who have disabilities and who may be entitled to special education services. Child Find covers every student from birth through age 21. The LEA must evaluate any child that it suspects may have a disability and for which it suspects specially designed instruction may be required. More information about Child Find can be found here [on the District's Child Find webpage](#). If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the [Notice of Procedural Safeguards](#). If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*. [Parent's Guide to the Admission, Review, and Dismissal Process](#).

Additional information regarding special education is available in both English and Spanish from the school district in a companion document titled Special Education Operating Guidelines, available on [the Katy ISD Office of Special Education Services webpage](#). Additional information related to special education processes and rights such as the *Notice of Procedural Safeguards* and a *Guide to the ARD process* are available at the [Home Page for the Legal Framework \(esc18.net\)](#)

## **Contact Person for Special Education Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services at the campus level is a campus administrator. If you have additional questions, the designated person at the district level to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education is the Executive Director, 281-396-2630.

## **Child Find - Section 504 Referrals**

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes:

- Notice;
- An opportunity for a parent or guardian to examine relevant records;
- An impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel; and
- A review procedure.

## **Students with Physical or Mental Impairments Protected Under Section 504**

A child with a disability determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and support under Section 504 to receive a free appropriate public education (FAPE), as defined in federal law.

For questions or concerns regarding a referral for evaluation applicable to Section 504 please contact your campus Section 504 Coordinator. [Also see [Board Policy FB.](#)]

### **Contact Person for Section 504 Referrals**

A Section 504 referral can be requested at the campus level by contacting a campus administrator. If you have additional questions, the designated person at the district level to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is the District 504 Coordinator at 281-396-2319.

Visit these websites for information regarding students with disabilities and the family:

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

### **Emergent Bilingual Dually Served in Language Program and Special Education**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English.

If the student qualifies for these services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments. It is essential that the ARD Committee collaborates with the LPAC who has knowledge of the student's language needs. It is also important that the ARD Committee includes professionals with ~~high~~ and preferably expertise, in second language acquisition and how to differentiate between the student's needs stemming from a disability or current English language proficiency level.

Should parents decline disability-related services under IDEA and Section 504, the State Education Agency (SEA) and Local Education Agency (LEA) remain obligated to provide appropriate language assistance services to EBs. If parents opt out of specific EB programs and services but have consented to the provision of disability related services, the LEA remains obligated to provide such services as required in the IEP or Section 504 plan, and to conduct English Language Proficiency (ELP) monitoring and/or provide language assistance as appropriate.

### **Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See [Board Policy FDB \(LEGAL\).](#)]

### **Notification to Parents of Intervention Strategies for Learning Difficulties Provided to Students in General Education**

In accordance with state law, the district will annually notify parents if their child receives assistance for learning difficulties. Details of such assistance can include intervention strategies. This notice is not intended for those students already enrolled in a special education program.

### **Safety Transfers/Assignments**

As a parent, you have a right:

1. Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the [principal](#) for information.
2. Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another classroom or campus. Transportation is not provided to another campus.
3. Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See [Board Policy FDE \(LOCAL\).](#)] Transportation is not provided to another campus.
4. Request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE. Transportation is not provided to another campus.

## **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent/guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See [Board Policy FDB \(LEGAL\)](#).] Please submit transfer requests through the [Katy ISD Student Transfer Office webpage](#) at 281-396-2085.

# SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

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Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section.

## ABSENCES / ATTENDANCE

### Compulsory Attendance Law

Compulsory attendance laws require a student to attend school each school day for the entire period the program of instruction is provided. Excused absences do not count against a student for compulsory attendance purposes; however, excessive absences for personal illness will result in the need for verification of additional absences. Violations occur when the student accumulates unexcused absences. See: [Board Policy FEA](#)

### Between Ages 6 and 19

State law requires a student between the ages of 6 and 19 to attend school as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

### Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day for the entire period the program of instruction is offered. If a student 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

### Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. A student is exempt from compulsory attendance requirements under the District's statutory provisions.

See: [Board Policy FEA](#)

### Unexcused Absences

If an absence does not meet the criteria for an excused absence, the absence will be considered unexcused for attendance accounting purposes. Examples of unexcused absences include, but are not limited to, the following:

- Any excused absence without required documentation;
- Family trips/vacations, reunions, weddings, parent business trips, graduations;
- Non-school sponsored activities;
- Private lessons or tutoring;
- Religious retreats, camps, mission trips, and individual rites other than a religious holy day; and
- Non-enrollment days – These are days that a student is not in school due to transferring to another KISD campus.

### Compulsory Attendance Violation

A student is in violation of the compulsory attendance laws if he/she fails to attend school on ten (10) or more days or parts of days within a six-month period in the same school year **OR** on three (3) or more days or parts of days within a four-week period. See: [Board Policy FEA](#)

### 2023-2024 KISD Semester Exam Exemption Guidelines

In KISD, Semester Exam Exemptions are offered as attendance and behavior incentives for students. **Exemptions are determined by course.**

To qualify for an exam exemption in a course, a student must have met the following criteria **per semester, per course**:

1. An average of 80 or higher
2. No more than **FIVE (5)** non-school related absences (see note below).

3. No more than **TEN (10)** tardies;
4. No N in conduct for the course and no U in conduct for *any* class.
5. No ISS, OSS, OAC/DAEP Placement, or JJAEP Placement.
6. No outstanding fees or fines.
7. Must have been enrolled in the course by the 10<sup>th</sup> day of instruction; and
8. Meet campus specific requirements related to exemption submission deadlines and verification procedures for securing their exemptions.

The number of available **exemptions per grade level** is as follows:

<b>Grade Level</b>	<b>Available Exemptions (Fall)</b>	<b>Available Exemptions (Spring)</b>
9th	1	1
10th	2	2
11th	3	3
12th	7	7

**Please note:** The following absence codes do NOT count toward the five (5) allowable excused & unexcused absences:

- P: Present but not in class
- S: School-sponsored curricular and extra-curricular activity that is not UIL related
- V: UIL and other competitive activity

### **Final Exam Exemption Clarifications:**

- Except for seniors, students may not exempt the same course final for both the fall and spring semesters.
- Advanced Placement (AP) Exams:
  - Students enrolled in an AP course who successfully sit for the AP exam for that course may elect to exempt the final exam in the Spring semester.
  - The final exam exemption for an AP exam does not count toward the maximum number of exemptions for that student's grade level.
- HCC Dual Credit & College Prep courses CANNOT be exempted.

### **Important Senior Information (Class of 2024):**

Seniors are required to attend school through Friday, May 10, 2024. Excused and non-excused absences accrued through Friday, May 10, 2024, will count toward the maximum five (5) absences or less to exempt a final exam. Seniors who are ineligible for final exam exemptions may take their final exams beginning on Monday, May 13, 2024. Campuses will communicate their specific senior final exam schedule that begins on Monday, May 13 through 12:00 p.m. on Wednesday, May 15, 2024. Campuses will host a Class of 2024 graduation ceremony meeting and other senior events daily beginning on Monday, May 13<sup>th</sup>. Campuses will communicate specific schedules of the events during the fall semester.

Students are encouraged to verify semester exam exemption eligibility by continually monitoring their semester average(s), attendance/tardies, conduct grade(s) and behavior consequences via the Home Access Center (HAC).

### **Attendance for Credit or Final Grade**

The District is designated as a District of Innovation in the area of Attendance for Credit [[Board Policy FEC \(LOCAL\)](#)].

Attendance is a critical component for students to obtain mastery of course objectives. Student absences are monitored to identify students who are struggling with mastering the content of the course due to excessive absences. Students who do not attend class for at least 90% of the time a class is offered are at risk of losing credit for the course. Students that have documented excused school absences may receive credit if they are in attendance for over 75% of the time a class is offered, and they have demonstrated mastery of content.

Students that fall below 75% attendance will not be given credit for the course; however, if the student has demonstrated mastery of content, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate grade-level campus administrator who will convene an attendance committee. The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade.

Students, parents and guardians should be aware of compulsory attendance and UIL rules related to absences. Attendance for Credit procedures do not limit or modify a teacher's ability to assign or determine grades in accordance with TEC §28.0214 and 28.0216. Additionally, a student under the jurisdiction of a court in a criminal or juvenile proceeding may not receive credit or a final grade without the consent of the judge presiding over the student's case.



## **Reporting an Absence**

Parents must call or email the campus attendance office or complete the campus Online Absence Reporting Form the morning of a student's absence. A parent call, email or Online Absence Reporting Form from the parent is required for the absence to be determined excused or unexcused.

## **Doctor's Note**

If the student has an appointment with a health care professional and either commences classes or returns to school on the same day of the appointment, the student is not considered absent for attendance accounting purposes. The student cannot be penalized for such absence (health care appointment – partial day) if a note from the health care professional is provided and the student completes make-up work missed within the time allotted by the teacher. Anytime a student is absent and is seen by a health care professional, a note from the health care professional is always in the best interest of the student so that the absence can be specified as either a doctor (or health care) appointment (full day) or health care appointment (partial day) rather than for personal illness.

If a student's absences for personal illness exceed five (5) consecutive days, or a total of eight (8) days in a six-month period, the guardian will receive an attendance warning letter, Student/Parent Notification of Failure to Attend School.

## **Tardy**

A student is considered tardy when the student is not in the proper place with all the materials needed before the tardy bell rings. There are no excused tardies for those students who arrive by a mode of transportation other than riding a school bus. Students with excessive tardies will be assigned disciplinary consequences. In addition, tardies may be used in presenting a student's overall attendance record to the court when a student has violated compulsory attendance laws. Students who miss more than 50% of a given class period will be counted absent for attendance purposes. Students checking out of school for the day during a given class period will be recorded as absent if the student leaves before 50% of the class period has elapsed. At the Elementary level, class periods are identified on the teacher's daily schedule.

Students who do not arrive in class on time are tardy and are subject to disciplinary action.

See: Katy ISD [Discipline Management Plan and Student Code of Conduct](#), "Tardies"

Secondary campuses will use e-hall pass, see USE OF HALLWAYS DURING CLASS



## **Attendance Review Committee**

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The attendance committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

See: [Board Policy FEC](#)

# **ACADEMIC COUNSELING, COLLEGE & CAREER GUIDANCE**

Professional School Counselors are available at all Katy ISD campuses to provide a Comprehensive Developmental Guidance Program and services for all students in the areas of:

**Guidance Curriculum** – Develop competence in essential life skills including the student's interests and career objectives.

**Responsive Services** – Provide intervention on behalf of any student whose immediate personal concerns or problems put the student's continued educational, career, personal, or social development at risk.

**Individual Planning** – Provide guidance to help students plan, monitor, and manage their personal, social, educational and career goals; and facilitate transition activities for post-secondary education and/or training.

**System Support** – Support campus staff, parents, and community to promote the educational, career, personal, and social development of students, as well as the Developmental Guidance and Counseling Program.

## **Guidance Curriculum**

Katy ISD counselors accept responsibility to help all students through a systematically delivered counseling program. At the same time, they respect each student, strive to understand each student's background and the factors that are influencing his/her present circumstances, and maintain optimism about each student's future. The district will establish an appropriate program design and balance depending on the student's grade level. Upon request, the district/campus will make a preview

of the program, including all materials and curriculum, available to parents to review during school hours. See the District's [Guidance and Counseling webpage](#).

## **Responsive Services**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, mental health issues, or substance abuse. A student who wishes to meet with the school counselor should either make an appointment or ask the teacher for permission to visit the counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for information on our community resource directory and/or connection to other school personnel.

Texas Child Health Access Through Telemedicine (TCHATT) is funded by the Texas Legislature to provide telemedicine or telehealth mental health services to students at no cost to schools or families that participate or access services. Please see your school counselor for more information on this program.

When students, parents, and community members have knowledge and concerns regarding potential safety and emotional well-being, they are encouraged to report information to help prevent school-related incidents that could cause harm to others. Tips may be reported to the Katy Independent School District's anonymous SpeakUp reporting mobile application or website. For more information about SpeakUp, please visit [the SpeakUp webpage](#).

## **Individual Planning**

Students and their parents are encouraged to talk with a school counselor to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, 5th through 11th grade students will be provided with information on anticipated course offerings for the next school year and other information that will help them make the most of academic and Career and Technical Education (CTE) opportunities. The school counselor will work closely with students to help them select the courses that best prepare them to obtain their post-secondary goals. Counselors also assist students with study skills, time management, and goal setting for both short- and long-term goals.

## **System Support**

Professional School Counselors will support campus staff, parents, and community to promote the educational career, personal, and social development of students. Counselors will facilitate student support groups, provide risk screenings, and assist in planning appropriate intervention strategies as needed.

## **Elementary Counseling Program (Prekindergarten-5th grade)**

In Katy ISD, each elementary campus has a professional school counselor to assist students and parents/guardians with educational, personal and career development aspects of the student's growth. Parents/guardians are encouraged to contact the counselor for assistance on any matter concerning their child.

## **Secondary Counseling Program (6th – 12th grade)**

In Katy ISD, each secondary campus has a team of professional school counselors to assist students as they develop skills needed to enhance their personal, social, educational, and career development. Students will receive instructions on how best to prepare for high school, college, and a career. Counselors are available for consultation with both student and parent/guardian in areas that affect the student's educational, social, and personal domain of life. Parents are encouraged to contact the counselor for assistance on any matter concerning their child.

## **College and Career Readiness Program (9-12th grade)**

Katy ISD has a College and Career Facilitator (CCF) on each high school campus. The goal of the facilitator is to assist students in preparing for life after high school whether that is college, trade school, military, or the workforce. The CCF will provide support to students and parents in effective college and career planning, coordinate the transition of students into post-secondary and/or career endeavors and facilitate the achievement of all students by developing and implementing a comprehensive, developmental college, career, and military readiness (CCMR) Program. The CCF will provide services to assist students in maximizing their educational experiences and exploring post-secondary readiness opportunities. A list of Campus College and Career Facilitators (CCFs) can be found [here](#).

## **Course Offerings for Junior High and High School Students**

Course selections for the next school year will take place during the spring semester. Parents and students should work together, with their school counselor, to select their course requests and revise their four-year plan. Career and Technical Education (CTE) courses are offered to students at the junior high and high school level for students to pursue their career interests.

Visit the Katy ISD [Course Catalog](#) for more information.

KAP/AP courses are designed to challenge motivated students and prepare them for success in college level course work in high school and beyond. These advanced or above grade-level courses move at a faster pace, are more academically challenging and require more independent learning than academic courses. High school credit courses taken in grades 6-12 will become a permanent part of the student's transcript and will count toward the student's high school grade point average (GPA). Visit the Katy ISD [Course Catalog](#) for more information.

## **Katy ISD Course Catalog in SchoolLinks**

The Katy ISD Course Catalog is an important resource for parents and students to understand the courses, graduation requirements, and opportunities available to them. It provides a brief description of each course, which includes the course objectives, topics covered, prerequisites, and any special requirements. The Programs of Study and elective courses allows students to explore their interests and passions. It is important for parents and students to review the catalog to understand the courses that are available, the prerequisites for each course, and the requirements for graduation.

[The Dual Credit program](#) allows students to earn college credits while still in high school. The course catalog provides information on the dual credit courses available, the requirements, and the college courses that are offered.

Beginning in grade 6, the Katy ISD [Advanced Academics Department](#) offers KAP courses in language arts, social studies, science and mathematics. The goal of KAP is to help students develop academic skills needed for success in AP. The KAP curricula for these courses are built on the core academic curriculum and are aligned with AP course descriptions generated by College Board. Katy ISD offers Advanced Placement courses to high school students who are ready to engage in college-level course content and rigorous academics. Courses are available in English, social studies, computer science, mathematics, science, world languages, music theory and art. AP and KAP courses are open to all students with the prerequisite coursework who wish to take on the additional challenge of advanced academics. Visit the [Katy ISD Course Catalog](#) for more information.

Junior (11<sup>th</sup> grade) and Senior (12<sup>th</sup> grade) students who are at least 16 years old have the opportunity to take specialized Career and Technical Education (CTE) courses as well as core classes for half a day at the [Miller Career & Technology Center \(MCTC\)](#) while continuing to attend their home high school campus the rest of the school day. Students participating in courses which involve off-campus instruction (internships) must provide their own transportation. Visit the Katy ISD [Course Catalog](#) for more information.

## **Automatic College Admission Policy**

In accordance with Texas Education Code (TEC), §51.803, a student is eligible for automatic admission to a college or university as an undergraduate student if the applicant earned a grade point average in the **top 10 percent** of the student's high school graduating class, or the **top 6 percent** for admission to the University of Texas at Austin, in the summer/fall 2023 or spring 2024. The applicant in either case must also:

1. earn the distinguished level of achievement under the Foundation High School Program; or
2. satisfy ACT's College Readiness Benchmarks on the ACT assessment or earn on the SAT assessment a score of at least 1,500 out of 2,400 or the equivalent.

In accordance with Title 19 Texas Administrative Code (TAC), §5.5(e), high school rank for students seeking automatic admission to a general academic teaching institution on the basis of class rank. Visit the [Automatic College Admission Policy](#) website for more information.

## **Required Notification Regarding Algebra II**

A student is not required by state law (Texas Education Code, Section 28.025) to successfully complete Algebra II as a requirement for high school graduation. However, there are potential consequences to a student who does not successfully complete an Algebra II course.

A student is eligible for automatic admission to a Texas public college or university as an undergraduate student if the student earned a grade point average in the top 10 percent of the student's high school graduating class or in the percentage of qualified applicants that are anticipated to be offered admission to The University of Texas at Austin. Visit the [Required Notification Regarding Algebra II](#) website for more information.

## **College-Bound Student-Athletes**

The National Collegiate Athletic Association (NCAA) Eligibility Center and The National Association of Intercollegiate Athletics (NAIA) certifies the academic and amateur credentials of all college-bound student-athletes who wish to compete

in college level sports. The NCAA and NAIA are two separate associations, meaning recruits must register for the NCAA and NAIA eligibility centers if they have programs from both governing bodies on their list of schools.

College-bound student-athletes preparing to enroll in a Division I or II school should register with the NCAA [Eligibility Center](#) to ensure they have met amateurism standards and are academically prepared for college coursework. To study and compete at a Division I school, you must earn 16 NCAA-approved core-course credits, earn a minimum 2.3 core-course GPA and submit your final transcript with proof of graduation to the Eligibility Center.

The NAIA is a governing body of small athletics programs dedicated to character-driven intercollegiate athletics. To participate in athletics in the NAIA, you must be admitted to the college or university under admission standards equal to or higher than those applied to the general student body. College-bound student-athletes preparing to enroll at a NAIA school should register with the [NAIA Eligibility Center](#).

Visit the Katy ISD [College-Bound Student-Athletes](#) website for more information.

## **Student Resources**

Visit the [Student Resources](#) website for more information on Athletics, Advanced Academics, Career and Technical Education (CTE), Dual Credit, ESL, Fine Arts, Katy Virtual School (KVS), Student Course Fees, Graduation Requirements, College, Career and Military Readiness (CCMR), Performance Acknowledgments, and The Texas First Diploma Scholarship Programs.

Professional School Counselors are available at all Katy ISD campuses to provide a Comprehensive Developmental Guidance Program and services for all students in the areas of:

- **Guidance Curriculum** – Develop competence in essential life skills including the student’s interests and career objectives.
- **Responsive Services** – Provide intervention on behalf of any student whose immediate personal concerns or problems put the student’s continued educational, career, personal, or social development at risk.
- **Individual Planning** – Provide guidance to help students plan, monitor, and manage their personal, social, educational and career goals and facilitate transition activities for post-secondary education and/or training.
- **System Support** – Support campus staff, parents, and community to promote the educational, career, personal, and social development of students, as well as the Developmental Guidance and Counseling Program.

## **PROGRAMS OF STUDY**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. For more information, please refer to the Katy ISD Graduation Requirements and endorsement information in the [Katy ISD Course Catalog](#).

A program of study is a coherent sequence of courses that ensure students are prepared for in-demand, high-skill, and high-wage careers in Texas. All CTE programs are aligned to established academic and technical skill standards to ensure student preparation for college and careers.

These programs also include work-based learning opportunities (e.g., internships, clinical experiences, or industry-mentored projects) tied to the student’s area of interest. Students that take courses within a CTE program of study have the opportunity to earn industry-recognized credentials such as certifications and licenses. Students also have the opportunity to select several dual credit courses that lead to a Level 1 Certificate from Houston Community College.

For more information about the CTE Programs of Study, visit <https://app.schoollinks.com/course-catalog/katy-isd/career-focus-area>, select the drop down under Programs of Study and select the career area you are interested in.

## **ACCOUNTABILITY UNDER STATE AND FEDERAL LAW**

Katy ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA;

- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by Every Student Succeeds Act (ESSA).

Information about any of these reports can be found on the district's website at [the Katy ISD District webpage](#). Hard copies of any reports are available upon request to the district's administration office.

TEA also maintains additional accountability and accreditation information at <https://txschools.gov/> and <http://www.tea.texas.gov/>

For questions regarding any accountability report, please contact the [Katy ISD Research, Assessment, & Accountability Department webpage](#) at 281-396-2343.

## **BULLYING - SpeakUP**

### Bullying

A single significant act or pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school;
4. Infringes on the rights of the victim at school; and
5. Includes cyberbullying.

These provisions apply to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately-owned school bus or a vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity on or off school property; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
  - a. Interferes with a student's educational opportunities; or
  - b. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Cyberbullying as defined under the Texas Education Code Sec. 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

### Harassment

Harassment means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health and safety.

### Hit List

A hit list means a list of people targeted to be harmed, using:

1. A firearm, as defined by Section 46.01(3), Penal Code;
2. A knife, as defined by Section 46.01(7), Penal Code; or
3. Any other object to be used with intent to cause bodily harm.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

According to TEC § 25.0342, upon the recommendation of the administration, the Board of Trustees of a school district or the Board's designee, in response to an identified case of bullying, may decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see Safety Transfers/Assignments]

A copy of the district's policy is available on the district's website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through [Board Policy FNG \(LOCAL\)](#).

### **Procedures for Filing a Complaint and Investigation Process**

1. Complete a Report of Alleged Bullying or Harassment form or speak directly to a campus administrator who will request a written statement.
2. These forms are available from all administrators and on the Katy ISD website: [Katy ISD Bullying Prevention and Student Support webpage](#).
3. Please provide detailed information on the form so that the administrator may complete a thorough investigation.
4. Turn the completed form into a campus administrator.
5. Notice of a reported incident of bullying must be provided to the parent or guardian of the alleged victim on or before the third business day after the date the incident is reported and to the parent or guardian of the alleged bully within a reasonable amount of time after the incident.
6. The administrator will investigate the information contained in the complaint.
7. If the results of an investigation indicate bullying has occurred, the administration will enact a Stay Away Agreement and Safety Plan and take appropriate disciplinary action.
8. If, upon completion of the investigation, the principal or designated administrator determines the alleged incident does not rise to the level of bullying, the District will proceed in accordance with the [Discipline Management Plan and Student Code of Conduct](#) in deciding what, if any, discipline should be assessed for other documented prohibited conduct. Administration may enact a Stay Away Agreement and Safety Plan to prevent further incidents and ensure student safety.

A copy of the District's policy is available on the District's website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy [Board Policy FNG \(LOCAL\)](#).

Parents may learn more about bullying in the [Discipline Management Plan and Student Code of Conduct](#), "Bullying."

## **CHILD NUTRITION**

It is the goal of the Katy ISD Child Nutrition Department that no child should go hungry. Breakfast and lunch are served each day in the school cafeteria. Menu and food prices are posted on the [Food Services website](#) as well as [School Café](#).

### **Nutrition and Food Service**

The Katy ISD Nutrition and Food Service Department promotes healthy eating by providing nutritious meals to students, teachers, staff and visiting patrons. All Katy ISD schools participate in federal child nutrition programs; School Breakfast Program (SBP) and National School Lunch Program (NSLP). Program administration falls under the guidance of the United States Department of Agriculture (USDA), the Texas Department of Agriculture (TDA), and local school district. Nutritious breakfast and lunch choices are offered each day in the school cafeteria. More information about the federal child nutrition programs is available on [www.squaremeals.org](http://www.squaremeals.org).

### **Menus and Meal Prices**

Breakfast and lunch meals are available each school day. A la carte options are also available for additional costs. Breakfast and lunch menus are available to view along with nutritional information on the [Food Service website](#) and [School Café](#). Free or reduced-price meals are available to those who qualify based on the household income. The Free or Reduced-Price School Meals application is available online on [School Café](#). Deposits to student cafeteria accounts can be submitted online through [Pay N' Go](#). Meal periods and serving times are designated by the campus.

Meal Prices	Elementary	Junior High	High School
Breakfast	\$1.25	\$1.25	\$1.25
Breakfast - Reduced Price	\$0.30	\$0.30	\$0.30
Lunch	\$2.25	\$2.75	\$2.75
Lunch - Reduced Price	\$0.40	\$0.40	\$0.40
Breakfast - Adult	\$3.25	\$3.25	\$3.25
Lunch - Adult	\$5.00	\$5.00	\$5.00

Katy ISD students are expected to eat lunch on campus per [Board Policy FEE \(LOCAL\)](#). Students are encouraged to make all purchases for meals and a la carte items before sitting at the cafeteria table. Katy ISD student ID cards should be visible at all times during the school day and are scanned for cafeteria account access when making purchases. The student is expected to pay for meals at time of purchase based on their eligibility; Paid or Reduced-Price. Additional information is available on the [district website](#) or on [www.SchoolCafe.com/KatyISD](http://www.SchoolCafe.com/KatyISD).

## **Cafeteria Meals Charge Policy**

District charge policy allows a student with insufficient funds for a meal purchase, cash or deposited in School Café cafeteria account, to receive a meal that will be charged to the student's account. The expectation is that the parent or guardian will pay off all negative balances from the meal charges on the student's account. Students who exceed the allowable charge amount will not receive a meal unless payment is presented at time of purchase.

Student's allowable meal charge amount as per the following policy:

- Elementary – Value of ten (10) breakfast meals and ten (10) lunch meals
- Junior High School – Value of five (5) breakfast meals and five (5) lunch meals
- High School – Value of five (5) breakfast meals and five (5) lunch meals

The parent or guardian will be alerted when the meal account balance is negative by receiving a courtesy call and/or email through the district's automated call out system, if the district's parent or guardian information on file is correct and up to date. The parent or guardian is responsible for monitoring the amount of money in their student's account and paying back any borrowed money in a timely manner. If a student owes money on the cafeteria account, the student will be allowed to purchase snacks and/or a la carte items only with cash in hand for that purchase, or once the student's negative account is paid in full and funds are available in the School Café account to cover additional purchases.

## **Payment Options**



- [Pay N' Go](#) - Online payments by Credit Card or E-Check
- [Pay N' Go](#) is the fastest and easiest way to prepay and assure money is in the customer's account for meals and a la carte purchases. For safest processing, it is encouraged to deposit funds online through [Pay N' Go](#).
- [Pay N' Go](#) can also be accessed on the [KatyOnTheGo Mobile App](#).
- Student's district ID number and last name are required to register each student in [Pay N' Go](#)
- Credit cards, debit cards, and E-checks are accepted. Funds are placed in the student account within 48 hours.
- Parents or guardians may set up automated payments using a certain threshold.
  - Ex: If cafeteria account balance falls below \$10, deposit \$50
- There are no service or convenience fees charged for the deposited funds through [Pay N' Go](#).
- Account Deposits - Cash and Checks
- If sending check or cash payment, send to the school in a sealed envelope with the student's name, Katy ISD ID number, and teacher name noted on the envelope, or present to the cashier at time of service.
- Make the check payable to Katy ISD Food Service. Checks must include full name, address, phone number and be signed by the account holder.
- The Nutrition and Food Service Department cannot reimburse claims of lost cash or check payments.
- Any restrictions to your student's account must be made online for each child by the account holder through [School Café](#). Katy ISD is not responsible for designating meal versus a la Carte purchases only from check or cash payments.

## **School Café**

[School Cafe](#) is the website where the online Free or Reduced-Price School Meals application can be submitted annually, menus and nutritional information can be viewed, or funds may be transferred from one sibling to another. The student's food service account history can be viewed in [SchoolCafe](#). Parents or guardians can access the account purchase history

without adding funds to the account. A low balance notification email may also be setup, verify the amount of money in the account, and determine what the student has been purchasing. Parents or guardians may also set up a la carte purchase restrictions on the student's cafeteria account.


## **Community Eligibility Provision (CEP) Campuses**

Please note that students who are attending an USDA designated Community Eligibility Provision (CEP) campus will receive a free breakfast meal and lunch meal. Households with students at a CEP campus are NOT required to complete a Free or Reduced-Price School Meal Benefits application. More information about the USDA CEP program and eligible Katy ISD campuses can be found on the Community Eligibility Provision (CEP) for Free Meals [webpage](#).

## **Free and Reduced-Price School Meal Program**

A new application for Free or Reduced-Price School Meal benefits must be submitted every school year. Parents or guardians in need of financial assistance can apply at any time during the school year for their student(s).

- The fastest way to receive free or reduced-price meal benefits is by submitting an online application at [School Café](#).
- Create one account online and add ALL household students to the account. The student's district ID number and last name is required to register each child.
- Other parents or guardians can also create an account, but they will NOT have access to view a free and reduced-price application that you submitted if it was on a different account (the parent or guardian can only see the application if that parent or guardian submitted it personally).
- Once eligibility has been determined based on household income, a notification letter will be available on [School Café](#).
- Households with Pre-Kindergarten students must also apply online, as they do NOT automatically qualify for free meals.
- Submit only one (1) application per household. All students in one household, in grades PK and K-12, should be included on one (1) application.
  - Households completing the application who have students attending Non-CEP and CEP campus should also include the CEP student as household members on the application.
- Once all students are added to [School Café](#), student's information will be retained and automatically prompt the parent or guardian to add those students on future free and reduced-price school meal applications. This will be a faster and easier process.
- Online applications are preferred, but paper applications are available at each campus front office or the Nutrition and Food Service office, if needed.



# More Than a School Meal Application!

Submit your application for the National School Lunch Program (NSLP) NOW!

**FREE AND REDUCED PRICE BENEFITS!**  
(FOR THOSE WHO QUALIFY)

**Academic Tests**

Reduced registration fees for AP, SAT, and/or ACT tests.

**College Application Fees**

Discounted rates associated with college applications.

**School Meals**

Free or reduced prices on delicious and nutritious meals.

**P-EBT**

Pandemic EBT benefits, if offered.

**Tuition & Course Fees**  
Free or Discounted

KVS Original Credit Tuition  
KSAT Credit Recovery Tuition  
Athletics, CTE and Fine Arts Course Fees

**Internet Access**

Discounted rates on internet services.

**Turn in your meal application today to take advantage of additional benefits!**

**Free and Reduced Price Benefits Application**

<https://www.schoolcafe.com/katyisd>  
 Phone: 281.396.6240



## **Notifications**

The Katy ISD Nutrition and Food Service Department uses an automated calling system and email system to alert households when the student has a negative balance in the cafeteria. Alerts are sent out by both phone and email Monday through Friday. Low balance alerts and automated account replenishing can be set up on Pay N' Go. Notification information is tied to the most current information provided to the registrar at the student's campus, therefore it is important any changes in home/cell phone numbers or email addresses are updated by the parent or guardian on the Home Access Center or reported to the front office of the campus as soon as possible to ensure all district alerts are received. Any questions regarding the student's cafeteria accounts can be directed to the cafeteria manager at the campus between 6:30 A.M. to 2:30 P.M. Monday through Friday or the Nutrition and Food Service Office, 281-396-6240.

## **What Menu Components Must be Taken to Pay the Meal Price?**

The federal Healthy, Hunger Free Kids Act of 2010 requires students paying the set meal price to take menu components that meet the meal pattern. The meal pattern consists of FIVE components: meat/meat alternate, grain, fruit, vegetable, and milk.

If the minimum number of components for each meal are not chosen by the student, a la carte charges will be charged.

Breakfast:

- Must choose at least three (3) of the four (4) offered components to make a meal.
- Must choose one fruit or a juice as one of the components to pay the meal price. Lunch:
- Must choose at least three (3) of the five (5) offered components to make a meal.
- Must choose at least a half cup of fruit or vegetable to pay the meal price.

## **Severe Food Allergy/Diagnosed Disability**

The District requests to be notified when a student has been diagnosed with a severe food allergy or disability that requires a modification be provided by the cafeteria to the student's meal. Severe food allergies include those that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse at the student's campus regarding any known food allergy or as soon as possible after any diagnosis of a food allergy.

Students with life threatening food allergies or disabilities requiring diet modifications may have an alert posted on the cafeteria point of sale/cashier's computer system. In order for the alert to be activated, the child's physician or other recognized medical authority must complete the following:

- Katy ISD Physician Diet Modification Form and the Food Allergy Action Plan detailing the student's diagnosed disability or life-threatening allergy, the food or foods to be omitted, and the food choices that can be substituted.
- The parent or guardian should return the completed forms to the school nurse to be shared with the Nutrition and Food Service Department.
- The United States Department of Agriculture (USDA) requires school districts to ensure that they have the most current information on a student's dietary needs.
- If there is a change made to a student's life-threatening food allergy or diagnosed disability, an updated Diet Modification Form must be submitted to reflect the changes.
- To ensure the district has the most current information on a student's dietary needs, a new Diet Modification Form must be submitted at minimum every three (3) years for every student currently receiving a modification from the cafeteria.

The District has developed and annually reviews a food allergy management plan. When the district receives information that a student has a severe food allergy that places the student at risk for anaphylaxis, the student will be referred to 504 so an individual health plan can be developed to assist the student in safely accessing the school environment.

Allergen information posted on the Katy ISD Nutrition & Food Service website and School Café website is based on information that the department currently has on file. Allergen information is subject to change based on changes from manufacturers. Katy ISD is not always notified of these changes. Allergen information posted is for parent and student information. Katy ISD Nutrition and Food Services does not monitor any a la carte purchases for allergens for any student.

## **Peanut Allergy**

Allergies to peanuts are not always limited to ingestion of the food item. Peanuts can also cause damage through the air as an airborne allergen. Peanut allergies may lead to life threatening situations. The following precautions have been taken to

create a safe environment for all children.

- No peanut products are offered on the menu at elementary schools; however, some a la carte products may contain or be processed in a facility that also processes nuts.
- Parents are encouraged to avoid sending peanut butter sandwiches to school.

## **Personal Food in the Cafeteria, Restricted Foods**

Students may bring their own lunch or breakfast to school to eat in the cafeteria during designated times. Parents or guardians are encouraged to provide food items for their student only. Sharing food is strongly discouraged at the meal table for reasons of hygiene, allergic reactions, and nutrition. Students may not bring glass containers to campus.

## **Smart Snacks Rules**

The Smart Snacks in Schools standards published by the USDA will build on healthy meal changes through the National School Lunch Program and the School Breakfast Program. As of July 1, 2014, revised nutrition standards are in effect for all foods and beverages sold to students on campus during the school day with school day is defined as from midnight to 30 minutes after the end of the instructional day. Related to these standards, any and all campus food sales during the school day must meet Smart Snack standards. This includes campus and PTA/PTO sales events and fundraisers. Any and all food sale days/events exempt from food standards are prohibited per Katy ISD guidelines. Currently according to Katy ISD guidelines, food sales outside of the cafeteria are not allowed anywhere on the school campus during the school day. General program information is available on the [A Guide to Smart Snacks in School \(azureedge.us\)](http://azureedge.us)

## **Exempt Fundraisers**

Per Katy ISD guidelines, high school and junior high campuses are allowed up to six (6) exempt fundraising days per school year. All exempt fundraising days must be pre-approved by the campus principal and submitted to the Nutrition and Food Service Department at least two (2) weeks prior.

# **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at [Board Policy FFG \(LOCAL\)](#). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

Anyone who suspects a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and/or headaches.

Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see:

[https://www.dfps.texas.gov/prevention\\_and\\_early\\_intervention/default.asp](https://www.dfps.texas.gov/prevention_and_early_intervention/default.asp)

The following websites might help you become more aware of child abuse and neglect and how to talk with your children:

<https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

[Tips for Talking to Children about Child Abuse](#)

<https://www.cactx.org/>

Reports of abuse or neglect may be made to:

1-800-252-5400 or for non-emergency situations online at <https://www.txabusehotline.org/Login/Default.aspx>

## COMPLAINTS AND CONCERNS

Usually, student or parent complaints can be addressed informally — by a phone call or a conference with the teacher, assistant principal, or campus principal, as appropriate. For those complaints that require a more formal process and cannot be resolved at the campus level, the District has established a standard complaint process which is addressed in [Board Policy FNG \(LOCAL\)](#). A student or parent who has a complaint may access the FNG process as long as the request is made within 15 days of the date the parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint. Prior to or at the time of the Level I conference, the student or parent shall submit the form obtained from the campus outlining the complaint, any evidence, and the solution sought. If unresolved after the written decision following the Level I conference with the principal, a written request to appeal the decision should be sent to the appropriate Assistant Superintendent for School Leadership. If a complaint is still unresolved after a Level II decision, the district provides for the complaint to be presented to the Board of Trustees. Administrators receiving a complaint that has not gone through the proper channels cannot respond to a complaint other than referring it back to the appropriate person for resolution. Therefore, complaints can be handled in a more efficient manner if the issue is addressed at the correct level first.

If the student or parent will be represented in a conference at any level by an attorney, the District must be notified in advance of the conference so that the administration can obtain equal representation. Failure to do so will result in the need to reschedule the conference.

Parents may learn more about complaints in the [Discipline Management Plan and Student Code of Conduct](#), General Notices, “Complaints.”

## CONDUCT

### Applicability of School Rules

As required by law, the board has adopted a [Discipline Management Plan and Student Code of Conduct](#) that prohibits certain behaviors and defines standards of acceptable behavior—both on and off-campus as well as on district vehicles—and consequences for violation of these standards.

Parents may learn more about student discipline in the [Discipline Management Plan and Student Code of Conduct](#).

### Disruptions of School Operations

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. Parents may learn more about disruptions in the [Discipline Management Plan and Student Code of Conduct](#), “Disruption of Activities,” “Disruption of Classes,” “Disruption of Transportation.”

### Social Events

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. Students leaving before the official end of a non-instructional day event may not be readmitted.

### Summer School

Students are responsible for following the same rules, guidelines and expectations during all summer school opportunities and are subject to the same disciplinary consequences outlined in the [Discipline Management Plan and Student Code of Conduct](#).

## DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with

courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website. [See [Board Policy FFH](#) for more information.]

## **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

Parents may learn more about dating violence in the [Discipline Management Plan and Student Code of Conduct](#), "Dating Violence."

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Parents may learn more about harassment in the [Discipline Management Plan and Student Code of Conduct](#), "Harassment."

## **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student is prohibited. Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts, or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact that a reasonable person would not construe as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic, and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on a student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment can occur regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity. Examples of gender-based harassment directed against a student may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Parents may learn more about harassment in the [Discipline Management Plan and Student Code of Conduct](#), "Harassment."

## **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

## **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parents. See [Board Policy FFH \(LOCAL\)](#) for the appropriate district officials to whom to make a report.

Upon receiving a report of prohibited conduct as defined by [Board Policy FFH \(LOCAL\)](#), the district will determine whether

the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to [Board Policy FFI \(LOCAL\)](#) to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would violate law and [Board Policy FFI \(LOCAL\)](#) as it relates to bullying, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined [Board Policy FFH \(LOCAL\)](#).

### **Investigation of Report**

Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation, and when appropriate, the district will take interim action to address the alleged prohibited conduct. If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful. A Stay Away Agreement and/or Safety Plan may be enacted in an effort to ensure student safety and mitigate any further incidents.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with [Board Policy FNG \(LOCAL\)](#).

### **Nondiscrimination Statement**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited. [See [Board Policy FFH\(LOCAL\)](#)]

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment:

Student Title IX Coordinator: Stephanie McInturff, 6301 S. Stadium Lane, Katy, TX 77494, 281-396-2218.

Employee Title IX Coordinator: Chief Human Resources Officer, 6301 S. Stadium Lane, Katy, TX 77494, 281-396-2347.

During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at [Board Policy FFH \(LOCAL\)](#).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: 6301 S. Stadium Lane, Katy, TX 77494, 281-396-2319.

[See [Board Policy FB](#), [Board Policy FFH](#), and [Board Policy GKD](#) for more information.]

## **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS OR OTHER DOCUMENTS**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school newspaper and the yearbook are available for purchase to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Parents may learn more about distribution of non-school materials in the [Discipline Management Plan and Student Code of Conduct](#), "Distribution of Materials."

## **Non-School Materials**

Students must obtain prior approval from the principal before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal may designate a location for approved non-school materials to be placed for voluntary viewing by students. [See [Board Policy FNAA](#).]

A student may appeal a principal's decision in accordance with [Board Policy FNG \(LOCAL\)](#). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

Activities such as distribution of literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. The District may prohibit expression by students if:

1. It materially and substantially interferes with school activities;
2. It materially and substantially interferes with the rights of other students or teachers; or
3. The District can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.

Classrooms and hallways shall not be used for the distribution of any materials over which the school does not exercise control. Distribution is defined as the circulation of more than ten (10) copies of material from a source other than the District. Each school campus shall designate an area where materials that have been approved for distribution by students in accordance with policy may be made available. Campus principals may develop reasonable time, place, and manner restrictions regarding the distribution of materials at designated areas. Birthday and other party invitations may not be distributed in any quantity at school because they create a disruption to the educational environment.

Each campus principal or principal's designee will approve all written publications/materials by noncurricular-related student groups prior to information being made available for student access. Decisions regarding the appropriateness of materials will be consistent with the criteria and timelines specified in [Board Policy FNAA](#).

Non-school materials shall not be distributed if:

1. The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
2. The materials endorse actions endangering the health or safety of students.
3. The materials promote illegal use of drugs, alcohol, or other controlled substances.
4. The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
5. The materials contain defamatory statements about public figures or others.
6. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
7. The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
8. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Students who fail to follow the procedures for submitting material for approval shall face disciplinary action. Appropriate law enforcement officials shall be called when someone other than a student refuses to follow the procedures for submitting materials and fails to leave the premises when asked.

Parents may learn more about distribution of non-school materials in the [Discipline Management Plan and Student Code of Conduct](#), "Distribution of Materials."

## **From Non-Katy ISD Entities**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by

[Board Policy GKDA](#). To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Community Relations office for prior review. They will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See [Board Policy DGBA](#), [Board Policy FNG](#), or [Board Policy GF](#).]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with [Board Policy GKD \(LOCAL\)](#) or a non-curriculum related student group meeting held in accordance with [Board Policy FNAB \(LOCAL\)](#).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.
- All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

For more information, access Katy Corkboard and how to advertise a community flyer. See the Katy ISD [Corkboard](#).

## DRESS CODE

The district's dress code is established to prevent disruption and minimize safety hazards. Any article of clothing or grooming the principal or designee determines to be inappropriate, a safety concern, or can reasonably be expected to cause disruption or interference with normal school operations is prohibited.

Parents may learn more about the dress code in the [Discipline Management Plan and Student Code of Conduct](#), "Dress Code."



## DRIVING AND PARKING PRIVILEGES

Driving and parking is a privilege. Consult your campus administrator for eligibility and guidelines. Parents may learn more about vehicles on campus in the [Discipline Management Plan and Student Code of Conduct](#), “Vehicles on Campus.”

## DYSLEXIA

Children identified as Dyslexic according to the TEA Dyslexia Handbook Guidelines are eligible to receive intervention services and accommodations in the classroom and on state mandated testing (as allowed by TEA) through the Special Education or Section 504 programs. If a student is experiencing difficulty in reading, the campus Student Support Team (SST) should convene to discuss possible interventions or referral for a dyslexia evaluation. This evaluation is handled through the Special Education referral process. At any time, a parent may request an evaluation for dyslexia, and the campus should convene an SST to discuss the parent’s concerns and determine if a referral for an evaluation is warranted.

## EMERGENCY CONTACTS

Each year parents/guardians are asked to designate persons on their child’s enrollment card who can be contacted in the case of an emergency occurring at school when a parent/guardian cannot be reached. An emergency may be as simple as a child with fever who needs to be taken home to a child who needs to be taken to the hospital via an ambulance for a severe medical condition. As a reminder, the enrollment card states, “Emergency contacts are only authorized access to information regarding the student and authority to transport the student in an emergency situation occurring at school when the parent/guardian cannot be reached. At any other time, emergency contacts have no rights regarding the student and must have written authorization from the parent/guardian for a specific date/time to pick up the student from school.” The parent/guardian must include a copy of their photo ID with the written authorization. It is important that the names and phone numbers listed for emergency contacts are accurate at all times.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Katy Independent School District has established an extremely competitive, highly recognized, and well-respected extracurricular program. Achieving a reputation for excellence takes the diligent efforts of coaches, directors, students, parents, and community supporters, as well as the support and encouragement of an outstanding administration. It is up to each of us in the district to continue to meet the demands placed on us to maintain this high standard of distinction. This section has been designed to aid the coach/director, students, and parents in the knowledge of policies and procedures of the extracurricular program in Katy ISD, which will help us maintain a level of prestige among other districts.

## EXTRACURRICULAR PROGRAM OBJECTIVES

The Extracurricular/Co-Curricular Coaches, Sponsors, and/or Directors are dedicated to Katy ISD being recognized as a premier program in the state of Texas. To obtain this extraordinary level of competence in an incredibly competitive area, each person within the program must demand excellence of himself/herself as well as each individual for whom he/she is responsible.

### **Extracurricular Activities, Clubs, And Organizations (All Grade Levels)**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships. Participation, however, is a privilege, not a right. Some extracurricular activities may include off-campus events. Students are required to use district transportation when provided by the district to and from the events. Exceptions may be only made with the approval of the activity’s coach or sponsor. Student safety in extracurricular activities is a priority of the district. A student enrolled in a district or who participates in an extracurricular activity, or a University Interscholastic League (UIL) competition is subject to district policy and UIL rules regarding participation only when the student is under the direct supervision of an employee of the school or district in which the student is enrolled or at any other time specified by resolution of a board. See [Board Policy FM \(LEGAL\)](#).

### **Expectations For Participating Students**

Students selected to a Katy ISD extracurricular program must recognize this distinction as an honor and privilege and must be held accountable to a greater standard than that of the general school population. The students involved in extracurricular activities are recognized as representatives of the individual school as well as the district, and, as such, must demonstrate the highest levels of character and behavior. It is the responsibility of each coach/sponsor/director to ensure this high level of expectation. Coaches/directors must monitor the character and behavior of their student members in and out of season,



in and out of uniform, and on and off campus. The amount of time coaches/directors spend in various curricular and co-curricular activities provides a unique opportunity to observe, assist, and to help the students make good decisions. Therefore, this Code of Conduct extends beyond the Katy ISD [Discipline Management Plan and Student Code of Conduct](#), not only in types of behavior prohibited, but also in corresponding consequences and jurisdiction for imposing discipline.

## **Absences**

Katy ISD shall make no distinction between absences for UIL and Absences for other competitive extracurricular activities approved by the Board of Trustees. A student shall be allowed in a school year a maximum of ten extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state and maximum of two absences for state competition. Students that may accrue additional absences due to participation in multiple student programs are recommended to contact their campus administrator prior to exceeding the maximum allowed.

All students participating in a Katy ISD extracurricular activity make a commitment to the organization, their teammates, and their school. Each program demands the dedication of time and energy of the student. Part of this commitment is to be a student first and strive for Academic Excellence. Another integral part of the commitment is to place the Katy ISD organization above participation in any non-school sanctioned activities and attend all practices and performances scheduled by Katy ISD sponsors.

## **Booster Club**

Booster clubs are designed to help enrich participation in extracurricular activities. The primary role of booster clubs is fundraising. Booster clubs shall organize and function in a way consistent with the District's philosophy and objectives, within adopted board policies, and in accordance with UIL regulations as applicable. The vision of each booster club is set by the principal and/or the sponsor of the program and should reflect Katy ISD's philosophy and objectives.

### [UIL Booster Club Guidelines](#)

<https://www.katyisd.org/cms/lib/TX50010808/Centricity/Domain/3801/financial-mgmt-handbook-for-parent-org.pdf>

## **Fees for Student Participation**

These fees are outside the instructional needs of the school day and are intended to give our students an enriched perspective about excelling in the extracurricular program.

## **Fundraising (All Grade Levels)**

Student groups, teams, classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes in accordance with administrative regulations. [See [Board Policy FJ](#) and [Board Policy GE](#) for more information.]

The District will not provide funding for travel competitions beyond the state level. National competitions will be at the expense of the respective campus activity fund, the booster club treasury, donations, or a combination thereof.

## **Schedule Conflicts**

Students participating in more than one activity could possibly have conflicts from time to time. Please notify the coaches/sponsors/directors as soon as the conflict arises. The following order will be used to help settle these conflicts:

- State
- Regional Events
- Area
- Bi-District
- District
- Non-District
- Local Performances
- Scrimmages
- Practice

## **Social Media Standards**

Students who elect to participate in extracurricular activities are required to maintain high standards of academic performance as well as exemplary citizenship at all times. They serve as positive role models for the student body and in the community as representatives of our school and school district. One of the primary purposes of extracurricular activities is to impart knowledge and skills to students so that they will graduate with the characteristics which will enable them to make a meaningful and successful contribution to both society and the workforce as outlined in the Katy ISD [Discipline Management Plan and Student Code of Conduct](#). Being a member of an extracurricular organization is a privilege, not a

right. Any student who represents himself/herself, other participants, school staff, or members of the student body through electronic media (e.g., websites, personal home pages, blogs, text messages, chat/rooms/applications) or using electronic communication devices (e.g., camera phones, digital phones, electronic descriptions) in a way that causes school officials to reasonably anticipate substantial disruption of, or material interference with, the activities of the organization or school will be subject to disciplinary actions determined by appropriate school officials. Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school defined in the Katy ISD's [Discipline Management Plan and Student Code of Conduct](#), whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined in accordance with the [Discipline Management Plan and Student Code of Conduct](#). Students may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Engaging in this type of behavior can lead to bullying or harassment. In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the [Discipline Management Plan and Student Code of Conduct](#), and, in some cases, the consequence may rise to the level of expulsion.

## **Travel**

Students who have the opportunity to travel in connection with the Katy ISD extracurricular events are representatives of the district and must exhibit exemplary behavior at all times. Students who dress or act inappropriately while traveling to or from a Katy ISD activity may be suspended or removed from the scheduled event and/or extra-curricular program. All students who participate in school-sponsored trips are required to ride in transportation provided by Katy ISD to and from the event. An individual exception may be made due to extenuating circumstances if the student's parent or guardian request is approved by the extracurricular sponsor and the *Katy ISD Permission for Student/Parent-Provided Transportation* is approved by the campus principal. It is the responsibility of each Katy ISD Sponsor to submit a *Request for Student Trip* (found on Online Forms). Requests for Transportation Exceptions must be made and approved no later than 24 hours before the scheduled event. Students are not allowed to drive themselves to in-district or out-of-district school-sponsored events. Students involved in travel shall:

1. Be on time for all trips;
2. Dress neatly and in compliance with the district's dress and grooming policy;
3. Be on their best behavior in restaurants, hotels, buses and/or other vehicles;
4. Take care of any equipment assigned and return it to the proper storage location upon return to the school; and
5. Promptly obey all instructions given by either the coaches/sponsor(s) and/or school-approved adult chaperones.

## **Transportation Options**

- A. Katy ISD school buses are to be used to transfer groups whenever possible.
- B. When a school bus is not practical because of distance and/or size of group, transportation may be in a contracted vehicle (through District Approved Rental Company) or school vehicle (like White Fleet).
- C. Students may not be transported in a Katy ISD staff's personal vehicle at any time.
- D. Bus Transportation requests are submitted online through the Transportation Department.
- E. To drive a bus for Katy ISD, sponsors must have a valid CDL passenger bus driving license and be approved by the Katy ISD Transportation Department. Katy ISD sponsors will drive buses whenever possible.
- F. During the school day no student is allowed to transport himself/herself to any off-campus facility unless, prior to the trip, a parent or guardian has completed a *Katy ISD Permission for Student/Parent-Provided Transportation* form.
- G. All Katy ISD students must travel with their group. All students must return with the team unless, prior to the trip, a parent or guardian has completed a *Student Travel Release* form that entitles the student to be released to the custody of the parents at the completion of the activity or event.

## **Transportation, Overnight**

- A. Overnight travel for Katy ISD group is permitted by the district.
- B. Board Policy: Any in-state overnight trips taken by student organizations and other student groups shall require approval in accordance with administrative regulations.
- C. All trips require a *Request for Student Trip Form* request to be turned in before the trip, for approval by your campus principal.
- D. Hotel Rooms: Max 4 students per room.

## **UIL Rules And Eligibility**

Eligibility for many of these activities is governed by state law and the rules of the [University Interscholastic League](#) (UIL), a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity

governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students and parents can access the UIL Parent Information Manual at [UIL Parent Information Manual](#). To report alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of [TEA](#) at (512) 463- 9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov). [See [UILtexas.org](http://UILtexas.org) for additional information on all UIL-governed activities.]

## **Websites**

For more information about our extracurricular activities, please visit the specific program’s website:

[Academics](#)

[Athletics](#)

[Career and Technical Education](#)

[Fine Arts](#)

## **EXTRACURRICULAR STANDARDS OF BEHAVIOR**

Katy Independent School District is dedicated to giving all students the opportunity to participate in a highly competitive and comprehensive enrichment program by employing dedicated professionals and providing appropriate funding through fairly administered and conducted activities. We believe that school related activities are a microcosm of society and through participation in our programs, students will inherently learn life skills enabling them to be productive members of society, capable of managing time, striving to set and obtain goals, and developing an enhanced self-discipline. Three main themes are apparent in all successful enrichment programs: integrity, character, and honesty. The co-curricular and extra-curricular programs at Katy ISD are a privilege and, as such, the student is held to a much higher standard than that of the general school population. Therefore, the guidelines and rules that each coach/director establishes for the team may be more stringent than those delineated in the [Discipline Management Plan and Student Code of Conduct](#).

Sponsors and coaches of co-curricular and extra-curricular programs may develop and enforce standards of behavior that are higher than the District-developed [Discipline Management Plan and Student Code of Conduct](#) and may condition membership or participation in the activity on adherence to those standards. Co-curricular and extra-curricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. A student shall be informed of any behavior standards at the beginning of each school year or when the student first begins participation in the activity. A student and his or her parent shall sign and return to the sponsor or coach a statement that they have read the behavior standards and consent to them as a condition of participation in the activity. Standards of behavior for an extracurricular activity are independent of the [Discipline Management Plan and Student Code of Conduct](#). Violations of these standards of behavior that are also violations of the [Discipline Management Plan and Student Code of Conduct](#) may result in independent disciplinary actions. A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the [Discipline Management Plan and Student Code of Conduct](#) [Board Policy FO (LOCAL)].

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

Parents may learn more about gang free zones in the [Discipline Management Plan and Student Code of Conduct](#), “Gang Free Zones.”

## **HEALTH-RELATED MATTERS**

### **Asbestos Management Plan**

The District is committed to providing a safe environment for workers, building occupants, students, parents, and legal guardians. An Asbestos Management Plan has been developed to address all Asbestos Hazard Emergency Response Act (AHERA) and Texas Asbestos Health Protection Act (TAHPA) requirements. A copy of the District’s Asbestos Management Plan is available at each campus for review. The plan contains information on friable and/or non-friable asbestos-containing building materials (ACBM). 40 CFR 763.93 and Katy ISD [Board Policy CKA \(LEGAL\)](#). If you have any questions, please

contact the Associate Director of Maintenance or the Environmental Department at (281)396-2514. *Updated: 08-24-2022*

## **Clinics**

All Katy ISD campuses have a campus clinic that is staffed with either a Registered Nurse or a Licensed Vocational Nurse, whose duties and responsibilities can be found on the District website at the [Katy ISD Health Services webpage](#).

### **Clinic Procedures**

Students who become ill, injured, or have an emergency during the school day should alert their teacher and obtain a pass to go to the School Nurse. The School Nurse will assess the student's level of illness or injury, administer the appropriate care and/or first aid, and determine if the student should remain in school for the remainder of the day. If the School Nurse determines that the student cannot finish the day because the illness or injury will impede the student's school performance, needs prompt medical attention, or is possibly a communicable disease, he/she will notify the parent/guardian of the student's condition and request that the student be picked up from school. No student may leave school until he/she has been released by the School Nurse or Principal. Failure to do this may result in the student being considered truant.

In the event of a severe or life-threatening illness, injury, or emergency, and the School Nurse determines the student needs immediate medical attention, the nurse will administer the appropriate nursing care and/or first aid and notify emergency personnel so that the student can be properly assessed, treated, and transported to the appropriate medical facility ([Board Policy FFAC](#)). In the event of such an emergency, the parent/guardian will be notified as soon as possible. If the student is transported to a hospital or emergency facility, school personnel will remain with the student until the parent/guardian arrives. The school district is not responsible for any costs of medical care, emergency care, or transportation.

Students should never use their cell phones or the classroom phones to request parents to pick them up. All calls should be made through official school notifications. Students leaving for home from the clinic must sign out in the attendance office and have their mode of transportation approved by the parent before leaving.

It is the responsibility of the parent/guardian to provide transportation promptly for students who need to be picked up from school due to illness or injury, and to seek medical care if the student's condition warrants.

It is also the responsibility of the parents/guardians to provide school personnel with current home, work, and emergency phone numbers so that they can be reached if their student becomes ill or injured during the school day. Parents should update email and phone numbers on the [Home Access Center](#) (HAC). If a parent is unable to electronically update information on the HAC, a note should be sent to the campus registrar so the change can be made to the school records used by the nurse.

## **Communicable Disease Control Measures**

Katy ISD encourages all students to attend school every day unless prevented by severe injury, illness, or hospitalization. For the protection and well-being of all students, do not send a sick child to school; performance is generally lower when a child is ill. To help control the spread of communicable diseases, the following health measures must be followed:

- Parents/Guardians must keep their child at home if the child has a temperature elevation of (100.0F or greater), is severely ill, or is known to have (or suspected to have) a contagious health condition.
- If a child vomits two or more times within a 24-hour period, the child will need to stay home for at least 24 hours to ensure he/she is not contagious.
- Students with any diarrheal illness must be excluded from school until they are diarrhea free for 24 hours without the use of diarrhea suppressing medication.

Students must be symptom free for at least 24 hours without preventive medication. For a student sent home from the clinic, at a minimum, the 24-hour rule will begin when the student is signed out at school.

Should any campus experience an unusually high number of students with the same illness, Katy ISD is required to report certain contagious (communicable) diseases or illness to the Texas Department of State Health Services (TDSHS) or our local/regional county health department. The campus nurse is required to assist health authorities with demographic information on students to assist with their investigation of a reportable communicable disease issue on campus. ~~Additional~~ Information and guidance of the district communicable disease control measures can be found at [Katy ISD Communicable Disease](#), including information on Bacterial Meningitis, can be found at [the Katy ISD Bacterial Meningitis webpage](#).

## **Diabetic Care**

For information and school guidance on a student diagnosed with diabetes, contact your campus nurse or refer to the District website at: [Katy ISD Diabetes Webpage](#)

## **Food Allergy**

The district has developed a Food Allergy Management Plan for life threatening food allergies. Board Policy FFAF.

The district encourages parents and students to be respectful of students with severe, life-threatening allergies when bringing lunches and/or other snacks to school. In addition, food allergy plans may require limitations that is permitted by law. For information and school guidance on a student with life-threatening food allergies, contact your campus nurse or refer to the District website at: [Katy ISD Food Allergy webpage](#).

## **Immunizations**

In accordance with the Texas Department of State Health Services, a student will show acceptable documentation of vaccination or exemption prior to school entry or transferring to a public school in Texas. For a list of immunization requirements and exemptions for student enrollment entry or attendance, contact your campus nurse or refer to the District website for further information at the [Katy ISD Immunization Requirements webpage](#).

## **Medications**

All medications, prescription and nonprescription, including cough drops, brought to the school must be taken to the school clinic immediately upon arrival. Students may transport prescription/nonprescription medication to and from school if the medication is not a controlled substance. Parents are strongly encouraged to personally drop off and pick up medications in the campus clinic.

Students may not be in possession of any prescription or nonprescription drug on school grounds during school hours unless officially authorized by the campus nurse for possession. According to Texas Education Code 38.013, a student with diabetes, asthma or anaphylaxis is entitled to possess and self-administer his/her prescription medication while on school property or at a school-related event. Before a student can possess and self-administer his/her diabetes, asthma or anaphylaxis medication, all required paperwork must be completed and on file in the school clinic. Forms can be obtained from the campus nurse. For a complete reference to the Katy ISD District medication forms, policy, and procedures, contact your campus nurse or refer to the District website for further information at the [Katy ISD Health Services webpage](#).

The following procedures are to be followed regarding medications:

1. All prescription drugs dispensed through a physician's office must be in their original pharmacy container or packing and labeled by the pharmacist or physician. The label must include:
  - Student's name;
  - The physician's name;
  - The name and strength of the drug;
  - Amount of drug to be given;
  - Frequency of administration; and the
  - The date prescription was filled.
2. All non-prescription drugs must be in their original container. The written request for administration of these over-the-counter drugs, made by parent, guardian, or physician, must contain the following:
  - Full name of student;
  - Name of drug;
  - Amount of drug to be given;
  - Scheduled hours when the drug is to be given;
  - Reason drug is to be given;
  - Date; and
  - Appropriate signature.
3. All prescription and non-prescription drugs to be administered or kept at school for longer than 15 days must be accompanied by a written request signed and dated by the prescribing physician and the parent/guardian requesting this service.
4. All prescription and non-prescription drugs to be administered at school for 15 days or less must be accompanied by a written request, signed, and dated by a parent or legal guardian.
5. Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the campus nurse determines that a special need exists for an individual student.
6. There shall be no more than one drug per properly labeled container.
7. All medications will be stored and dispensed in the school clinic. Exceptions must be approved by appropriate school authorities in advance.

8. Students may not be in possession of prescription or non-prescription medications during school hours or at school-sponsored or school-related activities, on or off campus. Exceptions must be approved by appropriate school authorities in advance.
9. Natural and/or homeopathic-like products, not FDA approved, will not be dispensed in the school setting by school district personnel.
10. In accordance with the Texas Nurse Practice Act, Rule 217.11, the campus nurse has the responsibility and authority to clarify any medication order with appropriate licensed practitioner and/or refuse to administer medication that, in the nurse's judgment, is not in the best interest of the student.
11. It is District procedure to return or destroy any unused medication a student has been taking at school once it has been discontinued or at the end of the school year. If authorization is given by the parent/guardian to transport medication home on the Administration of Medication of School forms (Less than 15 Days or More than 15 Days), then the Disposition of Excess Medication form will not be necessary. It is preferred that a parent/guardian retrieve the unused portion or request that it be destroyed. No controlled substances can be sent home with a student. However, if the parent/guardian is unable to retrieve the medication, an adult representative may be designated to pick up the unused portion.

## **Pest Management Plan**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance at 281-396-2519.

## **Insect Repellent and Lotion Use During School Hours**

Concerned parents are strongly encouraged to use a repellent and/or lotion on their child before they leave for school, especially younger children who may have difficulty applying the repellent safely. No repellent sprays or lotions will be provided by or applied by school personnel during the school day unless the proper medical documentation is provided.

Parents who are concerned about mosquito exposure during the school day may send a lotion, wipe-on, or wristband type of repellent for use by their child. (Sprays pose the risk of accidental exposure and will not be allowed.) Parental written permission must also be provided. Parents should instruct their child in the proper use and application of an acceptable repellent and/or lotion, since it will be retained in the child's possession (backpack, etc.) for use when going outside for activities or practices.

Students with physical limitations that make it impossible to self-apply a repellent will also need to bring a parent note giving written permission for assistance with the repellent or lotion.

Efforts will be on-going through Maintenance and Operations to prevent standing water and tall grass in play and practice areas. Please contact your child's campus nurse if you have any questions.

## **Screenings on Campus**

Vision, hearing and scoliosis screenings will be conducted per Department of State Health Services guidelines in selected grade levels or age to identify those children with problems that may hinder their academic performance at school. If a problem is detected by the campus nurse, a parent will be notified and referred for a professional examination.

Acanthosis Nigricans (AN) is an additional screening that will be conducted in selected grade levels by the campus nurse. This screening is to identify any student that may be at risk of developing Type II diabetes.

A student may be exempt from screening if the student's parent/guardian does one of the following:

- Submit documentation to the campus nurse, by September 1<sup>st</sup>, showing the student's professional screening results conducted during the grade year in question or during the previous year.
- Submit documentation to the campus nurse, by September 1<sup>st</sup>, that the student will be tested by a person other than the certified screener at school within 60 days.
- Submit documentation to the campus nurse, by September 1<sup>st</sup>, that the screening conflicts with their religious beliefs or practices.

## **Seizure Care**

For information and school guidance on a student diagnosed with a seizure disorder, contact your campus nurse or refer to the District website at [the Seizure Disorder webpage](#).

## **Specialized Healthcare Procedures At School**

When students have special procedures (i.e. diabetic care, nebulizer treatments, catheterizations, suctioning, tube feedings, tracheostomy care, etc.) that must be done during the school day, a doctor's order and parent permit must be presented to the campus nurse before treatment can be started. Parents are responsible for providing all equipment and supplies for these procedures. For information and school guidance regarding specialized healthcare procedures at school, contact your campus nurse or refer to the [Katy ISD Specialized Healthcare Procedures webpage](#).

## **HOMELESS STUDENTS**

McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and education stability for homeless children and youth. The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence due to loss of housing, economic hardship, or similar reason. For more information on enrollment, services, and school of origin options for homeless students, contact the district's Title I Parent Support Specialist at 281-396-2612.

## **INTERRUPTIONS OF INSTRUCTIONAL TIME**

To avoid interruption of classes, messages will be delivered to students only in extreme emergencies. Delivery to students of flowers, balloons, food (including birthday treats), and other such items are prohibited at school.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The Administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The Administrator ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The Administrator or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Parents may learn more about questioning of students by law enforcement in the [Discipline Management Plan and Student Code of Conduct](#), "Questioning of Students by Outside Authorities."

### **Students Taken into Custody**

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court;
- To comply with the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety; or
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Parents may learn more about questioning of students by law enforcement in the [Discipline Management Plan and Student Code of Conduct](#), "Questioning of Students by Outside Authorities."

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors; and
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see [Board Policy GRA \(LOCAL\)](#).]

## **LIBRARY MEDIA CENTER MATERIAL USAGE POLICY**

### **Library Media Center Materials Usage Policy**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The district's libraries provide a diverse selection of materials to serve the needs of the school community. The library media center may contain print and non-print materials that may not match the values of your family. Students have access to most materials in the library media center, and the library staff will not restrict the child's choice of library materials. Self-selection is encouraged. If your child checks out a resource that does not meet your family's values, the resource should be returned so another resource can be checked out. It is the parent's responsibility to determine any restrictions limiting access to materials for his/her child and to discuss those restrictions with the child. The Katy ISD Library Media Specialists seek to foster your child's academic achievement as materials are provided to meet the student's reading and informational needs.

### **Parent Library Book Notifications**

Parents/guardians will be notified via email if their child checks out a book from the campus library. Parents may opt out of this notification ~~is~~ when filling out the online Annual Student Update in August. Parents/guardians may go to the Parent Option tile in MyKatyCloud to make changes to their selection. Parents/guardians of elementary and secondary students may also download the [Katy OnTheGo app](#) to review the library books that their student has checked out. *Updated: 5-2023*

### **Library Fees**

Parents are responsible for any materials checked out by their children. If a book, resource or device is lost or damaged, a replacement fee is required so the material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD's property disposal procedures.

### **Student Withdrawal, Rezoning, or Transfer Within Katy ISD**

Prior to withdrawal from a campus, students must return all books, resources, or devices that have been checked out from the campus library. Academic records can be held for up to ten school days for failure to return materials.

### **Instructional Resources Review**

Katy ISD provides a wide range of instructional resources for students and faculty which present varying levels of difficulty, diversity of appeal, and a variety of points of view to enrich and support the educational program. For more information regarding instructional materials and related complaints, see Board Policy EFA (Local) and Board Policy EFB (Local).



## **Formal Request to Review Instructional Resources**

Parents may request a formal challenge of an instructional resource in accordance with Board Policy EFA - Instructional Materials and Board Policy EFB - Library Materials see *Formal Request to Review an Instructional Resource*. For more information, please visit the Partner with Parents Instructional Resource Information webpage <https://www.katyisd.org/Page/9752>



## **PARENT AND FAMILY ENGAGEMENT**

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is effective communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child daily to make the most of the educational opportunities the school provides;
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn;
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district;
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child;
- Reviewing the requirements of the graduation programs with your child, once your child begins to enroll in courses that earn high school credit;
- Monitoring your child's academic progress and contacting teachers as needed;
- Attending scheduled conferences and requesting additional conferences as needed;
- Participating in campus parent organizations;
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. [For further information, see Board Policies at [BQA](#) and [BQB](#), and contact your campus.];
- Serving on the School Health Advisory Council, assisting the district in ensuring Local community values are reflected in health education instruction. More information can be found on the district website: [Katy ISD SHAC Webpage](#); and
- Attending board meetings to learn more about district operations. [Katy ISD Board of Trustees Webpage](#)

## **PLEDGES OF ALLEGIANCE AND MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first-class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See [Board Policy EC \(LEGAL\)](#) for more information.]

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## RELEASE OF STUDENTS FROM SCHOOL

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as reasonably possible. Also note, picking up a child early on a regular basis results in missed opportunities for learning. State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place to document parental consent:

- For all students, a parent or otherwise authorized adult must sign the student out of school at the Attendance Office. Please be prepared to show your photo identification. A student will be released only to a parent/guardian during the school day. For someone other than the student's guardian to sign a student out from the school day the parent/guardian must email the Attendance office; the email must include the student's full name, reason for leaving, time the student will be signed out from school, and the person's name signing out the student. The parent must also email the Attendance Office a copy of his/her valid government-issued photo identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the Attendance Office. For safety purposes and stability of the learning environment, the District will NOT allow a parent, guardian, or authorized adult to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the Attendance Office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For high school student drivers, the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the Attendance Office in advance of the absence. A phone call received from the parent may be accepted, but the school may require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the Attendance Office and sign in upon his or her return if the student returns the same day.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, the nurse will document the time of day the student was released.
- Campuses may designate a time after which no student will be released early prior to the end of the instructional day.
- Students will not be released at any time to a Rideshare service such as Uber, Lyft, etc.

## SAFETY

Student safety is foundational in all district events on campus and at school-related off campus events as well. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety.

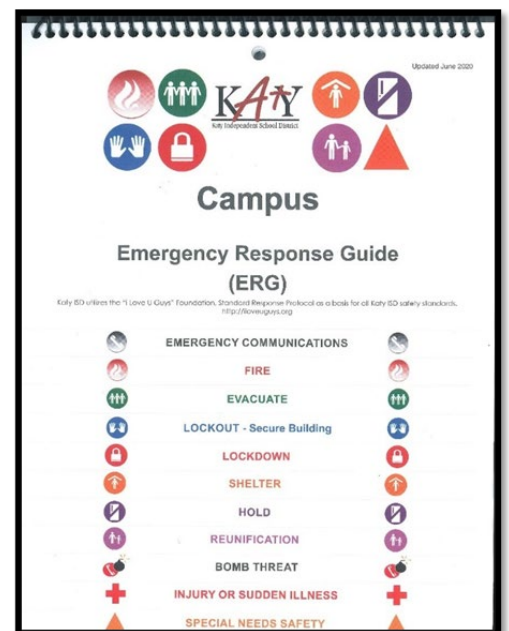
A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the [Discipline Management Plan and Student Code of Conduct](#), as well as the additional protocols for behavior and safety as outlined in the district Emergency Response Guide (ERG) or as set by the principal, teachers, or bus drivers.

### Emergency Response Guide



#### [Emergency Response Guide](#)

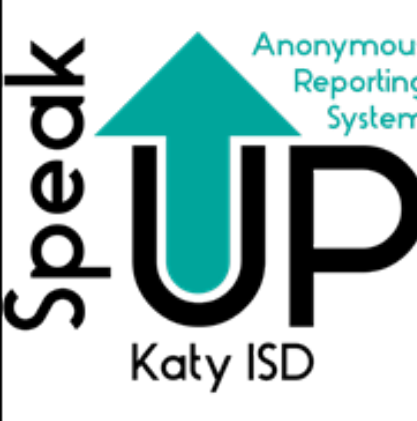
- Wear your student ID at all times when at a Katy ISD facility. Secondary students must always wear their ID badges during school hours, while on school property. Failure to follow this procedure may be considered a violation of the [Discipline Management Plan and Student Code of Conduct](#).



- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.

The Speak UP! App is available to use for anonymous reporting of criminal activity, threats or other safety concerns. A QR code linking to the application can be found on the back of your student ID.

PreK – 3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade – 12 <sup>th</sup> Grade
 <p>Download the Speak Up App: Available on: Google Play &amp; IOS</p> <p>KISD Police Call: 281-237-4000 AVAILABLE 24/7</p>	<p>National Suicide Prevention Lifeline (24 hrs) <b>Dial 988</b></p> <p>Crisis Text Line (24 hrs) Text 741741</p> <p>Download the speak Up App: Available on: Google Play &amp; IOS</p>  <p>KISD Police Call: 281-237-4000 AVAILABLE 24/7</p>



**Speak UP**  
Anonymous Reporting System  
Katy ISD

- Know emergency evacuation routes and signals.
- During a crisis, immediately follow the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.
- From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.
- Students should take the time to become familiar with the district safety protocols outlined in the following paragraphs. These protocols are always available for review in the Emergency Response Guides (ERGs) that are posted in every district classroom and work space.



## **LOCK-DOWN**

If there is a situation where there is a threat or hazard INSIDE a campus, the LOCK-DOWN protocol will be implemented. From parental custody disputes to intruders to an active shooter, LOCK-DOWN uses classroom security to protect students and staff from a threat. Students should proceed to the nearest room, if not already in one, lock the doors, turn out the lights and remain out of sight.

All normal campus activity is suspended until the campus is provided an ALL CLEAR from proper authorities.

Suspension of normal campus activity includes curriculum activities, class period changes (to include UIL, Miller Career & Technology Center and other off campus classes) and checking out or dismissal of students.



## **SECURE**

If there is a situation where there is a threat or hazard OUTSIDE a campus in the surrounding area, the SECURE protocol may be implemented. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, SECURE uses the security of the physical facility to act as protection. All students should go inside and remain inside of the classroom during this protocol. Classroom doors should be shut and locked, but classroom activity may continue as normal. All movement within the physical facility should be kept to a minimum and no one should be allowed to exit until it is announced that the facility is removed from a SECURE condition.

All normal campus activity is suspended until the campus is provided an ALL CLEAR from proper authorities.

Suspension of normal campus activity includes curriculum activities, class period changes (to include UIL, Miller Career & Technology Center and other off campus classes) and checking out or dismissal of students.



## **EVACUATION**

If a situation arises that requires a campus to be cleared due to an existing or potential threat, the EVACUATION protocol may be implemented. A Fire or Utility Problems are examples.

Each campus / facility is required to have an evacuation map posted in each classroom / work space delineating the primary and secondary routes individuals should follow from that specific classroom to a pre-designated rally point outside. Once outside the campus will conduct accountability and be prepared to take further actions if required.

Should an individual find themselves separated or alone during an EVACUATION, they should proceed to the nearest exit and report to the nearest rally point (even if it is not their normal rally point) and report to the person in charge at the rally point to be included in campus accountability efforts.

All normal campus activity is suspended until the campus is provided an ALL CLEAR from proper authorities.

Suspension of normal campus activity includes curriculum activities, class period changes (to include UIL, Miller Career & Technology Center and other off campus classes) and checking out or dismissal of students.



## **SHELTER**

If a natural hazard spontaneously occurs requiring personal protection, the SHELTER protocol may be implemented. Natural hazards can include Tornados, Earthquakes or Hazmat spills as examples. Depending on the hazard, specific guidance will follow when the protocol is announced over the facility public address system.

RECOMMENDED ACTIONS (Dependent to the hazard the following strategies are further explained).

### **Tornado**

Move to inner classrooms and inner hallways away from windows.

Avoid areas with high ceilings

### **Hazmat**

Seal the Room - close doors and windows. Place material (i.e. jackets or paper) at base of door.

### **Earthquake**

Drop under a desk or any additional cover and HOLD in place until told to move or to avoid danger.

All normal campus activity is suspended until the campus is provided an ALL CLEAR from proper authorities.

All normal campus activity is suspended until the campus is provided an ALL CLEAR from proper authorities.

Suspension of normal campus activity includes curriculum activities, class period changes (to include UIL, Miller Career & Technology Center and other off campus classes) and checking out or dismissal of students.



## **HOLD**

There may be situations that require students to remain in their classrooms though there is not a threat to them. An example would be EMS responding to an injured person on campus or safety hazard requiring repair. This protocol can be used by itself or in collaboration in the execution of other protocols.

All normal campus activity is suspended until the campus is provided an ALL CLEAR from proper authorities.

Suspension of normal campus activity includes curriculum activities, class period changes (to include UIL, Miller Career & Technology Center and other off campus classes) and checking out or dismissal of students.



## **REUNIFICATION**

Circumstances may occur at a campus that require parents to pick up their students in a formalized, controlled release. The REUNIFICATION protocol may be necessary due to weather, a power outage, a hazmat event, or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. The reunification protocol can be applied at the student's campus (on-site) or at a different location (off-site) dependent on the extent of the crisis at the campus. Parents will be notified by District social media on the location of a reunification when it is implemented.

## **Accident Insurance**

Katy ISD does not provide insurance coverage for students in case of an accident or injury; however, parents are provided information annually about insurance that may be purchased for their children. Please check the [Katy ISD Risk Management Student Accident Insurance webpage](#).

## **Emergency School-Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information if school is dismissed early because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

If the campus must close or restrict access to the building because of an emergency, the district will alert the community through District social media.

# **SCHOOL FACILITIES**

## **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities, on district premises, and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the [Discipline Management Plan and Student Code of Conduct](#) or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **#KatyISDSafety: CAMPUS EXTERIOR DOORS SAFETY SIGNAGE**



All campuses exterior doors have safety signage indicating that exterior doors must remain closed and locked. The purpose of the signage is to reinforce and remind all staff and students to take the extra precaution of ensuring that doors are closed and locked at all times, and to not open a door for anyone trying to enter. All campus exterior doors already have signage directing all visitors to utilize main entrance for access to campuses and not side entrances. These stickers should be left in place, with the new yellow sticker above placed inside over this sticker, allowing the external message to remain outward. All staff and students should avoid allowing anyone without a district identification badge from “tailgating” or following them into a district facility.

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the day and as established by the campus principal.

- Fines may be assessed for overdue, damaged, or lost library books.
- Parents will be expected to pay library fines.
- Failure to pay library fines will result in loss of school privileges and/or final exam exemptions.

## **Use for Non-Curriculum-Related Group Meetings**

Student-organized, student-led non-curriculum related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of [Board Policy FNAB \(LOCAL\)](#). A list of these groups is available in the principal's office.

## **Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## **Use of Hallways During Class Time**

E-hallpass is a contactless hall pass system for secondary staff and students to create passes to other teachers, restrooms, and offices using a computer or app. These electronic passes limit hallway traffic, track student time out of class, manage appointments and improve instructional time. E-hallpass provides students with regular notifications regarding upcoming appointments and also helps administration control hallway traffic, put limits on passes to certain locations, and also aids in locating students in the case of an emergency.



Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the [Discipline Management Plan and Student Code of Conduct](#).

## **#KatyISDSafety: SCREENING DEVICES AT KATY ISD LARGE EVENT VENUES**

Katy ISD, in its continued efforts to ensure student, staff, and patron safety, has purchased security devices to be staged at our four large event venues. These devices are already installed at the entrances in all Katy ISD large venue sites. The devices are non-intrusive narrow towers that seamlessly screen visitors for objects prohibited within large event venues. They do not require removal of any personal effects prior to walking through them. Please take a moment to review the District's guidelines for Clear Bags and Prohibited Items at large event venues. It is anticipated that the security devices will be available for installation at Legacy and Rhodes stadiums within the coming weeks.

## **SEARCHES**

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to [the Board Policy FNF \(LEGAL\)](#) and [Board Policy FNF \(LOCAL\)](#) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district. Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Parents may learn more about interrogations and searches in the [Discipline Management Plan and Student Code of Conduct](#), "Interrogations and Searches."

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs, alcohol, ammunition, weapons and explosive devices. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Trained dogs may also conduct searches of classrooms, common areas, or student belongings when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## **Screening Devices**

In addition to all large venue sites in Katy ISD, screening devices are used at the Opportunity Awareness Center campus.

## **Drug-Testing**

For further information, see [Board Policy FNF \(LEGAL\)](#)

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, emergent bilingual students, migrant students, and students with disabilities, including dyslexia. The director and/or coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

## **STUDENT NONCURRICULUM ORGANIZATIONS AND CLUBS**

Students wanting to organize a noncurricular-related club or organization must meet the following criteria to be eligible to meet on campus. See [Board Policy FNAB \(LOCAL\)](#). 1. The proposed club has a district employee sponsor approved by the principal. 2. No other club exists on the campus that addresses the same or similar goals and purposes of the proposed club. 3. The club has a constitution and/or by laws. 4. Membership does not discriminate based on an individual's race, national origin, religion, gender, or disability. 5. The primary purpose of the club will not negatively impact the general welfare of the student body.

## **STUDENT IN FOSTER CARE**

A student or parent with questions about these programs should contact the campus principal.

When children can't live safely at home and no appropriate non-custodial parent, relative, or close family friend is willing and able to care for them, the court can give temporary managing conservatorship to the Department of Family Protective Services (DFPS). DFPS temporarily places these children in foster care. Foster care settings include:

- Foster family homes
- Foster family group homes;
- Residential group care facilities; or
- Facilities overseen by another state agency.
- Foster care is meant to be temporary until a permanent living arrangement is found. However, it can become permanent, usually when a foster parent adopts or accepts permanent managing conservatorship of a child. A student who is placed in the conservatorship of DFPS has the right to be enrolled immediately in school, without immunization or academic records, and birth certificate. For more information on enrollment, services, and school of origin options for foster care students, contact the District's Foster Care Liaison at 281-396-2222.

## **STUDENT SPEAKERS**

The district provides students the opportunity to speak at open forum. Student speakers at school events must follow [Board Policy FNA \(LOCAL\)](#).

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

## **STUDENT SUPPORT SERVICES**

### **Crisis Intervention**

Katy ISD takes **all** comments, drawings, "jokes," threats and/or writings that pertain to any act of violence toward others or towards oneself seriously. The district will assess all reported incidents. A school mental health professional will screen the student to determine the level of risk to provide intervention and support the student in school as well as provide parents/guardians with recommendations of outside intervention and resources. For more information regarding the district procedures on crisis intervention, see Board Policy [FFB\(LEGAL\)](#) and [FFB\(LOCAL\)](#)

## **Mental Health Support**

Katy ISD strives to support the student well-being. The district employs many different professionals in the school setting with specialized knowledge of academic counseling and mental health counseling such as school counselors, school social workers and school psychologists. If you are seeking support for your student, please contact their school counselor for additional information and guidance about other resources available to students in school. Katy ISD partners with a program, Texas Child Health Access Through Telemedicine (TCHAT), which is funded by the Texas Legislature. TCHAT can provide telemedicine or telehealth mental health services to students at no cost to schools or families that participate or access services. Please see your school counselor for more information on this program. Additional information about outside resources can be found on the Community Resource Directory on the district website. For further information on district procedures regarding mental health support, see Board Policy FFEB

## **Substance Abuse Prevention and Intervention**

If you are worried your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department State Health Services (TDSHS) maintains information regarding children's mental health and substance abuse intervention services on its website: <https://www.hhs.texas.gov/services/mental-health-substance-use>

## **Suicide Awareness and Prevention**

The district is committed to partnering with parents and community members to ensure the safety of all students for their physical and mental health. If you are worried about your child, please access [Texas Health and Human Services](#) or [Texas Suicide Prevention Collaborative](#) for resources and hotlines.

The [National Suicide Prevention Hotline](#) is available by dialing 988. The hotline is available 24/7 and callers will be connected to trained counselors. This information is also on the back of all student ID's for grades 4<sup>th</sup>-12<sup>th</sup>.

## **SpeakUP**

Any concerns related to student well-being can be submitted through our anonymous reporting system, SpeakUP. Additional information about student safety can be found in this handbook under the Safety heading.

# **STUDENT TRANSFERS**

Students who reside within Katy ISD boundaries are expected to attend the school in which their residence is zoned. However, parents or guardians may submit an online application to request a school transfer for their child if the reason for the request meets Board criteria [See [Board Policy FDB \(LOCAL\)](#)].

Students who are a victim of a violent criminal act or bullying/cyberbullying may request a transfer. For more information about school safety transfers see Safety Transfer/Assignments section, [Board Policy FDE \(LOCAL\)](#) and [Board Policy FDB \(LOCAL\)](#).

The Student Transfer Office reviews each application to determine eligibility. If approved, a transfer is valid for the current school year, and renewal applications must be submitted annually.

Katy ISD does not provide transportation for students on an approved transfer.

If a student's transfer is revoked, the student is not eligible to apply for a transfer for the following school year. The student will be required to attend the school in which their residence is zoned. More information about revocations and reasons for denial can be found on the Student Transfer [website](#).

Visit the Student Transfer [website](#) for more information or contact the Student Transfer Office at 281-396-2357.

# **TESTING PROGRAMS**

## **Advanced Placement (AP) Tests**

Students may earn units of credit in courses specified by Texas Education Agency. Questions about advanced placement examinations may be discussed with the student's counselor. [College Board Advanced Placement \(AP\)](#) Courses are college level courses and are offered in grades 9-12. Students enrolled in these courses are expected to take the Advanced Placement (AP) exam at the end of each course taken. Scores of 3 or higher on these exams are usually recognized by colleges and universities across the nation and may result in the student receiving credit for the course and/or placing out of that course at the college or university of his/her choice. Consult the high school counselor for additional information.



It is important to keep in mind that not all colleges and universities accept credit earned in all AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

### **Armed Services Vocational Aptitude Battery (ASVAB)**

High School Juniors and Seniors interested in exploring careers or enlisting in the Armed Forces (Army, Navy, Air Force, or Marines) may take the ASVAB test to start the process for finding their career path in the United States Military. For more information, please contact your high school College and Career Facilitator.

### **College And Career Assessments**

Students are given the following college and career readiness assessments.

- Grade 10/11 – PSAT/ NMSQT
- Grade 11 - SAT

These assessments are tools to help students learn and make decisions about college, careers, career pathways, and the courses that will help them achieve their goals.

### **Credit By Exam – Credit Recovery**

A student who has previously taken a course or subject—but did not receive credit for it—may be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home-schooling, or correspondence courses from non-credentialed entities.

The student must score at least 70 on the exam to receive credit for the course or subject. A maximum grade of 70 will be recorded on the transcript.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. For further information, see the counselor, and [Board Policy EHDB \(LOCAL\)](#).

### **Credit By Exam – Elementary Placement**

A student will be permitted to take an exam to earn credit for elementary grade placement.

### **Credit By Exam – Original Credit**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The testing window during which exams may be given will be announced each year by the District and campuses. Parents may obtain applications and details from campuses.

A student will earn credit with a passing score of at least 80 on the exam.

The district may not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see [Board Policy EHDC \(LOCAL\)](#).]

Additionally, students may be granted credit with no prior instruction for College Level Examination Program (CLEP) or Advanced Placement (AP) tests. Please contact your Campus Testing Coordinator for more information.

### **PSAT/NMSQT**

The PSAT/NMSQT is administered to all **tenth and eleventh** graders in KISD and is a standardized test designed to prepare students for the SAT. The scores from the eleventh grade PSAT/NMSQT are used to determine eligibility and qualification for the National Merit Scholarship Program.

### **SAT, ACT, And Other Standardized Tests**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take as these exams are usually taken at the end of the junior year. Prior to enrollment in a Texas public college or university, some students may be required to take a standardized test, such as the Texas Success Initiative Assessment. In the Spring semester, Katy ISD offers the SAT during the school day to all Junior level students who are automatically registered for exam.

Registration deadlines for college entrance/placement tests are approximately four weeks before the test. Registration

material is available in counselors' offices; students are responsible for registering.

## **STAAR (State of Texas Assessments of Academic Readiness)**

STAAR will be administered to students each spring in grades 3-11. For grades 3-8 the following tests are administered:

- Grade 3: Math and Reading
- Grade 4: Math and Reading
- Grade 5: Math, Reading and Science
- Grade 6: Math and Reading
- Grade 7: Math and Reading
- Grade 8: Math, Reading, Science, and Social Studies

Students in grades 7-11 taking core area courses for which they will be granted high school credit may be required to take the STAAR End of Course (EOC) assessments. These assessments correlate to the following courses:

- ELA: English I and English II
- Math: Algebra I
- Science: Biology
- Social Studies: U.S. History

Per HB 1416, each time a student fails a STAAR or STAAR EOC assessment, the school shall provide the student accelerated instruction in the applicable subject area during the subsequent summer or school year. In the case that a student has failed more than 2 subjects, the school will prioritize accelerated instruction for Math and Reading.

Under House Bill 1225, a school district may administer an assessment instrument required under Section 39.023(a), (c), or (l) in paper format to any student whose parent, guardian, or teacher in the applicable subject area requests the assessment instrument be administered to the student in paper format. A request for the administration of an assessment instrument in paper format to a student under this section must be submitted to the school district: Communication regarding the process to request a paper administration will be sent once the district receives guidance from The Texas Education Agency.

## **STAAR Alt 2 (State of Texas Assessments of Academic Readiness Alternate 2)**

STAAR Alternate 2 is an assessment based on alternate academic standards and is designed for students with the most significant cognitive disabilities receiving special education services. Students must meet participation requirement to take this test. If the ARD committee decides a student meets the requirement to participate in the STAAR Alternate 2, the student must take the STAAR Alternate 2 of ALL subjects required for the student's enrolled grade or high school course(s). STAAR Alternate 2 is available for the same grades and subjects assessed in the general STAAR program and is administered individually to each eligible student.

## **Texas English Language Proficiency Assessment System (TELPAS)**

TELPAS is an English language proficiency assessment aligned to the Texas English Language Proficiency Standards (ELPS). This assessment is designed to assess the progress that emergent bilingual (EB) students, also referred to as English learners (ELs), make in learning the English language. TELPAS fulfills federal Every Student Succeeds Act (ESSA) requirements for assessing EB students in kindergarten through grade 12 in four language domains: listening, speaking, reading, and writing. TELPAS for grades K-1 includes: holistically rated observational assessments of listening, speaking, reading, and writing, and in grades 2-12 includes: online tests of listening & speaking, and reading & writing.

## **Texas English Language Proficiency Assessment System (TELPAS) Alternate**

TELPAS Alternate is a holistic inventory aligned to the Texas English Language Proficiency Standards (ELPS); however, TELPAS Alternate is based on alternate proficiency level descriptors (PLDs). This assessment is designed to address the specific access needs of emergent bilingual (EB) students in grades 2-12 with the most significant cognitive disabilities. TELPAS Alternate fulfills the Every Student Succeeds Act (ESSA) requirements for assessing the English language proficiency of EB students with significant cognitive disabilities in four language domains: listening, speaking, reading, and writing. TELPAS Alternate assesses students in grades 2-12 in listening, speaking, reading, and writing.

## **Texas Success Initiative Assessment (TSIA2)**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative Assessment (TSIA). The purpose of the TSIA assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well.

SAT or ACT scores meeting the TSI benchmark may be used to fulfill the TSI requirements for college entrance.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT AND OTHER INSTRUCTIONAL MATERIALS**

State Approved instructional materials are provided to students free of charge for each subject or class. Instructional materials and technological equipment may also be provided to students, depending on the course and course objectives. Students have full responsibility for the instructional materials, and technological equipment issued to them. Students should have a secure place to put their instructional materials and technological equipment when they are not being used. Fines will be assessed for damage to instructional materials and technological equipment. A student who is issued damaged instructional materials should report the damage to the teacher. Full payment must be made for lost instructional materials and technological equipment.

If instructional materials and technological equipment are not returned in an acceptable condition or paid for, the district may withhold student privileges which include:

- Campus functions or events;
- Instructional materials not issued for take home use;
- Field Trips (not related to instruction);
- School Dances, including prom;
- Parking Permits; and
- Semester and End of year examinations exemptions.

Texas Education Code 31.104(d) states: Each student, or the student's parent or guardian, is responsible for all instructional materials and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued, but not returned in an acceptable condition are paid for by the student, parent or guardian. As provided by [Board Policy CMD \(LEGAL\)](#) of the board of trustees or governing body, a school district or open-enrollment charter school may waive or reduce the payment requirement if the student is from a low-income family. The district or school shall allow the student to use instructional materials and technological equipment at school during each school day. If instructional materials and technological equipment is not returned in an acceptable condition or paid for, the district or school may withhold the student's records. A district or school may not, under this subsection, prevent a student from graduating, participating in a graduation ceremony, or receiving a diploma. The commissioner by rule shall adopt criteria for determining whether instructional materials and technological equipment are returned in an acceptable condition.

## **TRANSPORTATION**

### **Bus Safety Rules and Responsibilities**

The following rules apply to students that are boarding, riding, and exiting a school bus.

### **SMART tag Parent Portal**

Katy ISD will be utilizing a new student transportation accountability system, SMART tag, for the 2023/2024 school year. This new system will require students to have a "smart" student ID card that will be used by the student to scan onto and off the school bus. Parents will be able to view the location of their student's bus, be notified when their student gets on or off the bus and view their student's bus riding history. Following several months of implementation, parents will also be able to get notifications when the bus is approaching their student's bus stop. Parents can register to access all SMART tag functionality at <https://parent.smart-tag.net>.



### **Bus Stop Expectations**

- Arrive at the bus stop five (5) minutes before the scheduled stop time and wait in an area visible to the driver and a safe distance away from the curb.
- Students will board and exit the bus in an orderly manner at the bus stop assigned by the Transportation Department.
- Stand at least ten (10) feet back from the bus stop.
- Permit younger students to load first.
- Load and unload quietly without pushing or crowding.
- Have Student ID in hand and ready to scan when loading or unloading the bus.

- If you do not have your Student ID, you should wait until all other students are loaded before loading.
- Move away from the bus after unloading.
- If crossing the roadway, move at least ten (10) feet in front of the bus and stand on the shoulder or curb and wait for the driver to signal you to cross. Always use caution when crossing the roadway.
- Do not approach the bus until it has come to a complete stop and the air brake has been set.
- Students will go to their assigned seats and sit in a safe position.
- Kindergarten students must have a responsible adult or older sibling receive them at the bus stop.

Parents are responsible for the supervision of their children at the bus stop prior to the arrival of the bus, while students are loading, and after the bus departs from unloading students. Parents are not permitted to board the bus and conversations with bus drivers should remain professional and courteous. If you have concerns, please contact the Transportation Department.

### Bus Conduct Rules

The following rules will apply to student conduct on KISD Transportation, whether during an extra-curricular activity or regular route.

1. Students shall observe the same rules of conduct while riding the bus as they do in the classroom.
2. Students shall ride their assigned bus.
3. Students should have their Student ID and must scan their ID while loading or unloading. Lost or damaged ID's should be replaced immediately.
4. Students are not allowed to ride home with a friend. In case of an emergency, please speak with your campus administrator for written approval.
5. Students shall load and exit the bus at their designated stop.
6. Students shall remain seated and facing forward in their assigned seat to and from school. Bus drivers are authorized to assign seats as needed.
7. Students shall remain seated until the bus comes to a complete stop and the driver instructs the students to exit.
8. Students shall speak in a normal tone of voice (inside voice).
9. Students shall use acceptable language. Obscene, profane or unacceptable language and/or gestures directed at other students, the bus staff or others outside the bus is prohibited.
10. Students shall keep all hands, feet, and other objects to themselves.
11. Students shall keep their head, arms, elbows, and legs inside the window.
12. Students should never throw any object inside or out of the bus.
13. Students shall keep feet, books, instruments and cases, and other objects out of the aisle and stairwell.
14. Objects too large to be held in the lap that interfere with the safety of other bus riders will not be transported (i.e., large band instruments).
15. Live animals or dangerous objects of any nature may not be brought on the bus.
16. For the safety of students, eating or drinking is not permitted on buses. Water in plastic containers is allowed.
17. Students shall not damage the bus in any way and may be held responsible for repairs.
18. Students shall not use the emergency door except in an emergency. Tampering with emergency equipment, latches, and handles is not allowed.
19. Students are required to properly wear seatbelts if the vehicle is equipped with seatbelts.
20. Follow all rules outlined in the District's [Discipline Management Plan and Student Code of Conduct](#), as well as safety rules, established by the driver.

### Important Notes Regarding Your Child's Transportation

- Parents/Guardians should review these bus rules with your children.
- Parents/Guardians and children should visit the bus stop location prior to the student's first time riding the bus and make sure their children know the safest way to and from the bus stop.
- Encourage your child to stay on the bus if they do not recognize the location at which they are getting off the bus. The bus driver will take your child back to their school and the parent will be contacted.
- If your child feels unsafe getting off of the bus for any reason, they should request the driver return them to their campus.
- Parents/Guardians and children should know their bus/route number, school name, and stop location.
- Pick-up and drop-off times may change due to route adjustments. Written notice will be provided to bus riders if there is a significant change in the permanent schedule. Traffic and/or weather conditions may impact the schedule.
- If you have questions, contact the Transportation Department.

### Guidelines For Disciplinary Action

- The driver or other district employees will attempt to correct the misbehavior of the passengers.
- If the district employees are unable to resolve the problem, the parent of the student will be notified.

- If the problem is still unresolved, the principal will be notified as soon as possible.
- The principal or designee will investigate the incident and notify the driver and Transportation Department of the action taken.
- If the misconduct is a violation of the Student Code of Conduct, the principal will send written notice of the violation to the student’s parents within 24 hours.
- If determined necessary by the principal, a conference involving the principal, the student, and the parents will be held.
- The principal may suspend the student’s riding privileges or take additional disciplinary action in accordance with the [Discipline Management Plan and Student Code of Conduct](#).

Disciplinary actions and changes in transportation for a student with a disability will be made in accordance with provisions in the student’s Individual Education Plan.

## **Special Needs Transportation**

### **Parent Responsibilities**

- Your child should be fully dressed, toileted and ready at the bus stop five minutes before pick-up time.
- Accompany your child to the curb.
- Notify your Transportation Center, on a daily basis, when your child does not need transportation.
- Notify the school in advance if your address, phone number or childcare arrangements change.
- If the driver must wait at your stop longer than two minutes for you or your child, they are instructed to proceed.
- At drop off time, you or a responsible party should meet your child at the curb so that the driver can make custodial transfer of your child.
- Students who are not met at the PM bus stop will be returned to the school.

### **Student Behavior**

- All students are expected to follow the School Bus Safety Rules for the safety of your child and others who ride the bus.
- Bus behavior issues are reported to the school by the Bus Driver or Attendant.
- Campus administration determines disciplinary action, such as: detention, suspension from school, suspension of bus riding privileges, and parent conferences to ensure safe behavior on the bus.

Appropriate student behavior is essential to the safe operation of the school bus.

## **Vehicle Accidents and Breakdowns**

At the scene of a bus breakdown, incident or accident, students will not be allowed to leave or be turned over to a parent/guardian without direct permission from the Transportation Director, Assistant Director or school principal following release by the investigating law enforcement official.

# **TUTORIALS/SUMMER SCHOOL**

## **Tutorials**

The purpose of a tutorial session is to provide assistance to students who have not mastered the TEKS currently being taught. Tutorials also serve as instructional reinforcement for students needing assistance. These tutorials may be provided in a variety of ways. The teacher may choose to help students before, during, or after school. Secondary campuses may offer extended day tutorials for students who need STAAR/EOC remediation. Each campus will supply students and parents with extended day notification that will include the days of the week offered, times, and other details. Tutorials will be provided during the summer for students needing to retake one or more STAAR EOC exams.

## **Summer School**

Summer school is offered for students in grades 6-12. More information can be found on the [Katy ISD Katy Summer Academic Term \(KSAT\) webpage](#).

# **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—

littering, defacing, or damaging school property is not tolerated. This includes, but is not limited to, the uploading or creating of computer viruses.

The use of any software having the purpose of damaging the District's system or other user's system is prohibited. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the [Discipline Management Plan and Student Code of Conduct](#).

## VIDEO CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used except as required by Senate Bill 507 and Senate Bill 1398.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Parents may learn more about videotaping/recordings and cameras in the [Discipline Management Plan and Student Code of Conduct](#), "Videotapings/Recordings and Cameras." Due to confidentiality issues related to directory information and to privacy concerns, parents, students, and visitors may not use video recorders, voice recorders, or cameras unless used during a performance open to the public or during a private conference with permission by an administrator. If a recording or photo is taken, the item in question will need to be deleted.

Public events are those events that occur when the general public has an opportunity to view students (i.e. outside for field day) or when students are not required to participate (i.e. a talent show performed after the end of the school day). If the event is during the instructional day (i.e. classroom or grade-level performance), students are considered a "captured" audience and directory information and privacy rules apply. This is true even if parents are invited to observe.

The principal at each campus has the authority to determine which school-related events will be considered public performances at which photographs or videos can be taken.

In accordance with state law, a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal, or the board may make a written request for the district to place video and audio recording equipment in certain self-contained special education classrooms. The district will provide notice before placing a video camera in a classroom or other setting in which a child receives special education services. For more information or to request the installation and operation of this equipment, speak with the principal or Executive Director of Special Education, who the district has designated to coordinate the implementation of and compliance with this law. [See [Board Policy EHBAF\(LOCAL\)](#) for more information.]

## VISITORS TO THE SCHOOL

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office, sign in as a visitor, present a valid State issued ID, and wear a visitor's badge. To protect our students, visitors, and staff, all KISD campuses screen for registered sex offenders. A valid State issued ID is required to enter all campuses.

The District practice allows for thirty (30) minutes of classroom observation with prior approval of the principal. This practice is to minimize interruption of classroom instruction and must be scheduled with the campus principal.

### **First Day of School Visitors – Elementary**

Parents of elementary students may walk their student to their classroom on the first day of school per the District's instructional year calendar. After the first day of school, parents will follow all campus and district guidelines when visiting their student's campus. Questions regarding campus expectations and procedures when visiting your student's campus may be directed to campus administration. *Updated: 07-27-2022*

### **Lunch Visitors – Elementary**

All lunch visitors must follow established check-in and check-out procedures.

Due to space and safety concerns, lunch visitors are restricted to parents/stepparents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent), and campus mentors. Visits will be limited to the 30-minute lunch period. Due to space limitations at the elementary level, no exceptions to the list of approved visitors can be made. Lunch visitors do not include aunts, uncles, friends, or neighbors. In addition, lunch visitors are limited to three (3) guests per student per day except on days designated by the campus as a special event (i.e. Grandparent Day). Unusual circumstances may be approved/addressed by the principal. Principals may designate a guest table for lunch

visitors. Only an authorized lunch visitor and the student for whom the visitor is approved may sit at the guest table.

### **Instructional Day Events – Elementary**

Visitors' attendance at instructional day events is at the discretion of the campus principal. Guests may be limited based on campus determination (space limitations, safety concerns, etc.)

## **VOLUNTEERS**

We appreciate the efforts of parents, guardians and community member volunteers who are willing to serve our District and students. Parents or guardians interested in volunteering at their student(s)' campus, please contact your school administration office for more information. For those who wish to volunteer at other campuses and/or student support sites across the District, please contact Katy ISD's Partners in Education (PIE) office at (281)396-2461 or [partnersineducation@katyisd.org](mailto:partnersineducation@katyisd.org). Katy ISD requires all volunteers serving on or off-campus during or after the instructional day to register annually with the district through its Raptor security system. The registration link will be available via campus eNews and on district and campus websites.

## **WITHDRAWING FROM SCHOOL**

A student under 19 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature; however, the parent will be notified of the withdrawal.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and/or parent, and a copy will be placed in the student's permanent record. Records may be held for up to ten school days for failure to return school district materials.

When a family moves to a different attendance zone during the school year, a parent has the option to request a transfer allowing the student to complete the balance of the school semester before having to transfer to the school that serves the new home address. This privilege is contingent upon campus administration approval, the parent providing transportation for the student, the student's regular attendance with prompt arrival and pick-up, and a good disciplinary record.

Parents or guardians of students in homeless situations can keep their children in their schools of origin (to the extent feasible) or enroll them in any public school that students living in the same attendance area are eligible to attend.

## **SECTION III: RESPONSIBLE USE GUIDELINES**

Katy Independent School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

### **Mandatory Review**

To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines as part of their review of the [Discipline Management Plan and Student Code of Conduct](#). Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

### **Definition of District Technology System**

The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;

- Email accounts;
- Servers;
- Computer hardware, tablets and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, tools (Internet- or District-server based);
- Externally accessed databases (such as the Internet); and,
- District-provided Internet access;
- District-filtered public Wi-Fi;
- Virtual environments;
- New technologies as they become available; and
- District-provided cloud resources and devices.

## **AVAILABILITY OF ACCESS**

### **Acceptable Use**

Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use

### **Privilege**

Access to the District's computer/network/Internet is a privilege, not a right.

### **Access to a Computer/Network/Internet**

Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. All Katy ISD networks including public Wi-Fi have filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

## **STUDENT ACCESS**

Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member.

### **Students 13 Or Younger**

For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so during registration or in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are Discovery Education and Encyclopedia Britannica, Pebble Go, and informational databases. These tools can be accessed through the District's MyKaty student portal.

### **Use Of Cell Phones & Other Personal Devices**

The District believes technology is a powerful tool that enhances learning and enables students to access a vast number of academic resources. The District's goal is to increase student access to digital tools and facilitate immediate access to technology-based information. The District provides a filtered, wireless network through which students will be able to connect to privately owned (personal) telecommunication devices. Students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the Katy ISD network.

Students are allowed to bring personal telecommunication devices that can access the Internet for educational purposes as determined by the classroom teacher. Students in grades 6-12 will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner. Each campus will develop procedures for use and management.

### **Security**

A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the District's Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A



student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved [Discipline Management Plan and Student Code of Conduct](#).

### **Content/Third-Party Supplied Information**

Students and parents/guardians of students with access to the District's system should be aware that use of the system may provide access to other information on the Internet that may contain inaccurate and/or objectionable material.

### **Subject to Monitoring**

All District computer/network/Internet/Learning Management System (LMS) usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

## **STUDENT COMPUTER/DEVICE/NETWORK/INTERNET RESPONSIBILITIES**

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved [Discipline Management Plan and Student Code of Conduct](#).

### **Use of Social Networking/Digital Tools**

Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, podcasts, wikis, Google Drive, and online meeting sessions. The use of a learning management system, blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools. Digitally transmitted content that includes inappropriate language, images or content is prohibited.

Students must have a "Y-Yes" code in order for their information to be shared on social media.

### **Use of System Resources**

Students are asked to purge email or outdated files on a regular basis.

### **Password Confidentiality**

Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

### **Reporting Security Problem**

If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

The following guidelines must be adhered to by students using a personally owned telecommunication device at school:

- Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to

other students on District property, including school buses, and at school-sponsored or school-related activities on or off school property.

- Each student is responsible for his/her own device: setup, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- Availability of telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e., STAAR testing, classroom testing situations, campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- An appropriately trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

## **District Chromebooks & Other Digital Devices**

Katy ISD provides the opportunity for students to take home a digital device for learning. Prior to taking the learning device home, students will be instructed and evaluated on proper use and care. Students must follow the Katy ISD Responsible Use Guidelines in addition to the following reminders:

- The student must be under the supervision of a parent or guardian when accessing online resources.
- Electronic files sent, received, viewed or stored anywhere in the computer system are available for review by any authorized Katy ISD staff for any purpose.
- Modifying or changing device settings and /or internal or external configurations without appropriate permission is prohibited.
- Personal information such as, but not limited to, last name, home address, phone numbers, email addresses, or birthdates must not be placed on device or shared online.
- Using obscene, threatening or disrespectful language in any electronic communication tool is prohibited.
- KISD uses filtering technology protection measures to prevent access to material considered harmful or inappropriate to students. Despite our best efforts and beyond the limits of filtering technology, a student may run across some material that is objectionable. Katy ISD has a 3-layer approach when students are using the Internet. The device is automatically routed through KATY ISD's filter for appropriate content which provides the first layer. The second layer is the monitoring by an adult, and the third layer is where the student should use their digital responsibility skills when using a device.

## **INAPPROPRIATE USE**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

### **Violations of Law**

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- Threatening, harassing, defamatory or obscene material;
- Copyrighted material;
- Plagiarized material;
- Material protected by trade secret; or
- Blog posts, Web posts, online comments or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

### **Internet Searches**

Students who search for inappropriate material are subject to disciplinary action in accordance with the Board-approved [\*Discipline Management Plan and Student Code of Conduct\*](#).

## **Modification of Computer**

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

## **Transmitting Confidential Information**

Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information (such as, but not limited to, home addresses, phone numbers, email addresses, birthdates) about oneself or others is prohibited.

## **Commercial Use**

Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal, is prohibited.

## **Marketing by Non-KISD Organizations**

Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

# **VANDALISM/MISCHIEF**

Any malicious attempt to harm or destroy District equipment, materials or data, or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism, as defined above, is prohibited, and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the Board-approved *Discipline Management Plan and the Student Code of Conduct.*]

## **Intellectual Property/Copyright Violations**

Students must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. The copy, use, or transfer of others or machine's materials without appropriate authorization is not allowed. Downloading or using copyrighted information without following approved District procedures is also prohibited.

## **Plagiarism/Use of Artificial Intelligence (AI)**

Fraudulently altering or copying documents or files authored by another individual is prohibited. Additionally, the use of Artificial Intelligence (AI) generating tools for written or other work and claiming it as one's own is prohibited.

## **Impersonation**

Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet and disciplinary actions as deemed appropriate by the campus.

## **Illegally Accessing or Hacking Violations**

Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

## **File/Data Violations**

Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

## **System Interference/Alteration**

Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network

congestion through mass consumption of system resources is prohibited.

## **STUDENT EMAIL ACCOUNTS AND ELECTRONIC COMMUNICATION TOOLS**

Students in grades 5 - 12 are given access to a District student email account. This account is set up with the student's user ID. Students must abide by the guidelines established in this document. Student email accounts will be available for use by students in grades 5 -12 while they are currently enrolled in the District. Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher.

Email and other digital tools such as, but not limited to, blogs and learning management systems, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs. Email is subject to monitoring by appropriate staff.

Students in grades 5 - 12 should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Students in grade 5 will begin using their email account in the spring to make course selections. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed.

Students should keep the following points in mind:

### **Perceived Representation**

Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

### **Privacy**

Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

### **Inappropriate Language**

Using obscene, lewd, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

### **Political Lobbying**

Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references regarding any political advertising.

### **Forgery**

Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

### **Junk Mail**

Generally, students should refrain from forwarding emails which do not relate to the educational purposes of the District. Emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

## **CONSEQUENCES OF AGREEMENT VIOLATION**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

### **Denial, Revocation, or Suspension of Access Privileges**

With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

## **WARNING**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to sites that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

## **DISCLAIMER**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

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

# SECTION IV: ELEMENTARY STUDENT GRADING AND REPORTING INFORMATION

## COMPENSATORY PROGRAMS

### Accelerated Instruction

Per the Texas Education Code, students who have not met the standards for promotion to the next grade will be required to either attend accelerated summer instruction to ensure grade level skills are mastered or will have instructional supports to help master grade level skills in the following year. Campus recommendations for grade level placement and accelerated instructional support are made for students each spring following the receipt of state assessment scores.

### Response to Intervention (RTI)/Multi-Tiered Systems of Support (MTSS)

Response to Intervention (RTI) is a Multi-Tiered System of Support designed to meet the academic and/or behavioral needs of struggling students. It relies on 22 collaborative, interdisciplinary teams that work together to lend support to the efforts of regular classroom teachers and to bring about improved academic performance for students who are achieving below expected levels based upon learning, behavioral, and/or District standards. The goal of RTI/MTSS is to foster classrooms where teaching is directed toward the variable learning needs of a diverse student population. To achieve this goal, school personnel enrich and supplement the curriculum through analysis of individual student performance, consultation/collaboration, and differentiated instruction. An RTI/MTSS Committee also serves as the referral committee when there is evidence that the student's response to intervention/multi-tiered systems of support do not produce the desired results. The committee will consider whether there is evidence to support the need for a student's referral to either Special Education, Section 504 or whether the student needs more intensive interventions. A parent may also request an evaluation for Section 504 or Special Education services. Contact the campus RTI/MTSS Coordinator for questions regarding the RTI/MTSS process.

### Special Services

Students enrolled in general education classes sometimes require accommodations to access their educational environment. Accommodations refer to a teaching technique or assessment that a teacher may use to help an individual student master a concept or demonstrate mastery of curriculum. For example, a student may need to be tested orally in science or social studies because he/she has difficulty reading on grade level or cannot write due to an injury. If special needs persist, the teacher should consider remediation or tutorial sessions to overcome that specific deficiency. After working through the accommodations and based on the student's response, a teacher may refer this student to a Student Support Team (SST) to consider assessment or other possible needs.

The state and district goals include the concept that each student should learn as many of the required Texas Essential Knowledge and Skills (TEKS) for each subject and grade level as is within his/her ability. If a student is experiencing difficulty learning a concept, the teacher should proceed through a multi-tiered system of support (MTSS) to remediate the student's difficulties. It is primarily the classroom teacher's responsibility to conduct the initial stages of such a process. The needs of most unsuccessful students can be met within the regular classroom environment by:

- Utilizing teaching strategies that are compatible with the learning styles of these students;
- Identifying and implementing appropriate supplementary instructional aids;
- Providing students access to essential student services such as counseling and health services;
- Implementing necessary instructional modifications in pacing, materials, and methodologies;
- Designing and implementing behavior management plans, as needed; and monitoring academic progress and adjusting instruction.

When students do not progress despite access to supplementary aids and services, a referral to the SST will take place.

The counselor will schedule the SST meeting conference.

The team members should include the school staff who have knowledge about the student. This committee should:

- Consider the efforts that have been made to provide accommodations;
- Review the supplementary aids and services provided; and
- Examine samples of the student's work to determine whether additional instructional options or student services need to be tried.

If the team members decide that a referral is in order, the committee should reach consensus as to what type of referral is appropriate. Communication should be made with parents regarding the SST's recommendations if appropriate as determined by the principal.

## **Tutorials**

The purpose of a tutorial session is to provide assistance to students who have not mastered the TEKS currently being taught. Tutorials also serve as instructional reinforcement for students needing assistance. These tutorials may be provided in a variety of ways. The teacher may choose to help students before, during, or after school. Secondary campuses may offer extended day tutorials for students who need STAAR remediation. Each campus will supply students and parents with extended day notification that will include the days of the week offered, times, and other details.

## **EMERGENT BILINGUAL (EB)**

### **Guidelines for Grading EB Students Receiving ESL or Bilingual Services**

EB students are expected to master grade level standards. To achieve this goal, students shall receive instruction by certified teachers using second language acquisition methods that are linguistically and culturally responsive in English language arts, math, science, and social studies classes to master content and develop academic language proficiency.

By Chapter 89 statutory reference, teachers of EB students are expected to:

- Provide instruction in all subjects—areas to ensure that the students master the required essential knowledge and skills and higher-order thinking skills using second language acquisition methods.
- Address the affective, linguistic, and cognitive needs of EB students.
- Use knowledge of the student's proficiency levels descriptors (PLDs) to instruct, commensurate with their linguistic needs, in content-area classrooms.
- Provide linguistically accommodated instruction by routinely and effectively implementing linguistic accommodations selected and monitored by the LPAC (Language Proficiency Assessment Committee).
- Provide intensive instruction in the skills of listening, speaking, reading, and writing in the English language ~~points~~ through the ELPS (English Language Proficiency Standards).
- Provide additional supports that are focused, targeted and systematic to EB students in grades 3-12 that are at the beginning or intermediate levels of English language proficiency on TELPAS (Texas English Language Proficiency Assessment System).

If a current EB student who is receiving language services does not demonstrate adequate measurable progress after routinely and consistently being provided appropriate linguistic accommodations, then the student will be referred to the LPAC. The committee will review current academic data, linguistic progress, and teacher input to develop an action plan to support student academic and linguistic achievement.

## **GRADING SCALE**

### **Computing Semester Averages**

#### **Pre-kindergarten and Kindergarten**

Prekindergarten and Kindergarten teachers will use the District's electronic grade book to report progress four times per year using E (Emerging), D (Developing), and P (Proficient).

#### **Grades 1 Through 5**

First Grade Report card and progress report grades in science/health and social studies will be reflected as E, S, N, or U.

The grade conversion is as follows:

- E - Excellent (90 – 100)
- S - Satisfactory (75 – 89)
- N - Needs Improvement (70 – 74)
- U - Unsatisfactory (69 and below)

The numeric grades on progress reports and report cards indicate the following for grades first through fifth:

90-100	A	Outstanding progress and mastery of subject matter
80-89	B	Above Average progress and mastery of subject matter
70-79	C	Average progress and understanding of material
69-below	F	Class requirements have not been met
	I	Incomplete
	EX	Exempt from semester exam (high school)

Student performance is reported using numerical grades. An incomplete (I) grade is given when a student has not completed

required work prior to the end of the reporting period due to an absence. The incomplete grade should be replaced within a week of the end of the reporting period. Exceptions for extenuating circumstances may be granted by the campus administration. All grades earned by a student will be recorded as the actual number grade or percentage the student answered correctly. If a student gets a 40 on a graded work, the 40 is recorded in the grade book. There is not a minimum grade requirement.

## LATE WORK

Campuses will communicate the late work procedures for their school.

## MAKE-UP WORK

It is the student's responsibility to complete work missed while absent from class. The campus will communicate that assigned work is important and must be completed by all students in addition to communicating make-up work expectations with students and parents.

## MAJOR / MINOR / OTHER ASSIGNMENTS

Homework should never be a disciplinary measure but should be used to enrich and strengthen classroom experiences.

**Grades 1-5 Katy ISD Template A**

Major	40%	Tests, in-class projects, formal assessments
Minor	50%	Class work, quizzes, projects completed at home, daily assignments
Other	10%	Homework, participation, effort, process, etc.

## REASSESSMENT

A teacher shall provide corrective instruction and a reasonable opportunity to reassess failure to master TEKS on major grades. The highest possible grade that can be earned and recorded on the reassessment is a 70. The teacher will make a note in the electronic grade book of the dates and grades of the reassessment. Creation of guidelines for implementation of the policy is the responsibility of the campus.

Students whose rate of learning does not meet successful mastery of grade level material will have interventions monitored through the Multi-Tiered Systems of Support (MTSS) process.

## REPORTING PROGRESS TO STUDENTS AND PARENTS

### Home Access Center

The Home Access Center (HAC) allows for parents to log into a secure account and see each of their student's assignments, grades, and averages. This Home Access Center also allows for parents to see student's daily attendance and messages from the classroom teacher.

To access the Home Access Center, parents will click on the Home Access Center link on the main Katy ISD webpage. For more information on creating an account or getting support, refer to [Katy Independent School District / Homepage \(katyisd.org\)](http://katyisd.org)

### Progress Reports

Progress reports shall reflect all grades including at least three minor and one major grade. Progress reports will be available electronically during the fourth week of the grading period. Grades shall be updated in the student management system at least once a week. Progress Reports are viewable in the Home Access Center (HAC).

If at any time after the progress report the grade drops below passing, the teacher will make a reasonable effort to notify the parent (i.e., phone call, written notice).

For students who are served through special education, case managers will provide periodic Individualized Education Plan (IEP) progress reports concurrent with the issuance of report cards.



## **Report Cards**

Grade reports shall be available electronically every six weeks for grades 6-12 via the HAC. Performance shall be measured in accordance with this policy and the standards established in [Board Policy EIE \(LOCAL\)](#).

Grade reports indicate the numerical averages for each class, conduct status, and absences. Report cards are viewable on HAC the week following the end of the grading period.

## **Parent Communication**

Parent/teacher conferences are a part of the process of reporting student progress to parents. Conferences between parents, teachers, campus administrators, and students are often necessary. Conferences may be held in person, or over the telephone. This conference may be requested by the parent or initiated by the teacher. These conferences should be positive, constructive, and informative. The objective of the meeting should always be to clearly articulate the goals of the school and the level of performance the student has attained. Recommendations should be solicited from parents as well as offered by school personnel.

# **RETENTION AND PROMOTION**

Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

## **Standard for Promotion**

- At the elementary level, to be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year.
- At the junior high level, the overall average shall be derived by averaging the final numerical score for all courses taken. In addition, students shall attain an average of 70 or above in three of the four core academic areas: language arts, mathematics, social studies, and science.
- At the high school level, promotion is dependent entirely on the number of credits earned by passing courses with a grade of 70. The campus representative shall notify, as soon as practical, the parent or guardian of each student who has failed a course for any semester of all summer programs available in the district that provide an opportunity for the student to successfully complete the failed course(s).

## **Retention of Students**

The district shall establish procedures designed to reduce the retention of students at a grade level, with the ultimate goal being the elimination of the need to retain students. [See [Board Policy EHBC](#).]

# **STUDENTS WITH DISABILITIES**

## **Special Education Students**

All grading for students with disabilities is determined by the ARD committee.

An ARD committee meeting must be conducted if a student receives failing grades at the end of each semester to address the causes for the failure and lack of progress. If the student's failure is due to lack of effort or materials at an appropriate instructional level, the ARD committee may devise additional motivation and support strategies or services or may adjust goals and objectives for the course. It is critical that teachers provide all instructional accommodations and modifications that have been agreed to by the ARD Committee.

General and special education teachers must have documentation of accommodations or modifications provided and why they were unsuccessful. Such documentation may include work samples, lesson plan adjustments, grade book notations, and notes on the teacher copy of the IEP document. Additional contacts, discussions, and interventions used for all students should also be documented.

If a student with disabilities refuses to make reasonable effort, despite appropriate accommodations or modifications, the student may receive a failing grade, but the ARD committee needs to review the reasons for the student's refusal to work and ensure it is addressed in a Behavior Intervention Plan (BIP).

The ARD Committee does not have the authority to change a student's failing grade to passing. The ARD Committee can recommend compensatory strategies to promote student success. For more information, see [Board Policy EIE \(LOCAL\)](#).

## **504 Students**

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination on the basis of disability. The purpose of Section 504 is to ensure that individuals with disabilities are given the same opportunity to participate in programs and activities as their non-disabled peers. Students who qualify for 504 services may receive individualized accommodations.

In the context of 504, "placement" refers to the general education classroom or program with individually planned accommodations or interventions. Placement may include such things as tutorials, math lab, block math classes or reading improvement classes. In other words, an identified 504 student is entitled to the same access to programs and standards for participation as their nondisabled peers. There is no modification of the essential knowledge and skills for 504 students. Eligibility under Section 504 is not intended to reduce expectations for students with disabilities. The intent of 504 is to provide eligible students with reasonable accommodations that will give them an equal chance to achieve.

# SECTION V: SECONDARY STUDENT GRADING AND REPORTING INFORMATION

## ACADEMIC DISHONESTY

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct.

Parents may learn more about cheating and/or plagiarism in the [Discipline Management Plan and Student Code of Conduct](#), "Cheating and/or Plagiarism."

## CLASSIFICATION OF HIGH SCHOOL STUDENTS

At the high school level, classification is dependent entirely on the number of credits earned by passing courses with a grade of 70 or above. A student is classified according to the number of credits successfully completed. Classification is calculated using the number of credits on file at the beginning of each school year. Off-cohort students may be reclassified at the end of each semester and related questions can be directed to the Campus Professional Registrar.

Refer to the following chart to determine classification:

**Grade Level Classification**

Grade	Classification	Credits
9	Freshman	0 – 5.0
10	Sophomore	5.5 – 11.5
11	Junior	12.0 – 18.5
12	Senior	19+

## COMPENSATORY PROGRAMS

### Accelerated Instruction

Per the Texas Education Code, students who have not met the standards for promotion to the next grade will be required to either attend accelerated summer instruction to ensure grade level skills are mastered or will have instructional supports to help master grade level skills in the following year. Campus recommendations for grade level placement and accelerated instructional support are made for students each spring following the receipt of state assessment scores.

### Response to Intervention (RTI)/Multi-Tiered Systems of Support (MTSS)

Response to Intervention (RTI) is a Multi-Tiered System of Support designed to meet the academic and/or behavioral needs of struggling students. It relies on 22 collaborative, interdisciplinary teams that work together to lend support to the efforts of regular classroom teachers and to bring about improved academic performance for students who are achieving below expected levels based upon learning, behavioral, and/or District standards. The goal of RTI/MTSS is to foster classrooms where teaching is directed toward the variable learning needs of a diverse student population. To achieve this goal, school personnel enrich and supplement the curriculum through analysis of individual student performance, consultation/collaboration, and differentiated instruction. An RTI/MTSS Committee also serves as the referral committee when there is evidence that the student's response to intervention/multi-tiered systems of support do not produce the desired results. The committee will consider whether there is evidence to support the need for a student's referral to either Special Education, Section 504 or whether the student needs more intensive interventions. A parent may also request an evaluation for Section 504 or Special Education services. Contact the campus RTI/MTSS Coordinator for questions regarding the RTI/MTSS process.

### Special Services

Students enrolled in general education classes sometimes require accommodations to access their educational environment. Accommodations refer to a teaching technique or assessment that a teacher may use to help an individual student master a concept or demonstrate mastery of curriculum. For example, a student may need to be tested orally in science or social studies because he/she has difficulty reading on grade level or cannot write due to an injury. If special

needs persist, the teacher should consider remediation or tutorial sessions to overcome that specific deficiency. After working through the accommodations and based on the student's response, a teacher may refer this student to a Student Support Team (SST) to consider assessment or other possible needs.

The state and district goals include the concept that each student should learn as many of the required Texas Essential Knowledge and Skills (TEKS) for each subject and grade level as is within his/her ability. If a student is experiencing difficulty learning a concept, the teacher should proceed through a multi-tiered system of support (MTSS) to remediate the student's difficulties. It is primarily the classroom teacher's responsibility to conduct the initial stages of such a process. The needs of most unsuccessful students can be met within the regular classroom environment by:

- Utilizing teaching strategies that are compatible with the learning styles of these students;
- Identifying and implementing appropriate supplementary instructional aids;
- Providing students access to essential student services such as counseling and health services;
- Implementing necessary instructional modifications in pacing, materials, and methodologies;
- Designing and implementing behavior management plans, as needed; and monitoring academic progress and adjusting instruction.

When students do not progress despite access to supplementary aids and services, a referral to the SST will take place.

The counselor will schedule the SST meeting conference.

The team members should include the school staff who have knowledge about the student. This committee should:

- Consider the efforts that have been made to provide accommodations;
- Review the supplementary aids and services provided; and
- Examine samples of the student's work to determine whether additional instructional options or student services need to be tried.

If the team members decide that a referral is in order, the committee should reach consensus as to what type of referral is appropriate. Communication should be made with parents regarding the SST's recommendations if appropriate as determined by the principal.

## **Tutorials**

The purpose of a tutorial session is to provide assistance to students who have not mastered the TEKS currently being taught. Tutorials also serve as instructional reinforcement for students needing assistance. These tutorials may be provided in a variety of ways. The teacher may choose to help students before, during, or after school. Secondary campuses may offer extended day tutorials for students who need STAAR remediation. Each campus will supply students and parents with extended day notification that will include the days of the week offered, times, and other details.

# **COMPUTING SEMESTER AVERAGES**

## **Junior High School**

At the junior high level, semester exams will be given in high school credit courses and 8th grade core classes (RLA, math, science, and social studies). Campuses may elect to give exams in 7th grade core classes. A semester grade is calculated by weighting the average of the three grading periods as 85% and the grade earned on the semester examination as 15%. If a student fails either semester of a full-year course and passes the other semester, the two (2) semester grades will be averaged to determine if the student's average for the year is greater than 70. (See calculation example below "High School")  
*Revised: 10-19-2022*

## **High School**

Credits for high school courses, taken in junior high or high school, are awarded on a semester-by-semester basis-- 1/2 credit per semester. A semester grade is calculated by weighting the course grade for each of the three grading periods as 85% and the grade earned on the semester examination as 15%. Each individual semester grade earned is included in the calculation of a student's GPA (Grade Point Average). However, if a student fails either semester of a full-year course and passes the other semester, the two (2) semester grades will be averaged to determine the student's average for the year. If a student earns an average of 70 or higher for the year, credit will be awarded for both semesters. Each individual semester grade earned is included in the calculation of a student's grade point average (GPA). A student's semester grade is the average of the three grades for each grading period and the grade earned on the semester examination.

### Example

#### Six Weeks Grades

$$80+85+89= 254$$

$$254 \div 3= 85$$

$$85 \times .85 = 72$$

#### Semester Exam

$$100 \times .15= 15$$

#### Semester Grade

$$72+15= 87$$

GPA = quality points divided by courses attempted. Academic grades are awarded quality points. To determine the quality points used in the GPA calculation, points are assigned to each semester grade earned by the student. The points are totaled and then divided by two to change the status of the points from semester status to year or course status. To determine the courses attempted, the number of semester grades are totaled and then divided by two to change semesters attempted to courses attempted.

## DUAL CREDIT COURSES

Students taking courses for dual credit receive credit for both high school and (if credit meets requirements) college. The standard for grading dual credit courses is set by the college. See the school counselor for course offerings, applications, requirements, fees, and deadlines to enroll in a dual credit course offered through Katy ISD. It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

### First Semester Final Grades for Seniors/ First and Second Final Semester Grades for Juniors

For all dual credit instructors (3 day and 5 day), the grade reported to the registrar will be a **letter grade**. The high school registrar will convert the letter grade to the Katy ISD grade as indicated in the conversion chart below.

Dual Credit Conversion Chart

Course Letter Grade	Grade	Katy ISD Grade
A	90-100	95
B	80-89	85
C	70-79	77
D	60-69	72
F	59 and Below	65

## EMERGENT BILINGUAL (EB)

### Guidelines for Grading EB Students Receiving ESL Services

EB students are expected to master grade level standards. To achieve this goal, students shall receive instruction by certified teachers using second language acquisition methods that are linguistically and culturally responsive in English language arts, math, science, and social studies classes to master content and develop academic language proficiency.

By Chapter 89 statutory reference, teachers of EB students are expected to:

- Provide instruction in all subjects to ensure that the students master the required essential knowledge and skills and higher-order thinking skills using second language acquisition methods.
- Address the affective, linguistic, and cognitive needs of EB students.
- Use knowledge of the student's proficiency levels descriptors (PLDs) to instruct, commensurate with their linguistic needs, in content-area classrooms.
- Provide linguistically accommodated instruction by routinely and effectively implementing linguistic accommodations selected and monitored by the LPAC (Language Proficiency Assessment Committee).
- Provide intensive instruction in the skills of listening, speaking, reading, and writing in the English language ~~points~~ through the ELPS (English Language Proficiency Standards).
- Provide additional supports that are focused, targeted and systematic to EB students in grades 3-12 that are at the beginning or intermediate levels of English language proficiency on TELPAS (Texas English Language Proficiency Assessment System).

If a current EB student who is receiving language services does not demonstrate adequate measurable progress after

routinely and consistently being provided appropriate linguistic accommodations, then the student will be referred to the LPAC. The committee will review current academic data, linguistic progress, and teacher input to develop an action plan to support student academic and linguistic achievement.

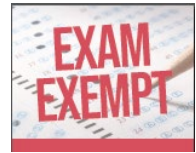
## EXTRA CREDIT ASSIGNMENTS

Extra credit may only be awarded based on an academic product that can be directly related to the Katy ISD curriculum objectives. If a teacher makes extra credit available to one student, he/she must give all students in the same course an equal opportunity for extra credit. Extra credit must not be given for providing classroom supplies or materials nor for performing an administrative task such as turning in a form or bringing in the textbook. A campus may adopt additional procedures for extra credit such as no extra credit in a certain grade or course or no extra credit on major grades. The maximum value, with extra credit points, which can be entered into the computer gradebook is 110.

## FINAL EXAM EXEMPTIONS (GRADES 9-12)

### Final Exam Exemption Requirements

Semester exam exemptions will be offered during Fall & Spring Semesters for the 2023 – 2024 school year. Below are the required semester exemption requirements.



In KISD, Semester Exam Exemptions are offered as attendance and behavior incentives for students.

**Exemptions are determined by course.**

To qualify for an exam exemption in a course, a student must have met the following criteria **per semester, per course**:

1. An average of 80 or higher
2. No more than **FIVE (5)** non-school related absences (see note below).
3. No more than **TEN (10)** tardies;
4. No N in conduct for the course and no U in conduct for *any* class.
5. No ISS, OSS, OAC/DAEP Placement, or JJAEP Placement.
6. No outstanding fees or fines.
7. Must have been enrolled in the course by the 10<sup>th</sup> day of instruction; and
8. Meet campus specific requirements related to exemption submission deadlines and verification procedures for securing their exemptions.

The number of available exemptions per grade level is as follows:

Grade Level	Available Exemptions (Fall)	Available Exemptions (Spring)
9th	1	1
10th	2	2
11th	3	3
12th	7	7

**Please note:** The following absence codes do NOT count toward the five (5) allowable excused & unexcused absences:

- P: Present but not in class
- S: School-sponsored curricular and extra-curricular activity that is not UIL related
- V: UIL and other competitive activity

### Final Exam Exemption Clarifications

- Except for seniors, students may not exempt the same course final for both the fall and spring semesters.
- Advanced Placement (AP) Exams:
  - Students enrolled in an AP course who successfully sit for the AP exam for that course may elect to exempt the final exam in the Spring semester.
  - The final exam exemption for an AP exam does not count toward the maximum number of exemptions for that student's grade level.
- HCC Dual Credit & College Prep courses CANNOT be exempted.
- Students are encouraged to verify semester exam exemption eligibility by continually monitoring their semester average(s), attendance/tardies, conduct grade(s) and behavior consequences via the Home Access Center (HAC).

The HAC tile is available via the student's My Katy Cloud Dashboard.



### **IMPORTANT SENIOR INFORMATION (Class of 2024):**

Seniors are required to attend school through Friday, May 10, 2024. Excused and non-excused absences accrued through Friday, May 10, 2024, will count toward the maximum five (5) absences or less to exempt a final exam. Seniors who are ineligible for final exam exemptions may take their final exams beginning on Monday, May 13, 2024. Campuses will communicate their specific senior final exam schedule that begins on Monday, May 13 through 12:00 p.m. on Wednesday, May 15, 2024.

#### ***2024 Legacy Stadium Spring Graduation Ceremony Schedule***

<b>CAMPUS</b>	<b>DAY/DATE</b>	<b>LOCATION</b>	<b>TIME</b>
Jordan High School	Wednesday, May 15, 2024	Legacy	8:00 PM
Paetow High School	Thursday, May 16, 2024	Legacy	8:00 PM
Katy High School	Friday, May 17, 2024	Legacy	8:00 PM
Taylor High School	Saturday, May 18, 2024	Legacy	8:00 PM
Mayde Creek High School	Sunday, May 19, 2024	Legacy	8:00 PM
Cinco Ranch High School	Monday, May 20, 2024	Legacy	8:00 PM
Morton Ranch High School	Tuesday, May 21, 2024	Legacy	8:00 PM
Seven Lakes High School	Wednesday, May 22, 2024	Legacy	8:00 PM
Tompkins High School	Thursday, May 23, 2024	Legacy	8:00 PM

- Senior Instructional Calendar ends at 12:00 p.m. on Wednesday, May 15, 2024.
- Legacy Stadium rescheduled inclement weather ceremony is at 9:00 a.m. following day.

Campuses will host a Class of 2024 graduation ceremony meeting and other senior events daily beginning on Monday, May 13<sup>th</sup>. Campuses will communicate specific schedules of the events during the fall semester.

## **FOREIGN EXCHANGE**

It is the goal of Katy Independent School District (KISD) to provide international students from diverse cultures, who are approved for enrollment, the opportunity to experience the rewards of participating in quality educational programs, to meet and interact with students with a variety of interests, and to become more fluent in both written and spoken English.

Foreign Exchange Students must work through an accredited Foreign Exchange Agency and attend the high school to which their host family residential address is zoned. Acceptance is granted on a first-come/first-serve basis after all required components of the application process have been met. Please select the link for more details [Katy ISD Foreign Exchange Program webpage](#). [See [Board Policy FD \(LEGAL\)](#).]

## **GRADE/COURSE TRANSFERS**

Students entering a Katy ISD school from accredited or non-accredited public, private, or parochial schools shall provide evidence of prior schooling outside the district. [See [Board Policy FD \(LOCAL\)](#) for guidelines regarding awarding credit]. When a student transfers grades for properly documented courses, the District shall assign weight to those grades based on the categories and grade weight system used by the district. For a course to receive weighted factors for the purpose of class rank other than Advanced Academic level, the transferred course must be clearly designated as an advanced course on the student's transcript.

### **Letter Grade from Out-Of-State Schools and Non-Public Texas Schools**

Some transcripts from outside of Texas reflect an alpha grade and not a numeric grade as required in Texas. When this occurs, the registrar will notify the parent of the scale Katy ISD uses to transcribe the letter grade to a numeric grade. If the parent chooses, the parent may contact the previous school and request an authorized (school seal) transcript with semester numerical grades. When received those numeric averages will be used on the transcript and to calculate GPA. Parents/students will have 30 business days from enrollment to provide the appropriate high school registrar with the authorized numerical transcript, if desired.

Katy ISD conversion scale for out of district alpha grades:

A+ =100	B+ =89	C+ = 79	D+ =74	F=65
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A =95	B =85	C =77	D =72
A- =90	B- =80	C- =75	D- =70

An exception to this practice will be made if a transcript from an out-of-state or another district records a 65 as passing. In this event, a grade of 70 will be assigned.

## GRADING SCALE

The numeric grades on progress reports and report cards indicate the following for grades:

<b>90-100</b>	<b>A</b>	<b>Outstanding progress and mastery of subject matter</b>
<b>80-89</b>	B	Above Average progress and mastery of subject matter
<b>70-79</b>	C	Average progress and understanding of material
<b>69-below</b>	F	Class requirements have not been met
	I	Incomplete
	EX	Exempt from semester exam (high school) and for non- English/limited English students for the grading period

Student performance is reported using numerical grades. An incomplete (I) grade is given when a student has not completed required work prior to the end of the reporting period due to an absence. The incomplete grade should be replaced within a week of the end of the reporting period. A student receiving an incomplete in a course is considered ineligible at the end of the 7-day grace period until the incomplete is replaced with a passing grade for the grading period. Exceptions for extenuating circumstances may be granted by the campus administration. All grades earned by a student will be recorded as the actual number grade or percentage the student answered correctly. If a student gets a 40 on a graded work, the 40 is recorded in the grade book. There is not a minimum grade requirement.

## HIGH SCHOOL CLASS RANK AND WEIGHTED GRADES

The following weighted factors shall be used for the academic levels. For the purpose of ranking students, these weighted factors shall only be used with final semester grades.

Calculation of students' official class rank is governed by [Board Policy EIC \(LOCAL\)](#). For the purposes of class ranking, semester grades are weighted as follows:

### Academic Level Weighted Factor

Grades 9 – 12

#### Graduating Classes of 2023 and Thereafter

	(90-100) A	(80-89) B	(70-79) C	(69-Below) F
KAP/AP Courses*	5	4	3	0
Dual Credit Courses	4.5	3.5	2.5	0
Academic Core and Elective Courses	4	3	2	0
Fundamental/Applied Courses	3	2	1	0

District shall categorize and weight eligible courses as Advanced, Dual Credit, and Academic and Elective in accordance with provisions of the policy and designated in appropriate District publications.

- Advanced - Eligible Advanced Placement (AP) and KAP courses shall be categorized and weighted as Advance courses.
- Dual Credit - Eligible dual credit courses shall be categorized and weighted as Dual Credit courses.
- Academic and Elective - All other eligible courses shall be categorized and weighted as Academic and Elective courses.



Successful completion of a two-semester course is based on a minimum of 70 percent mastery, represented by the yearly average of the two semester averages. Therefore, if a student has earned a 68 and a 76 for the two semester averages, the student passes the course with a yearly average of 72. This is calculated as follows:  $(68 + 76) \div 2 = 72$ . [[See Board Policy EI\(LOCAL\)](#)]

- All grades, including those of Katy ISD Virtual School, other external on-line courses, correspondence courses, credit by examination with prior instruction, credit by examination without prior instruction, summer term courses, and high school courses taken in junior high are counted in the GPA. Exceptions are: student assistant, off-campus PE waiver courses, driver's education and those courses taken by students as GPA-exempt courses.
- All attempted courses are averaged in the GPA.
- Courses may not be audited.
- Students cannot drop the lowest average if a course is repeated; both are calculated in the GPA.
- Grades earned on credit by examination with prior instruction for restoring credit are counted as a course attempted with a grade of 70 being the highest grade a student may receive.
- KAP/AP weighted grade points earned through another accredited institution will be accepted and awarded only for courses designated as KAP/AP in Katy ISD.
- If a student loses credit due to excessive absences, the grade will still be recorded on the student transcript and will be included in computing class rank.

## **KAP/AP GUIDELINES**

KAP/AP courses are designed to challenge motivated students and prepare them for success in college level course work in high school and beyond. These advanced or above grade-level courses move at a faster pace, are more academically challenging and require more independent learning than academic courses.

A few important factors to keep in mind when discussing KAP/AP with students and parents:

- Katy ISD's on-level academic curriculum is a college-bound curriculum.
- While KAP courses are designed to better prepare students for AP, KAP courses are not a requirement for enrolling in most AP courses.
- Some AP courses have course prerequisites that must be completed. Check the course description for prerequisites.
- KAP is not "all or nothing." Students may take from one to all of their core classes as KAP.
- Students develop academic readiness at different rates and may not be ready for KAP at the same time as their friends or classmates.
- For most courses it is possible to move from academic to KAP sections from one year to the next. In mathematics, it is more difficult due to the acceleration and compacting of the curriculum in 6th and 7th grades. A student who decides to move from academic to KAP mathematics may require additional support in making the transition.

### **KAP/AP Course Commitment**

Katy ISD recognizes the value of student participation in advanced academic coursework and encourages students to graduate from high school with at least one advanced academic course credit such as Advanced Placement. Participation in advanced academic courses is a foundation of college readiness. Research shows that students who participate are more likely to complete a bachelor's degree in college and typically have higher college GPAs (Hargrove, Godin and Dodd, 2007; Dodd and Keng, 2008). The intent of this commitment is to maximize each student's potential for success in AP and KAP courses.

### **Choosing Advanced Academics**

KAP and AP courses are designed to challenge students beyond grade-level academic courses and prepare them for success in future advanced coursework. Students may require additional encouragement and support from both family and campus to be successful in advanced academics.

Students who opt to participate in AP or KAP must successfully complete prerequisite coursework and demonstrate mastery on course-related state-mandated performance assessments prior to enrollment in the course.

### **Campus Commitment**

The campus commits to advanced academics by communicating the value of advanced coursework, recruiting students with potential for success, encouraging student commitment, and supporting advanced academic instruction.

### **Student Commitment**

The student commits to advanced academics by recognizing the long-term benefits of participation and seeking assistance

when needed. As a student enrolled in an AP or KAP course:

- I understand that advanced academic courses may seem challenging at first and initial grades may not reflect later grades in the course.
- In the event that I encounter difficulties with the course content, I will conference with my teacher about my progress and attend recommended tutorials.
- I understand that course changes will be contingent on space availability, extenuating circumstances, the teacher's appraisal of my potential for success in the course, and the timing of the request.
- I understand that successful completion of an AP exam can yield college credit.
- I understand that participation in advanced coursework prepares me well for college, increases my chances of finishing a college degree in four years and earning a higher college GPA.

### Parent Commitment

The parent commits to advanced academics by supporting student learning in the advanced academic course; by supporting teacher efforts to provide rigorous, quality instruction; and by valuing the learning that occurs in the advanced academic course. As a parent of a student enrolled in an AP or KAP course:

- I will encourage my child to be prepared for class each day.
- I understand that advanced academic courses may seem challenging at first and initial grades may not reflect later grades in the course.
- If my child encounters difficulties with the course content, I will expect my child to conference with the teacher and attend recommended tutorials.
- Prior to initiating a petition for my child to exit the course, I will contact the teacher for his/her input.
- I understand that schedule changes will be contingent on space availability, extenuating circumstances, and the teacher's appraisal of my child's potential for success in the course, and the timing of the request.

### Teacher Commitment

The teacher commits to advanced academics by encouraging student participation and success, planning for student learning, providing rigorous, quality instruction, and offering assistance for struggling students. As a teacher of an AP or KAP course:

- I will teach the course following the curriculum developed by Katy ISD and as authorized by College Board (AP Courses).
- I will provide instruction that prepares students for the next level advanced academic course.
- I will provide quality instruction at an advanced level and give ample opportunities for students to be successful.
- I will assign work that is meaningful and relevant to the required learning goals.
- I know that students are enrolled in many other courses and that the workload for this course must not be unreasonably time-consuming.
- I will provide appropriate tutorial opportunities for students who have difficulty with course content.

### KAP/AP Entry and Exit Guidelines

The purpose of the KAP and AP entry guidelines is to provide information to facilitate placement of students in academically challenging courses.

- Katy ISD recognizes the value of student participation in advanced academic coursework and encourages students to graduate from high school with at least one advanced academic course credit such as Advanced Placement or dual credit. To this end, Katy ISD has an inclusive enrollment model for AP and KAP courses that provides support systems for student success. Students are encouraged to access the most rigorous curriculum in which they can be successful, generally defined as earning a C or better semester average.
- KAP and AP courses are designed to challenge students beyond grade-level academic courses and prepare them for success in future advanced level coursework. Information provided by student performance in related courses and teacher input are important elements for parents and students to consider in selecting advanced coursework. Students may require additional encouragement and support to be successful in these courses.
- Students who opt to participate in AP or KAP must:
  1. Successfully complete prerequisite courses as specified in the course catalog.
  2. Demonstrate success on course-related state-mandated performance assessments including STAAR (meets grade level or above).

3. Recognize the long-term benefits of participation, seek assistance when needed, and be committed to staying in the course for a minimum of one semester.

Questions about KAP/AP courses should be directed to the counselor and/or the subject teacher.

- The campus, the teacher and the parents are also asked to commit to the student’s success and persistence in the course by acknowledging the joint efforts of all parties needed to support success. This commitment can be managed by the campus in either of the following ways:
  1. Every KAP or AP teacher distributes the form with teacher and administrator signatures to each student and requests it be returned with student and parent signatures; copies can be ordered from digital storefront. OR,
  2. The campus posts the commitment statement in several prominent locations including the campus webpage, teacher webpage, in classrooms, etc. and the student’s enrollment in the course indicates that the student and parent, teacher and campus support the commitment to advanced academics and student success. Teachers should review the commitment with students in class and communicate the information to parents. Text of the commitment can be found in the Exhibits. Posters are available through digital storefront.

Note: Due to the curricular differences between academic courses and KAP and for the benefit of students, entry into a KAP course from an academic course is discouraged after the beginning of each semester. It is recommended that students enter advanced placement courses at the beginning of the course, typically in the first week of instruction. Exceptions must have principal approval.

### **Junior High KAP Special Considerations**

Katy ISD continues to have an open-enrollment policy in place for all students who wish to participate in advanced academics. Early enrollment in these courses contributes to student achievement in later years. In order to broaden student participation in junior high advanced course work, the following procedures are used to place students into KAP courses in junior high (in addition to open enrollment).

Students who achieved Masters on STAAR	Will be placed in this course*:
5 <sup>th</sup> Grade STAAR Reading	6 <sup>th</sup> Grade KAP English Language Arts & Reading
5 <sup>th</sup> Grade STAAR Reading	6 <sup>th</sup> Grade KAP Social Studies
5 <sup>th</sup> Grade STAAR Math	6 <sup>th</sup> Grade KAP Math
5 <sup>th</sup> Grade STAAR Science	6 <sup>th</sup> Grade KAP Science

\*Parents who do not wish for their incoming 6th grade student to be enrolled in a KAP class will need to contact their child’s campus counselor.

It is recommended for incoming 7th grade students who achieved Masters on Reading or Math STAAR exams in 6th grade should be placed as follows: may need to include new requirements to include students in top 40% of math STAAR to be in KAP Math 6... Joan or Saneer may have thoughts about wording?

Masters on STAAR	Placement
6 <sup>th</sup> Grade Reading	7 <sup>th</sup> Grade KAP English Language Arts & Reading
6 <sup>th</sup> Grade Reading	7 <sup>th</sup> Grade KAP Social Studies
*6 <sup>th</sup> Grade Math	7 <sup>th</sup> Grade KAP Math
6 <sup>th</sup> Grade Math	7 <sup>th</sup> Grade KAP Science

\*NOTE: Students who transition from 6th Academic Math to 7th grade KAP Math will likely require additional support for 7th grade TEKS that were taught in 6th grade KAP Math.

### **Exit Guidelines for High School or Junior High KAP/AP Courses**

Exit processes are in place to assist students in making sound course selection decisions. Students and parents must be aware that, depending on timeline, grades earned in a KAP or AP course follow the student to the on-level academic course. These grades will be included in calculating the academic course grade and may impact UIL eligibility. Consult with the counselor for more detailed information.

- It is expected that students seek assistance when needed to be successful in the course and remain in the KAP or AP course at least one full semester. See KAP/AP commitments in Exhibits.

Students petitioning to exit a KAP or AP course must meet the following criteria: conference with the teacher and completion of course assignments and/or attendance at recommended tutorials. The petition for exit may or may not be granted by the campus. Granting the petition is based on input from the teacher, student performance in the course, availability of space in other courses and the timing of the request. Students experiencing success (able to maintain a C or better SEMESTER average) in the course should remain in the course for the semester. Contact the counselor for more information about documenting these requirements.

- Students who earn an “F” at the end of a grading period will be removed from the class unless otherwise recommended by the teacher and administrator.
- Students who elect to take an AP class for which there is no academic equivalent will be required to remain in the course until the end of the semester unless failing at the end of a grading period (except as noted in 3 above) or a Petition for Exit which documents extenuating circumstances is approved by the principal.
- Recommended Timeline: AP and KAP Exit regulations have been developed to encourage the student to persist in the course rather than requesting to exit. Students who wish to exit a KAP or AP course will complete the requirements specified on the form prior to being considered for an exit (Petition for KAP/AP Course Exit Form, Exhibit at EIF Regulation). The requirements include discussing their performance and participation in the course with the instructor, attending any recommended tutorials and completing all assignments. The petition is considered, if after these items have been completed, and the teacher concurs. The student may exit within the following timelines:

First ten days of the course	Petition may be granted by the campus given input from the teacher and availability of space in the replacement course.
Upon the first progress report	Petition may be granted by the campus given input from the teacher and availability of space in the replacement course.
At the end of the first grading period. For one semester courses, this grading period would be the first grading period of the semester.	Petition may be granted by the campus given input from the teacher and availability of space in the replacement course. Students who earn an “F” at the end of a grading period will be removed from the course unless otherwise recommended by the teacher and administrator.
During the second grading period and throughout the remainder of the semester.	Only students who have earned an “F” at the end of a grading period may exit the course. Exceptions require principal/designee approval of petition for exit.
Students who remain in a yearlong course for the second semester.	Only students who have earned an “F” at the end of a grading period may exit the course. Exceptions require principal/designee approval of petition for exit.
At the end of the semester.	Students may request a schedule change from the course for the second semester of a full year course after completing the first semester.

## Katy ISD District Online Learning Opportunities

### KATY VIRTUAL SCHOOL

The [Katy ISD Virtual School \(KVS\)](#) offers fee-based online courses for students in grades 9-12. KVS courses are taught by Katy ISD teachers through an online learning management system. Courses are offered in the summer or as an extension to the fall and spring regular school day to allow students to earn credit while participating in extracurricular activities, exploring courses of interest, and benefiting from flexible scheduling. Students must have the approval of their counselor to take a KVS course. KVS is an approved online provider for NCAA and College Board. Seniors may remain in KVS the spring semester of the year they expect to graduate. KVS courses count towards UIL eligibility in accordance with KATY ISD rules and regulations and the TEA/UIL Side by Side Handbook. Grades are reported on progress reports and report cards and follow the Katy ISD Academic Calendar.

Students may not elect to take the same course through Texas Virtual School Network for credit if it is offered through KVS.

#### Katy ISD Online Learning Guidelines

GRADE LEVEL	SUMMER	FALL/SPRING SEMESTERS
Rising - 9 <sup>th</sup> & 10 <sup>th</sup> Grade Students	Any 2 credits	<b>1 credit</b> during the school year • 0.5 Credit each semester
Rising - 11 <sup>th</sup> & 12 <sup>th</sup> Grade Students		<b>2 credits</b> during the school year • 1 Credit each semester

Credits may be taken through: KISD KVS (recommended) or Other accredited provider\*

\* To ensure that online courses from other accredited providers meet KISD graduation requirements, it is **highly recommended** that students make an appointment with their counselor **prior** to enrollment in the course. Credit may be denied if the course is not aligned to KISD or TEKS-based curriculum.

**Reminders:** KVS Instructional Day (KVS-ID) courses do not count toward the online course maximum. Students are provided a study hall when enrolled in a KVS-ID course.

Note: Online Learning courses, including KVS & other accredited institutions, provide students opportunities to graduate early or to have a flexible schedule that includes additional course work options, student program participation options, programs of study, early release, and/or late arrival.

Per KISD Board Policy EHDE (LOCAL)\*, a total of 10 credits may be taken through online coursework.

\*Pending

KVS Semester Tuition:

\$200/Semester Course

Students who qualify for reduced meals/\$50 semester course

Students who qualify for free meals/Free

### THE WHY

- Create pathways for early graduates, including accountability measures
- Provide a pathway and access to online courses
- Create flexibility in scheduling which can increase student participation in CTE programs of study and/or academic, athletic, and fine art competitive student programs
- Create teacher financial incentive pathways that include KVS, Dual Credit, & TIA
- Increase student choice & reduce charter/private school appeal
- Reduce instructional day in-person student:teacher ratios
- Provide accelerated graduation pathway for 18+ (Success Program @ Raines Academy)

## **Texas First Early High School Program**

Senate Bill 1888, 87th Texas Legislature, Regular Session, 2021, added Texas Education Code §28.0253, which establishes the Texas First Early High School Completion Program to allow public high school students who demonstrate early readiness for college to graduate early from high school.

The purpose of the Texas First Early High School Completion Program, in conjunction with the Texas First Scholarship Program (Texas Education Code, Chapter 56, Subchapter K-1), is to promote efficiency in the state public education system and incentivize the enrollment of high performing students at eligible institutions within the state of Texas.

<https://tea.texas.gov/academics/graduation-information/state-graduation-requirements/texas-first-early-high-school-completion-program>

Katy Virtual School Instructional Day Student – <https://help.katyisd.org/help/katy-virtual-school-instructional-day>

## **LATE WORK**

Campuses will communicate the late work procedures for their school.

## **MAKE-UP WORK**

It is the student's responsibility to complete work missed while absent from class. The campus will communicate that assigned work is important and must be completed by all students in addition to communicating make-up work expectations with students and parents.

## MAJOR/ MINOR / OTHER ASSIGNMENTS

Student homework or schoolwork should never be a disciplinary measure but should be used to enrich and strengthen classroom experiences.

### Major Grades

- Tests
- Performance evaluation
- Tasks
- Writing assignments
- Major Projects
- Research Papers
- Culmination work
- Internship/Co-op, Full Active participation

### Minor Grades

- Quizzes
- Products
- Multiday assignments combined for one grade
- Formal lab
- Lab quizzes/projects, classwork
- Class timed writing

### Other Grades

- Daily work
- Class work
- Homework graded for completion
- Participation
- Single day assignment
- Worksheet
- Practice records
- Daily skills
- Cognitive assessments
- Oral work

### Secondary grading Template

Class Type	Alpha Template	Weight Options	Major	Minor	Other
AP	F	70% ,20%,10%	70%	20%	10%
DUAL	H	90%, --, 10%	90%	0	10%
	P/F (pass/fail)	100%	HCC final grade will be converted to Katy ISD grading scale		
<b>KAP</b>					
Junior High	D	55% ,30%,15%	55%	30%	15%
High School	E	60% ,30%,10%	60%	30%	10%
<b>ACADEMIC</b>					
Junior High & High School	C	50% ,35%,15%	50%	35%	15%
<b>FUNDAMENTAL</b>					
Junior High & High School	C	50% ,35%,15%	50%	35%	15%
<b>APPLIED</b>	H	90%, --, 10%	90%	—	10%

## ONLINE PUBLIC SCHOOL COURSES

Students who are seeking an alternative method of receiving course credit towards graduation from out-of-District online providers may apply to enroll in online courses from District approved out-of-district providers. Texas Virtual School Network is the only district approved external provider for students seeking credit in courses not offered through Katy Virtual School. Prior to enrolling in District approved out-of-district online courses, students must submit an application for approval to their campus counselor. See the campus counselor for the District application. Students may not self-enroll. If written approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. All Katy ISD Local Policy regarding the approval and enrollment in an online course is outlined in [Board Policy EHDE \(LOCAL\)](#).

## REASSESSMENT

A teacher shall provide corrective instruction and a reasonable opportunity to reassess failure to master TEKS on major grades. The highest possible grade that can be earned and recorded on the reassessment is a 70. The teacher will make a note in the electronic grade book of the dates and grades of the reassessment. Creation of guidelines for implementation of the policy is the responsibility of the campus.

Students whose rate of learning does not meet successful mastery of grade level material will have interventions monitored through the Multi-Tiered Systems of Support (MTSS) process.

Semester exams are not subject to the reassessment guidelines.

## REPORTING PROGRESS TO STUDENTS AND PARENTS

### **Home Access Center**

The Home Access Center (HAC) allows for parents to log into a secure account and see each of their student's assignments, grades, and averages. This Home Access Center also allows for parents to see student's daily attendance and messages from the classroom teacher.

To access the Home Access Center, parents will click on the Home Access Center link on the main Katy ISD webpage. For more information on creating an account or getting support, refer to [Katy Independent School District / Homepage \(katyisd.org\)](http://katyisd.org)

### **Progress Reports**

Progress reports shall reflect all grades including at least three minor and one major grade. Progress reports will be available electronically during the fourth week of the grading period. Grades shall be updated in the student management system at least once a week. Progress Reports are viewable in the Home Access Center (HAC).

If at any time after the progress report the grade drops below passing, the teacher will make a reasonable effort to notify the parent (i.e., phone call, written notice).

For students who are served through special education, case managers will provide periodic Individualized Education Plan (IEP) progress reports concurrent with the issuance of report cards.

### **Report Cards**

Grade reports shall be available electronically every six weeks for grades 6-12 via the HAC. Performance shall be measured in accordance with this policy and the standards established in [Board Policy EIE \(LOCAL\)](#).

Grade reports indicate the numerical averages for each class, conduct status, and absences. Report cards are viewable on HAC the week following the end of the grading period.

### **Parent Communication**

Parent/teacher conferences are a part of the process of reporting student progress to parents. Conferences between parents, teachers, campus administrators, and students are often necessary. Conferences may be held in person, or over the telephone. This conference may be requested by the parent or initiated by the teacher. These conferences should be positive, constructive, and informative. The objective of the meeting should always be to clearly articulate the goals of the school and the level of performance the student has attained. Recommendations should be solicited from parents as well as offered by school personnel.

## RETENTION AND PROMOTION

Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level.

### **Standard for Promotion**

- At the elementary level, to be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year.
- At the junior high level, the overall average shall be derived by averaging the final numerical score for all courses taken. In addition, students shall attain an average of 70 or above in three of the four core academic areas: language arts, mathematics, social studies, and science.
- At the high school level, promotion is dependent entirely on the number of credits earned by passing courses with a grade of 70. The campus representative shall notify, as soon as practical, the parent or guardian of each student who has failed a course for any semester of all summer programs available in the district that provide an opportunity for the student to successfully complete the failed course(s).

### **Retention of Students**

The district shall establish procedures designed to reduce the retention of students at a grade level, with the ultimate goal being the elimination of the need to retain students. [See [Board Policy EHBC](#).]

## SCHOLASTIC AWARDS

### Honor Roll

In order to be named on the honor roll, a student must have a GPA of 3.5 or above and passing averages in all courses for a six-week period.

### Academic Awards

At the close of each school year, a student may be selected by the faculty to receive a departmental award. In addition, the faculty may select students to receive certain other awards in recognition of outstanding work or service to the school. These awards are presented to the students at the end of the school year during an awards ceremony. [See [Board Policy EIC \(LOCAL\)](#).]

## STUDENTS WITH DISABILITIES

### Special Education Students

All grading for students with disabilities is determined by the ARD committee.

An ARD committee meeting must be conducted if a student receives failing grades at the end of each semester to address the causes for the failure and lack of progress. If the student's failure is due to lack of effort or materials at an appropriate instructional level, the ARD committee may devise additional motivation and support strategies or services or may adjust goals and objectives for the course. It is critical that teachers provide all instructional accommodations and modifications that have been agreed to by the ARD Committee.

General and special education teachers must have documentation of accommodations or modifications provided and why they were unsuccessful. Such documentation may include work samples, lesson plan adjustments, grade book notations, and notes on the teacher copy of the IEP document. Additional contacts, discussions, and interventions used for all students should also be documented.

If a student with disabilities refuses to make reasonable effort, despite appropriate accommodations or modifications, the student may receive a failing grade, but the ARD committee needs to review the reasons for the student's refusal to work and ensure it is addressed in a Behavior Intervention Plan (BIP).

The ARD Committee does not have the authority to change a student's failing grade to passing. The ARD Committee can recommend compensatory strategies to promote student success. For more information, see [Board Policy EIE \(LOCAL\)](#).

### 504 Students

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination on the basis of disability. The purpose of Section 504 is to ensure that individuals with disabilities are given the same opportunity to participate in programs and activities as their non-disabled peers. Students who qualify for 504 services may receive individualized accommodations.

In the context of 504, "placement" refers to the general education classroom or program with individually planned accommodations or interventions. Placement may include such things as tutorials, math lab, block math classes or reading improvement classes. In other words, an identified 504 student is entitled to the same access to programs and standards for participation as their nondisabled peers. There is no modification of the essential knowledge and skills for 504 students. Eligibility under Section 504 is not intended to reduce expectations for students with disabilities. The intent of 504 is to provide eligible students with reasonable accommodations that will give them an equal chance to achieve.

## GRADUATION



### **2024 Legacy Stadium Spring Graduation Ceremony Schedule**

CAMPUS	DAY/DATE	LOCATION	TIME
Jordan High School	Wednesday, May 15, 2024	Legacy	8:00 PM
Paetow High School	Thursday, May 16, 2024	Legacy	8:00 PM
Katy High School	Friday, May 17, 2024	Legacy	8:00 PM
Taylor High School	Saturday, May 18, 2024	Legacy	8:00 PM
Mayde Creek High School	Sunday, May 19, 2024	Legacy	8:00 PM
Cinco Ranch High School	Monday, May 20, 2024	Legacy	8:00 PM
Morton Ranch High School	Tuesday, May 21, 2024	Legacy	8:00 PM
Seven Lakes High School	Wednesday, May 22, 2024	Legacy	8:00 PM
Tompkins High School	Thursday, May 23, 2024	Legacy	8:00 PM

- Senior Instructional Calendar ends at 12:00 p.m. on Wednesday, May 15, 2024.
- Legacy Stadium rescheduled inclement weather ceremony is at 9:00 a.m. following day.

### **Graduation Program Overview**

Students who enter the ninth grade in the Fall of 2014 and thereafter must enroll in courses necessary to complete the Foundation High School Program with an endorsement (FHSP+E). This program is a more flexible graduation program that allows students to pursue their passion and interests to prepare for high-wage, high-skill, and in-demand occupations. Students may customize their high school experience beyond the Foundation High School Program by completing requirements for additional components such as Endorsements, [Performance Acknowledgments](#) and Distinguished Level of Achievements (DLA).

### **Graduation Requirements: Credits and Assessment**

All students entering high school are on the Foundation High School Program (FHSP) with Endorsement. This graduation plan requires the completion of the 22 foundation credits plus four additional credits including a fourth math and a fourth science, and two additional electives for a total of 26 credits. See the Katy ISD online Course Catalog for detailed information on graduation requirements located on the Katy ISD Academic Counselor webpage. <https://www.katyisd.org/Domain/3789> For questions and additional information, see the campus counselor.

A student must meet all state and local requirements, including earning course credits and passing the state-mandated assessment, to earn a diploma.

### **Graduation Requirements for the Classes of 2018 and Beyond**

The following requirements apply to students who enter the ninth grade in the fall of 2014 and thereafter. Students may also earn a distinguished level of achievement by including and successfully completing algebra II in their selected coursework. Students should study the table below which outline requirements for the Foundations High School Program + Endorsement (FHSP+E) (26 credits).

### **Foundation High School Program + Endorsement (FHSP+E) (26 Credits)**

Subject	Credits	Notes
English	4	Must consist of English I, English II, English III, and one additional English credit.
Math	4	Must consist of Algebra I, Geometry, and two additional Math credits. Algebra II credit is required for the Distinguished Level of Achievement.
Science	4	Must consist of Biology, one credit selected from IPC, Chemistry, or Physics, and two additional Science credits.
Social Studies	3	Must consist of World Geography or World History, US History, Government, Economics or Personal Financial Literacy & Economics. Students may substitute AP Human Geography for World Geography. Students may not substitute the Personal Financial Literacy elective for Personal Financial

		Literacy & Economics.
Languages other than English (LOTE)	2	Must consist of two levels in the same language.
Physical Education	1	Beginning in the fall of 2022 students may earn a maximum of two credits in PE towards graduation. Students may meet the PE requirement through after school participation in the fall semester marching band, cheerleading and both semesters of drill team. Students may also meet the PE requirement if they participate in a district approved Olympic caliber off-campus training program, athletics, or NJROTC. Students may earn up to four credits of PE through off-campus PE, athletics or NJROTC. PE credit may be earned through a district approved correspondence course.
Fine Arts	1	Must consist of approved fine arts courses. Students must take two sequential semesters of the same course.
Speech	½	Must consist of state required communication skills component.
Health	½	Must consist of a (½) credit of Health or (1.0) credit of Principles of Health Science
Electives	6	Must consist of a coherent sequence of courses for four or more credits which includes one advanced course in a designated program of study.
Total	26	

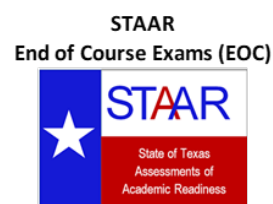
College Board Advanced Placement and Dual Credit courses may substitute in appropriate areas for both Foundation and Endorsement credits.

### Endorsement Overview

An Endorsement is a specialized area of focus, containing a sequence of courses in a specific area of study. To earn an Endorsement, students must complete a coherent sequence of courses for four or more credits which includes one advanced course in the designated program of study in addition to their other graduation requirements. [The Five Endorsement Areas](#) are: Science, Technology, Engineering, and Math (STEM), Arts and Humanities, Business and Industry, Public Services, and Multidisciplinary Studies. The Endorsement earned will be reflected on the student's official transcript at the completion of their high school career.

\*A student entering 9th grade must indicate an Endorsement he or she plans to follow. A student may change or add an Endorsement at any time. A student may graduate without earning an Endorsement if, after his or her sophomore year, the student's parent signs a form permitting the student to omit the Endorsement requirement.

Students must meet passing standards on the 5 End-of-Course (EOC) exams, in addition to earning all required course credits for their graduation plan, to earn a diploma. Students must meet all graduation course credit requirements and EOC requirements to be eligible for participation in the graduation ceremony.



English Language Arts	Mathematics	Science	Social Studies
English I	Algebra I	Biology	US History
English II			

Students must complete the following State mandated requirements for graduation:

#### Financial Aid Application for High School Graduation

In 2019, the 86th Texas Legislature established the requirement for Texas students to complete a financial aid application or opt out in order to graduate. Completing a free application for federal student aid ([FAFSA](#)) is a graduation requirement. [FAFSA](#) and/or [TASFA](#) must be completed before a student can receive a high school diploma. A parent or legal guardian may provide written notice to opt out their child. Students who are at least 18 years old may opt themselves out of the requirement.

Each student must do one of the following in order to graduate:

- Complete and submit a [Free Application for Federal Student Aid \(FAFSA\)](#)-Opens December 2023
- Complete and submit a [Texas Application for State Financial Aid \(TASFA\)](#)
- Complete and submit a [Financial Aid Application Opt-Out Form](#)

Katy ISD students are required to upload proof of completion of one of the above options into SchoolLinks during their Senior year. Contact the campus College and Career Facilitator for additional information.

### *Instruction in Cardiopulmonary Resuscitation (CPR)*

Students must receive instruction in CPR at least once in grades 7-12 before graduation.

Instruction on Proper Interaction with Peace Officers

Students must receive instruction in proper interaction with police officers at least once before graduation from high school.

### *Distinguished Level of Achievement*

Distinguished Level of Achievement is a higher performance category when students complete the foundation plan with Endorsement (26 credits) and their course work includes Algebra II as one of the math courses. The Distinguished Level of Achievement must be earned to be admitted to a Texas public university under the Top 10 percent automatic admission law. The Distinguished Level of Achievement opens a world of educational and employment opportunities for students beyond high school.

The distinguished level of achievement does the following:

- Allows students to compete for Top 10% automatic admissions eligibility at almost any Texas public university;
- Makes students more competitive applicants at selective colleges and universities;
- Prepares students for college-level coursework at community/technical colleges and universities;
- Lays a strong foundation for successful completion of an industry workforce credential or college degree.

### *The Texas First Diploma and Scholarship Program*

Students who graduate two or more semesters before their class receive a two-semester scholarship, equivalent to the amount of the TEXAS grant, to a participating university. Students who graduate one semester early receive a one-semester scholarship to a participating university. Students may also be eligible for additional financial aid at most of these institutions.

The Texas First Diploma does not guarantee automatic admission for students. A student should consult their counselor for guidance on whether the student's grade point average at graduation qualifies the student for automatic admission under the state's top 10 percent law.

Students who graduate early with a Texas First Diploma may apply to any college or university they choose. However, the scholarship will only apply toward participating universities. Visit [The Texas First Diploma and Scholarship Program](#) website for program details and student eligibility information. Students should contact their counselor to learn more about this program and verify their eligibility. (See Section on Early Graduate)

### *College, Career and Military Readiness (CCMR)*

Katy ISD academics are structured around giving students a well-rounded educational foundation for specialized learning later in life. The purpose of College, Career and Military Readiness (CCMR) is to ensure that all Texas high school students have access to high-quality pathways to career and college. CCMR is integrated into the everyday culture of Katy ISD and is supported by state guidelines, partnerships with higher education organizations, and local businesses. It consists of curriculum, resources, programs, and activities that help students prepare for life after graduation.

The Texas Education Agency (TEA) has defined a set of indicators that students can earn to be considered college, career and/or military ready. Visit the [College, Career and Military Readiness \(CCMR\)](#) website for more information.

### *United States Military Recognition*

During each Katy ISD graduation, students who are enlisting in the U.S. military or accepted into one of the five military academies are recognized. In order to be recognized, students must upload a completed copy of the [Department of Defense \(DD\) 4 Form](#) "Enlistment/Reenlistment Document-Armed Forces of the United States" or a copy of their official Academy Award letter into Schoollinks by May 1 of their Senior year. The DD Form 4 must be completed in full and include all required signatures by the student and the enlistment officer. The Academy Award letter must demonstrate direct entry of the student into the military or academy.

## United States Armed Forces

- United States Army
- United States Marine Corps
- United States Navy
- United States Air Force
- United States Space Force
- United States Coast Guard

## United States Military Academies

- United States Military Academy at West Point
- United States Naval Academy
- United States Air Force Academy
- United States Coast Guard Academy
- United States Merchant Marine Academy

## **Junior or Senior College/University/Technical School/Military Visits**

Students who are classified as a junior or senior based upon credits earned are eligible to take a college/military/technical campus visit during the school year. Students must meet the following criteria to be allowed to have two (2) excused days of absence for the purpose of making a college/military/technical visit(s) during their junior year and two (2) excused days of absence for the purpose of making a college/military visit(s) during their senior year. Students must submit this [form](#) and submit for campus approval. Check with your high school campus regarding specific campus procedures.

A student's absence will remain unexcused until this [form](#) is completed and approved after the visit. A student's absence will remain unexcused unless:

1. The student is classified as a junior or senior based upon credits earned.
2. The student has no truancy or other attendance problems.
3. The student is not in a DAEP placement or assigned to a JJAEP.
4. The absence is not on a date that state testing or final exams are scheduled. Parents can verify college/technical school/military visit absences have been changed to excused through the Home Access Center after this form has been received and reviewed by campus administration.

## **Early Graduate**

An incoming third-year student who wants to graduate at the end of his/her junior year of high school must submit a letter of intention to graduate early and an early graduation plan to the counselor and principal at the end of his/her sophomore year or beginning of his/her junior year to be eligible for early graduation.

A student who graduates ahead of his or her respective class shall only be eligible for valedictorian or salutatorian honors if his or her grade point average is equal to or higher than that of the four-year valedictorian or salutatorian. A student who graduates ahead of his or her respective class with this required grade point average shall be declared the three-year valedictorian or salutatorian. The State of Texas Scholarship for Valedictorian shall be awarded to the four-year valedictorian. [See [Board Policy EIC \(LOCAL\)](#).]

Senate Bill 1888, 87th Texas Legislature, Regular Session, 2021, added Texas Education Code §28.0253, which establishes the Texas First Early High School Completion Program to allow public high school students who demonstrate early readiness for college to graduate early from high school.

The purpose of the Texas First Early High School Completion Program, in conjunction with the Texas First Scholarship Program (Texas Education Code, Chapter 56, Subchapter K-1), is to promote efficiency in the state public education system and incentivize the enrollment of high performing students at eligible institutions within the state of Texas.

<https://tea.texas.gov/academics/graduation-information/state-graduation-requirements/texas-first-early-high-school-completion-program> (See section on Texas First Diploma and Scholarship)

## **Final GPA and Class Rank Calculation**

A student's final grade average shall be officially calculated at the end of the second six weeks of the spring calendar semester in which the student is eligible to graduate by multiplying each semester grade by the weight designated for the academic level of the course and then dividing the sum of the factored grades by the total number of semester grades completed. If a student is not ranked in the top 10%, the student will receive only a quartile ranking.

A student's GPA is determined by his/her quality points divided by courses attempted. Academic grades are awarded quality points. To determine the quality points used in the GPA calculation, points are assigned to each semester grade earned by the student. The points are totaled and then divided by two to change the status of the points from semester status to year or course status. To determine the courses attempted, the number of semester grades are totaled and then divided by two to change semesters attempted to courses attempted.

## **GPA-Exempt Courses**

Students are encouraged to pursue their areas of special talents and interests to enrich their academic achievement.

Students are eligible to take specified courses on a GPA exempt basis as established by [Board Policy EIC \(LOCAL\)](#) and identified in the District's GPA-exempt information. Login to MyKaty Cloud for the GPA exempt tile. *Revised: 09-18-2023*

## **Graduation Ceremony**

Katy ISD conducts the major commencement (graduation) ceremony for each high school at the end of the spring semester. A student who is assigned to the DAEP, JJAEP, or is suspended at the time of graduation is not allowed to participate in the graduation ceremony or any related activities. Diplomas are distributed at a later date. Please note that participating in the graduation ceremony is considered a privilege. Students have no constitutional right to receive their diploma at a specific graduation ceremony. Therefore, Katy ISD can restrict participation for any rational reason. [See [Board Policy FMH \(LOCAL\)](#).]

Students who are ineligible to participate in spring graduation will have the opportunity to participate in either the summer or winter ceremony. A student may only participate in a graduation ceremony once.

Special education students who receive content modifications as described in their individual education plans are also eligible for graduation. The plans have been developed by the Texas Education Agency and must be considered by the student's ARD committee. The requirement for the number of credits earned remains in effect when graduating under an IEP program. Eligible 504 students are required to graduate under a regular education graduation plan.

## **Summer Graduation**

Katy ISD holds a summer graduation ceremony for those seniors who have not met the graduation requirements at the time of the spring graduation ceremonies, but who complete requirements prior to the start of the next school year.

## **Winter Graduation**

Katy ISD holds a winter graduation ceremony for fifth year students who complete the required credits/assessments to graduate at mid-year and for students who finish requirements and have applied to graduate in 3-1/2 years. This includes students who attend Raines Academy or a comprehensive high school.

## **Graduation Vendors**

Representatives of the companies supplying graduation products (cap and gowns, announcements, picture companies) will be on campus for ordering and for distribution. Students with an "N-No" or "O-Other" Directory Information Code will not receive information directly from a Katy ISD graduation vendor. A parent is given the opportunity to change the Directory Information Code while filling out the Annual Student Update or may complete an Exception to the Directory Information Code for Senior-Related Vendors form to receive information.

## **Graduation Cords, Cowls and Medals**

The approved Cords, Cowls and Medals found on the Katy ISD webpage for Graduation Ceremonies are the only accessories to be worn during graduation ceremonies. See the [Katy ISD Graduation Ceremonies webpage](#).

## **Top Graduates**

The honors listed below are determined at the end of the fifth grading period of the senior year. Students must graduate on

the state's 26-credit Foundation High School Program + Endorsement and earn the Distinguished Level of Achievement to be eligible for valedictorian, salutatorian, top ten graduates and honor/ high honor status. [See [Board Policy EIC \(LOCAL\)](#).]

- **Valedictorian** – Highest ranking student
- **Salutatorian** – Second highest ranking student

To be eligible to be valedictorian or salutatorian, students must be enrolled the junior and senior years in the same Katy ISD high school and graduate in no fewer than eight regular semesters. In the event of a tie, valedictorian and salutatorian shall be determined by averaging the grades from courses taken in common by all students involved in the tie.

- **Top Ten Graduates** - Valedictorian, salutatorian, and the students with the next eight highest grade averages.
- **High Honor Graduates** - GPA of 4.0000 and above. These students are awarded a gold cord for graduation.
- **Honor Graduates** - GPA of 3.5000 through 3.9999. These students are awarded a silver cord for graduation.

Students entering a Katy ISD high school during their seventh semester will be allowed honor graduate status commensurate with their earned rank in class.

Students who graduate in fewer than eight semesters will be assigned an equivalent senior class rank based on their grade point average and will be eligible for honor or high honor graduate status. No student meeting the requirements described above shall be displaced as a result.

### *Honor/High Honor and Top Ten Graduates Calculation*

All courses attempted and quality points earned for high school credit taken in grades 7 through December of the senior year are calculated to determine the seven (7) semester GPA. The grades earned during the fourth and fifth grading periods of the senior year are averaged to create a projected semester grade for the final semester (semester 8) and added to the seven semester GPA. The resulting Commencement GPA is used to rank all of the senior students ONLY for the purpose of determining the Top Ten students and the students who earn the privilege of wearing an honor cord.

### **Students with Disabilities**

Katy ISD will issue a certificate of attendance to students, consistent with the decision of their ARD committee, who receives special education services and who has completed four years of high school but has not completed their individualized education program (IEP). Katy ISD will allow students who receive a certificate of attendance to participate in a graduation ceremony with students who are receiving high school diplomas. Students may participate in only one graduation ceremony under this provision. This provision does not preclude a student from receiving a diploma if the student successfully completes an IEP. Education Code 28.025(f).

### **Participating in Graduation Activities**

The district has the right to limit a student's participation in graduation activities for violating the [Discipline Management Plan and Student Code of Conduct](#). Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the recite the Moment of Silence, recite the pledges, or present the Class Gift at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give any remarks, a student shall not have engaged in any misconduct in violation of the [Discipline Management Plan and Student Code of Conduct](#) resulting in an out- of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the [Discipline Management Plan and Student Code of Conduct](#) resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

## SECTION VI: STUDENT CONDUCT

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The *Discipline Management Plan and Student Code of Conduct* is the district's response to the requirements of Chapter 37 of the Texas Education Code.

Parents may access the document here: [Discipline Management Plan and Student Code of Conduct](#).



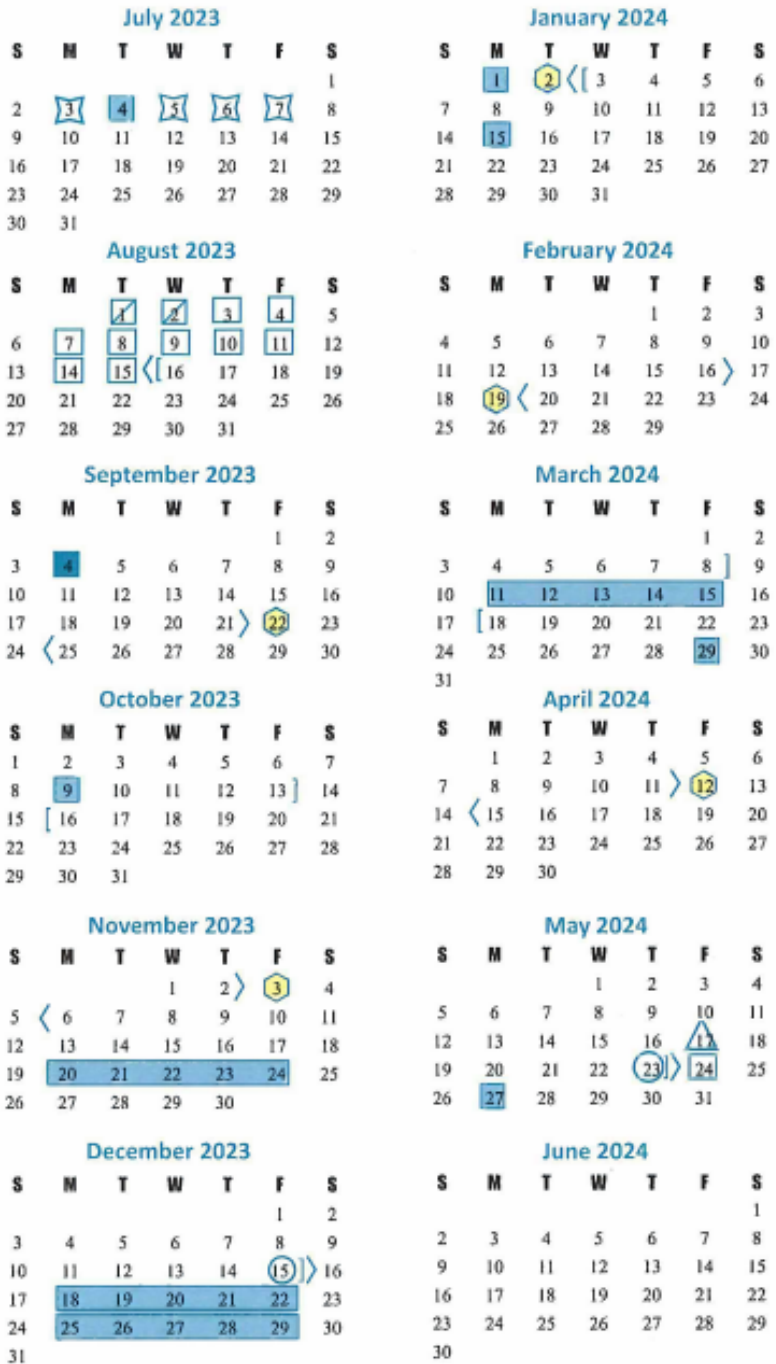
# Katy ISD Instructional Calendar 2023-2024

Approved by the Katy ISD Board of Trustees on December 13, 2021.

## Calendar Highlights

- JULY**  
 4 Holiday • Staff  
 3-7 District and Campuses Closed to the Public
- AUGUST**  
 1-2 New Teacher Orientation Day  
 3-4 Returning Teacher Professional Development Flex Day  
 3-15 Teacher Contract Day  
 16 First Day of School and Fall Semester
- SEPTEMBER**  
 4 Holiday • Students and Staff  
 22 Professional Learning Day • No Students  
 25 2nd Secondary Grading Cycle Begins
- OCTOBER**  
 9 Holiday • Students and Staff  
 16 2nd Elementary Grading Cycle Begins
- NOVEMBER**  
 3 Professional Learning Day • No Students  
 6 3rd Secondary Grading Cycle Begins  
 20-24 Thanksgiving Holiday • Students and Staff
- DECEMBER**  
 15 Early Dismissal and End of Semester  
 18-29 Winter Holiday • Students and Staff
- JANUARY**  
 1 Holiday • Students and Staff  
 2 Professional Learning Day • No Students  
 3 First Day of Spring Semester  
 15 Holiday • Students and Staff
- FEBRUARY**  
 19 Professional Learning Day • No Students  
 20 5th Secondary Grading Cycle Begins
- MARCH**  
 11-15 Spring Break • Students and Staff  
 18 4th Elementary Grading Cycle Begins  
 29 Holiday • Students and Staff
- APRIL**  
 12 Professional Learning Day • No Students  
 15 6th Secondary Grading Cycle Begins
- MAY**  
 17 Last Day of School for Graduating Seniors  
 23 Early Dismissal and Last Day of School  
 24 Teacher Contract Day  
 27 Holiday • Staff

Days of Instruction	Elem.	Sec.
1st Grading Cycle	40	26
2nd Grading Cycle	39	28
3rd Grading Cycle		25
<b>Fall Semester Total:</b>	<b>79</b>	<b>79</b>
3rd Grading Cycle	46	
4th Grading Cycle	47	32
5th Grading Cycle		32
6th Grading Cycle		29
<b>Spring Semester Total:</b>	<b>93</b>	<b>93</b>



### Symbols Key:

- [ ] Begin Elementary Grading Cycle
- ] End Elementary Grading Cycle
- < Begin Secondary Grading Cycle
- > End Secondary Grading Cycle
- ☑ New Teacher Orientation Day
- ☐ Teacher Contract Day
- Early Dismissal
- Holiday / Break • Students and Staff

- ☒ District and Campuses Closed to the Public
- Professional Learning Day • No Students
- △ Last Day of School for Graduating Seniors

**Bad Weather Make-Up Day: Apr. 12**  
 This calendar contains enough minutes to cover two bad weather days.

Note: 238-day employees will need to work five (5) additional days.





**Ken Gregorski, Ed.D. *Superintendent***