The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against KISD. 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.

Revised 9/19
Katy Independent School District Supports a Heart Safe School Community
Automatic External Defibrillators are on-site at all campuses and major district facilities.
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Directory Information

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 request- ing 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
- Primary telephone listing
- Photograph
- Honors and awards received

- Dates of school attendance
- Grade level
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams.

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.

<table>
<thead>
<tr>
<th>Privacy Code Selections and Implications</th>
<th>“Y”</th>
<th>“O”</th>
<th>“N”</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Confined Publications</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Programs for Performances</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Yearbook</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Professional School Group or Class Photos</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Officially-designated vendors for school-related purposes</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>The Public: Anyone making a public information request</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>News Releases</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>School Directories</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>School Publications (Available to Public)</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>District/Campus Webpage</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Photographs Released to the Public</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Social Media Platforms</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

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.”

8. Why do parents/guardians have to designate a separate choice for military recruiters and institutions of higher learning?
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, their 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shared with Military Recruiters or Institutions of Higher Learning</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>
I. Absences

Notifying School of Child’s Absence:

● On the day that the student is absent, the parent/guardian should contact the Attendance Clerk as early as possible to notify the school of the absence. If a parent/guardian does not make telephone or personal contact with the Attendance Clerk, the student must bring a note or email signed by the parent or guardian on the date(s) of return to school. The note must include the reason for the absence, the student’s grade level, first and last name, and the dates of absence. **Telephone or personal contact by the parent with the Attendance Clerk is the preferred method of reporting a student absence.**

● If the school does not receive timely notification regarding an absence, the parent will be contacted by school staff or the automated phone system to verify the absence.

● Failure to establish parent telephone or personal contact with the school on the date of an absence or to provide a written note or email to the Attendance Clerk, within three days of absence, will result in an unexcused absence. A lapse in parental notification may trigger a compulsory attendance notification and/or court a warning notification from the Katy ISD Police.

● On the student’s first day of return to school, the student will follow campus procedures related to class re-entry. Some schools issue permits, other schools do not.

Tardies:
A student is considered tardy when the student is not in the proper place with all needed materials 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 as outlined in the *Katy ISD Discipline Management Plan/Student Code of Conduct*. **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.

**Compulsory Attendance:**
Texas requires a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached his/her 19th birthday to attend school for the entire period the program is offered unless exempt by **TEC 25.086**. While students are not required to enroll in pre-kindergarten or kindergarten programs in Texas, once enrolled the students are required by law to attend school. **TEC 25.085** and Board Policy FEA (LEGAL)

The parent/guardian commits an offense of criminal negligence under TEC 25.093 if the student accrues voluntary unexcused absences for 10 or more days or parts of days within a six-month period.

If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 65.003(a), Family Code [25.094], the parent commits an offense. (c) An offense under Subsection (a) is a [Class C] misdemeanor, punishable by fine only, in an amount not to exceed:

1. $100 for a first offense;
2. $200 for a second offense;
3. $300 for a third offense;
4. $400 for a fourth offense; or
5. $500 for a fifth or subsequent offense

A child not exempt from compulsory attendance laws may be excused for temporary absence as the result of, but not limited to: 1) personal illness; 2) religious holy day; 3) health care appointment; 4) documented juvenile court proceeding; and 5) Board-approved extracurricular activity. [TEC 25.087 and Board Policy FEB (LEGAL)] Absences for vacations, business trips, babysitting, working, and other such reasons shall be considered unexcused. If a parent elects to take a student out of school for one of these reasons or questions
whether or not an absence will be considered excused or unexcused, the parent is encouraged to contact the school in advance of the absence. **Students will not be given assignments in advance for prearranged absences.**

A parent/guardian of a school-age child has the responsibility to require that his/her child attend school regularly. When sickness or another reason necessitates an absence a note signed by the parent/guardian or phone call, explaining the reason for the absence, is required prior to or when the student returns to school. If a student fails to submit a note from the parent or the school does not receive a phone call from the parent, the absence will be considered unexcused. A campus may establish an online attendance reporting application in lieu of requiring a written note or phone call. When a student’s absence for personal illness exceeds five (5) consecutive days, the student must return to school with a statement from a physician or health clinic verifying the illness or other condition requiring the student’s extended absence from school. A student who has been absent a total of eight (8) cumulative days or more will be required to bring a note from a physician or health clinic verifying the illness or other condition. In either of the above instances, all future absences will also require a note from a physician or health clinic or the student may be taken to school to be assessed by the nurse, within the first hour of the school day, in an effort to determine whether any symptoms of communicable illness exist that would prevent the student from attending class. If the student’s symptoms persist beyond one day (other than for communicable illness), a campus nurse excuse cannot be issued and a doctor’s note would be required for any subsequent days of absence. Once a student is required to provide a note from a healthcare professional for future absences, failure to do so will result in an unexcused absence. **Therefore, any time a student is absent and is seen by a healthcare professional, a note from the healthcare 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.**

**Attendance for Credit:**
In addition to the statute related to compulsory attendance, a student must also be in compliance with the attendance for credit statute which states that the student must be in attendance for at least 90%
of the days a class is offered in order to gain credit or be promoted. The 90% rule will be calculated from the student’s first day of enrollment. **All excused and unexcused absences are counted for the purpose of determining attendance for credit/promotion.**

For each course/class in which a student falls below the 90% threshold, a review of the record will be conducted and the student may be required to complete a plan created by the principal in order to be promoted. Once a student falls below the 75% attendance threshold, only a campus Attendance Review Committee will meet to develop a plan for the student to complete in order to be promoted. TEC 25.092 and Board Policy FEC (LOCAL)

Parents are strongly discouraged from removing a sibling from-school to attend a campus event during the school day. Such unexcused partial day absences will be documented and may negatively affect compulsory and/or attendance for credit absence reporting.

**Attendance Accounting:**

In an effort to ensure parents are adequately notified of all absences, report cards for students in Katy ISD will reflect all absences that affect either compulsory attendance or attendance for credit issues. All absences, including those for health care appointments for which the student cannot be penalized under compulsory attendance, are counted on the report card because these absences are not exempt from attendance for credit promotion mandates. Parents are able to access current attendance data via the online [Home Access Center](#) or via the [Katy OnTheGo Mobile App](#).

**Common Absence Types:**

Since school attendance is compulsory, a reason must be given whenever a student misses school per FEA (LEGAL). Based on the reason, an absence can be coded as unexcused, or excused. Examples of excused and unexcused absences can include, but are not limited to the following:

**Excused:**
- Appear at a governmental office to complete paperwork required in connection with the student's, not the parent's, application for U.S. citizenship (with documentation requiring student's appearance and proof of attendance)
Taking part in the student's own U.S. naturalization oath ceremony

Death of an immediate family member (immediate family is defined as parent, guardian, grandparent, sibling of the student or a person living in the home) – note required

Death of an individual who has had a significant impact on the family (approved by the campus administration)

Health Care Professional appointment/medical excuse (with doctor's note)

Illness resulting from ongoing medical treatment (ie: chemotherapy with doctor's note on file)

Nurse sent home from school

School-sponsored or extracurricular events that occur within school day

Family emergency approved by the campus administration

Juvenile probation appointment (with written verification)

Removal of CPS/law enforcement and related days

Lice (1 day excused)

Personal illness (5 days without doctor note)

Private therapy (ABA, OT, speech) for students identified on autism spectrum; on-going with health care professional note on file

Required court appearance (with documentation).

Immunizations (with doctor's note)

In-school and out-of-school suspension (assigned by campus administrator)

Active military visits (see ADA clerk for details)

Unexcused:

Any absence for which no reason is provided by parent

Failure to bring required doctor's note related to excessive absences

Doctor's appointment for someone other than the child

4-H activities

Private lessons, tutoring, counseling and other services

Family vacation, reunion, wedding, family business (sibling graduation, award ceremonies, accompany parent on business trip, etc.)

Non-school sponsored activities

Religious retreat or other non-obligated church events, scheduled prayer
● Transportation issues (car trouble or no one to drive)
● Runaway and/or truancy (skipping school/class, leaving campus/class without permission)
● Welfare/WIC appointments

Attendance Recognition:
To earn an annual exemplary attendance certificate:
● A child must be enrolled in Katy ISD on the first day of school and must be present the entire school year. If a child enrolls after the first day, he/she must have a documented record of perfect attendance from his/her previous school.
● Absences from natural disasters or uncontrollable factors will not be counted if officially designated by the Superintendent as being such, i.e., weather conditions.

Note: An exemplary attendance recognition will not be earned if a student has five (5) or more TOTAL tardies and/or early check-outs, regardless if reason is excused or unexcused.

II. Academic Eligibility:

In order to participate in extracurricular and club activities, state law requires that a student must have a 70 or better average in all classes posted to the report card. This pertains to activities such as the Katy ISD District Choir, Destination Imagination, Elks Hoop Shoot, Campus/District Spelling Bee, etc. Students with a failing grade on a report card are restricted from participating in extracurricular activities for the next grading period. There is an opportunity to regain eligibility earlier if the student earns averages of 70 or above in all classes at each three-week progress check.

Loss of eligibility is based on report card averages below 70. Students and parents should be aware that an “I” (Incomplete) on a report card or progress report has the same impact on eligibility as an “F” (average below 70). A student with an “Incomplete” grade is ineligible at the end of the seven day grace period unless the “Incomplete” is replaced with a passing grade prior to the end of the seven day grace period. Students with an “Incomplete” grade either
within or beyond the end of the seven day grace period may regain eligibility if the work is made up in accordance with District policy in regard to time allowed for make-up work and the conditions under which make-up work is allowed.

At times, music classes require demonstration of the mastery of the essential knowledge and skills in a public performance. For such courses, certain on-campus co-curricular performances are not governed by the academic eligibility rule.

State and District policies place much value on daily student attendance. While not a UIL rule, students scheduled to participate in extracurricular events are expected to be in attendance during the given school day. Extenuating circumstances may be discussed with a campus administrator. Participation decisions are made by the campus principal according to established organization rules and procedures.

III. Bullying

Students who believe that they have been bullied are encouraged to promptly report such incidents to a teacher, counselor, principal, assistant principal, or the SpeakUP app (see below). Failure to promptly report alleged bullying may impair an administrator's ability to investigate and address the bullying. Investigative guidelines are in place at each campus. If an incident of bullying meets the definition of bullying as defined in State law, the administrator shall promptly notify the parents of the victim and of the student who engages in bullying. Disciplinary consequences will be assessed as appropriate. Refer to Board Policy FFI (LEGAL and LOCAL) for related policies. Refer to the Katy ISD Discipline Management Plan and Student Code of Conduct for the state definition of bullying and other related information.

SpeakUP Anonymous Reporting:
SpeakUP is the anonymous reporting platform that students, parents, and patrons can use to report safety concerns, bullying, threats of violence, drug use, mental health concerns, as well as any other concerns related to student physical or mental health. SpeakUP is available for download in Apple or Android format. It is available on
all district websites, computers, and district devices. SpeakUP provides an opportunity for the Katy ISD community to anonymously provide valuable information to district administration and law enforcement that will help keep our students safe.

IV. Nutrition and Food Service

Breakfast and lunch meals are available for all district students each school day. A la carte options are also available for additional costs. Free and reduced meal prices are available to those who qualify. The menus and application for free and reduced meals are available on www.SchoolCafe.com/KatyISD. Payments can be submitted online through https://KatyISD.RevTrak.net. Meal periods and serving times are designated by the campus.

<table>
<thead>
<tr>
<th>Elementary Meal Prices</th>
<th>Junior High &amp; High School Meal Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>Reduced Price Breakfast</td>
<td>Reduced Price Breakfast</td>
</tr>
<tr>
<td>Reduced Price Lunch</td>
<td>Reduced Price Lunch</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>Adult Breakfast</td>
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<tr>
<td>Adult Lunch</td>
<td>Adult Lunch</td>
</tr>
<tr>
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<td>$1.75</td>
</tr>
<tr>
<td>$3.75</td>
<td>$3.75</td>
</tr>
</tbody>
</table>

Katy ISD students are expected to eat lunch on campus per Board Policy FEE (LOCAL). Customers are encouraged to make all purchases for meals and a la carte before sitting at the cafeteria table. Katy ISD student ID cards should be carried to be scanned for account information when making purchases. Students are expected to pay for meals purchased daily.

Additional information is available on the district website www.katyisdfoodservices.com or on www.SchoolCafe.com/KatyISD.

**Charge Policy:**
District charge policy allows students without meal money to receive the menu choice with the expectation the parent will reimburse all meals charged. The elementary charge policy allows for the value of 10 breakfast meals and 10 lunch meals to be charged. When the charge limit is reached, the elementary student will receive a milk for breakfast or a milk and cereal for lunch. Parents will be alerted when their child charges a meal by receiving a courtesy call and/or email through the district automated call out system, if the district parent
information is correct and up-to-date. Parents are responsible for monitoring the amount of money in their child’s account and paying back any borrowed money in a timely manner. If a student owes money, he/she will not be allowed to purchase snacks and/or a la carte on this account until the account is paid in full.

Payment Options:

Pay N’ Go - Online Credit Card or E-Check Deposits:
- Pay N’ Go is the fastest and easiest way to prepay to assure money is in the account for meals and a la carte purchases
- This is the recommended and preferred method of payment
- Pay N’ Go can also be accessed on Katy OntheGo Mobile App
- Credit cards, Debit Cards and E-checks are accepted (includes VISA, MasterCard or Discover)
- Parents may set up automated payments using a certain threshold
  - Ex: If account balance falls below $10, deposit $50
- Student’s district ID number and last name is required to register each child in Pay N’ Go
- Funds are placed in the student account within 48 hours
- There are no fees charged through Pay N’ Go. What you pay is what you get!
  - Ex: Want to deposit $50 into a student’s account? That is the total amount paid– exactly $50
- Any restrictions to your student’s account must be made online for each child by the account holder through SchoolCafe.

Cash and Checks:
- The Nutrition and Food Service Department cannot reimburse claims of lost cash or check payments.
- For safest and fastest processing, it is encouraged to deposit funds online through Pay N’ Go.
  - There are no online processing fees!
- If sending check or cash payment, send to the school in a sealed envelope with your child’s name, teacher, and Katy ISD ID number noted or present to Cashier at the time of service.
- Make checks out to Katy ISD Food Service.
- Checks must include full name, address, phone number and be signed.
• Any restrictions to your student’s account must be made online for each child by the account holder through SchoolCafe. Katy ISD is not responsible for designating Meal versus A la Carte only from check or cash payments.

Student food service account history can be viewed at www.SchoolCafe.com/KatyISD. Parents can access account history without adding funds to the account. Parents may set a low balance email message reminder, check the amount of money in the account and determine what the student has been purchasing, even without using a credit card to pay. SchoolCafe is also the website where parents may fill out an online free and reduced meal application or access menus, nutritional information or transfer funds from one sibling to another.

Notifications:
The Katy ISD Nutrition and Food Service Department uses an automated calling system and email system to alert parents when their child 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 your child’s campus so it is important that any changes in home/cell phone numbers or email addresses are updated by parents on the Home Access Center or reported to the front office at your campus as soon as possible to be sure you receive all district alerts. Any questions regarding your student’s cafeteria accounts can be directed to the cafeteria manager at your campus between 6:30AM to 2:30PM Monday through Friday or the Nutrition and Food Service Office, 281-396-6240.

Free and Reduced Meal Program:
• The fastest way to receive free or reduced meal benefits is by submitting an online application at SchoolCafe
• A student’s district ID number and last name is required to register each child
• Create 1 account online and add ALL students to the account
• Other parents or guardians can also create an account but they will NOT have access to view a free and reduced application
that you submitted if it was on a different account (you can only see the application if you submitted it personally)

● Eligibility notification letters will be available online through SchoolCafe
● Reminder to only submit 1 application per household (all students should be added to 1 application)
● Once all students are added to SchoolCafe, each year moving forward it will retain your student information and automatically prompt you to add those students on future free and reduced applications. This will help make it a faster and easier process.
● Parents in need of financial assistance can apply at any time during the school year for their students
● A new application must be submitted every school year
● Students in Pre-K automatically qualify for free breakfast and lunch meals
  ○ If you have additional students attending Katy ISD, please remember to also add your Pre-K student to the application so they are included as a household member
● Paper applications are available at each campus front office or the Nutrition and Food Service Office, if needed, but online applications are preferred

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 of the four 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 of the five 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 on your child’s campus regarding any known food allergy or as soon as possible after any diagnosis of a food allergy.

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.

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 Katy ISD 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 should return the completed form 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.
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 in order to create a safe environment for all children.

- No peanut products are offered on the menu, 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.
- Treats brought for the two (2) parties allowed each year need to be peanut and peanut oil free. No homemade treats, only treats purchased in a store that have a label indicating the ingredients of item.
- Birthday treats sent to school should be peanut-free. No homemade treats, only treats purchased at a store that have a label indicating the ingredients of item.

There are situations in which a student’s medical condition requires that the student be allowed to carry peanut butter crackers as an accommodation in the event that the crackers are needed. When conflicting needs arise, the students will not be placed in the same class and every effort will be made to keep both students safe.

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 are encouraged to provide food items for their children only. Sharing food is strongly discouraged at the meal table for reasons of hygiene, allergic reactions and nutrition. Students may not bring glass containers on 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 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 Smart Snack Brochure.

V. Child Abuse/Neglect and Sexual Abuse
Reference Board Policy FFG (LEGAL)

While any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person is required by law to report the action, any professional is required to make such report within 48 hours after first suspecting abuse or neglect. A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential. A person acting in good faith who reports alleged abuse or neglect is immune from any civil or criminal liability. Sexual abuse will, likewise, be reported. The District has developed methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children, including knowledge of the likely warning signs indicating that a child may be a victim using a variety of resources and interventions and informing individuals about available assistance that a child victim may obtain including counseling options. Students who are aware of any form of abuse or neglect should be encouraged to report the incident to any adult in a position of authority, including school employees such as a teacher, counselor, nurse, or administrator. Education Code 38.004 and 38.0041.

VI. Clinic

Illness:
Students who become ill at school are sent to the clinic for evaluation by the campus nurse. The campus nurse will call the parent if a student needs to go home or needs to talk personally to the parent. An ill student must leave school through the clinic. Parents should remind their child(ren) to ask a teacher to send him/her to the clinic if he/she is not feeling well, and the campus nurse will call the parent. It is essential that such students leave through the clinic for purposes of attendance accounting and student safety.
To help control the spread of communicable diseases, the following health measures should be followed:

1. Remind your child to practice good hand-washing techniques at all times and to avoid drinking from bottles, cans, or glasses after other people;
2. Keep your child at home if he or she is exhibiting signs and/or symptoms of illness — but not as a preventative measure. Do not send a sick child to school just to take a test; performance is generally lower when a child is ill;
3. Keep your child at home if he/she has a fever of 100 degrees or higher, is vomiting or has diarrhea. Students must be symptom free for at least 24 hours without preventative medication. (For a student sent home from the clinic, at a minimum, the 24-hour rule begins when the student is signed out from school.);
4. Encourage students to dress appropriately for the activity and weather conditions;
5. Set a routine which allows adequate rest and sleep; and
6. Let the campus nurse know if your child has been diagnosed with any communicable disease.

Should any campus experience an unusually high number of students with the same illness Katy ISD will follow the Texas Administrative Code Title 25, Part, 1 which states that notifiable conditions will be reported to the public health authority for emergencies and suspect cases.

It is very important to let the school know of any changes in work, home or cell phone numbers so parents can be contacted in case of an emergency. 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 attendance clerk so the change can be made on the school records used by the nurse.

Immunizations:
A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. Please see the school nurse and district website for information regarding immunizations and documentation requirements.
For a list of immunization requirements and exemptions, procedures for medication administration and other health related concerns contact your campus nurse or refer to the District website for further information.

**Medication:**
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 as long as 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 diabetes, asthma or anaphylaxis medication while on school property or at a school-related event or activity, provided that certain criteria are met. 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. The following procedures are in place regarding medications:

- 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 be current and must clearly state the following:
  - Names of student and physician
  - Prescription information including name, strength, dosage amount, dosage frequency, and date filled.
- All nonprescription 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 and date of request.
  - Drug information including name, dosage amount, dosage schedule, and reason drug is given.
  - Parent/Guardian signature.
There shall be no more than one type of drug per properly labeled container.

Written permission must be obtained from a parent to dispense prescription or nonprescription drugs to a student when the drugs are to be administered for 15 calendar days or less. Following the 15-day period, 30 days must lapse before a medicine considered to be in the same category (e.g. antihistamine, decongestant, pain reliever) can be administered with parent permission only.

When long-term administration of medication is necessary (over 15 calendar days), for either prescription or nonprescription drugs, written permission from the parent and the physician must be obtained. This applies to all drugs to be given on a regular, prn (given as needed), or emergency basis for more than a 15-day period.

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.

Permits to administer medications must be renewed at the beginning of each school year.

Natural and/or homeopathic-like products, not FDA approved, will not be dispensed in the school setting by school district personnel.

When a cycle of prescription/nonprescription medication is completed or at the end of the school year, a parent or parent’s adult designee must pick up any excess prescription medication from school. The parent may give written permission for the medication(s) to be destroyed at school. If authorization is given by the parent/guardian to transport medication home on the Administration of Medication at School forms (less than 15 days or more than 15 days), then the Disposition of Excess Medication form will not be necessary.

**Screenings On Campus**

Vision, hearing and scoliosis screenings will be conducted per Department of State Health Services guidelines in selected grade levels 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.

**Food Allergies**
Upon enrollment, parents/guardians should disclose to the school (on a form provided by the campus nurse) if the child has a food allergy or severe food allergy that, in the judgment of the parent/guardian, should be disclosed to the school to take any necessary precautions regarding the child’s safety and to specify the food to which the child is allergic and the nature of the allergic reaction. A severe food allergy means a dangerous or life-threatening reaction of the human body to a foodborne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention. The information will be kept confidential and only disclosed to appropriate school personnel. *Texas Education Code 25.0022*

**Head Lice**
Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If a student has been assessed by the campus nurse and the findings indicate the presence of “live lice,” the parent is called to pick the student up. After the student has undergone one treatment, the parent will then bring the student back to the campus nurse to be cleared to go back to class. If any live lice are found in the child’s hair, he/she will be sent home until no evidence of “live lice” exists.

**VII. Communication between Home and School**

**Complaints:**
The Board encourages students and parents to discuss their complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. If a parent utilizes the informal process, the timeline for filing a formal complaint can be extended by mutual consent of the parties involved. Ordinarily, a student or parent must file a formal complaint within fifteen (15) days of the date they knew or should have known about a situation.
However, the fifteen (15) day window for filing a formal complaint would not begin until a decision had been made in the informal process if the parties had agreed in advance of the informal conference.

If informal resolution is not possible, District policy provides formal grievance procedures. A student or parent may not present a formal complaint to the Board until all administrative remedies (appeal processes) have been exhausted.

Some complaints, such as those related to certain disciplinary actions, bullying, sexual harassment, instructional resources, or loss of credit require procedures specific to the topic. Any campus can provide information regarding the specific processes for these complaints. In addition, information can be found in the Board Policy Manual on the District’s website.

**Conferences:** Reference Regulation GKC
Parents/Guardians requesting a conference with the teacher should make prior arrangements at least one day in advance with the principal, principal’s designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances requiring an immediate conference. Campus administrators, counselors, and support teachers often attend conferences in efforts to address all needs of the student discussed.

**Home Access Center:**
The [Home Access Center](#) enables parents to access students’ grades, assignments, test scores and absences, as well as allow parents to update basic contact information.

**Katy OntheGo Mobile App:**
The Katy ISD App, [Katy OntheGo](#) mobile app allows parents to view their child's grades, assignments, attendance record and cafeteria balance. Parents are strongly encouraged to download the free Katy OntheGo mobile app to access student, school and district information on mobile devices.

How to Download the App:
● Go to the App Store or Google Play
• Search "Katy ISD"
• Select "Free" and then "Install"
• You will need to know your Apple or Google account password
• After it has installed select "Open"
• You have now downloaded the app

SnapCode:
For all enrolled Students at Katy ISD, the parent or guardian will be required each August, to electronically update their child’s information by submitting an Annual Information Update. In early August, each parent will receive a unique snapcode to the email address that is on file. If you are not sure you have an email address on file, please log into the Home Access Center (HAC) or contact your child’s campus. The snapcode is a key to each child’s data for the upcoming school year and a unique snapcode is sent for each child.

Remind App:
Remind, formerly Remind101, is a free mobile app that many schools use to text information to subscribers. This is especially helpful during severe weather dismissals. Contact your campus for more information.

Insurance:
Katy ISD offers Voluntary Student Accident Insurance coverage for parents to purchase for their children who are enrolled in grades Pre-K through 12. There are a variety of plans and options to select from and premiums are annual and may not be prorated. Coverage is considered to be in force upon receipt of payment with enrollment at any time during the school year. For a detailed explanation of the plans offered and premium cost, or to enroll your child online, visit East Texas Insurance Associates or call 800-900-9750 or 979-268-5333 for an application.

Student Directories:
Campuses or parent organizations may choose to create and publish a student directory to help students and families stay connected. Students for whom a parent has selected a privacy code of “A” will automatically have their name, address, and primary phone number included in the student directory unless a parent specifies otherwise. However, since email addresses are not considered standard
directory information, written consent must be obtained from each parent wishing to have this information included. Students for whom a parent has selected a privacy code of “O” or “N” may not be included in the student directory. There will be no exceptions if a parent has chosen “O” or “N”.

While parent organizations can also elect to publish a student directory, these organizations operate separately from a campus. A student’s name, address, and primary phone number can be provided to a parent organization without parent consent if the parent has selected a privacy code of “A” on the student’s enrollment card. The organization will have to obtain directory information and written consent from all other parents before including their child’s directory information in the student directory. The inclusion of emails will require written consent from all parents who wish to have this information included. Parent organizations are not subject to a public information request.

It is important for parents to be aware that once a student’s directory information has been published in a student directory, the District does not have the ability to restrict how the information is disseminated by individual parents. Therefore, parents should make their decisions with this factor in mind.

<table>
<thead>
<tr>
<th>Privacy Code Selections and Implications</th>
<th>“Y”</th>
<th>“O”</th>
<th>“N”</th>
</tr>
</thead>
<tbody>
<tr>
<td>School-Confined Publications</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Programs for Performances</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Yearbook</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Professional School Group or Class Photos</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Officially-designated vendors for school-related purposes</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>The Public: Anyone making a public information request</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>News Releases</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>School Directories</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
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<tr>
<td>School Publications (Available to Public)</td>
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</tr>
<tr>
<td>District/Campus Webpage</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Photographs Released to the Public</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Social Media Platforms</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

**VIII. Procedures/Routines**

**Audio Recording:**
Using any device or technology to record the voice of another in any way that disrupts the educational environment invades the privacy of
Birthday Treats:
It is a campus decision regarding when birthday treats are served. It is recommended that birthday treats be served after the lunch period ends so that treats do not interfere with students’ appetites for a nutritious meal. Parents may send a birthday treat of their choice to be shared with the child’s classmates on his/her birth date. Usually these treats will be shared at recess (if after lunch) or during the last ten (10) minutes of the instructional day. Because of the time constraints, the treat is limited to one item per classmate and it is preferred that the treat be a single-serve item (i.e. cupcake, cookie, etc.) so that it can be served, eaten, and cleaned up within the 10 minutes allotted. Birthday treat items must be purchased at a store with all ingredients clearly labeled. Parents should keep in mind that there are many students who have food allergies (i.e. peanuts, gluten, etc.) The birthday treat exception does not constitute a birthday party; therefore, no other items (party favors) may be distributed.

Per Regulation GKDA, invitations for birthday parties or other special events are defined as non-school related materials and may not be distributed to students at school since no other flyers from similar groups are allowed to be directly distributed to students.

Campus Advisory Team:
The Campus Advisory Team acts in an advisory role to the principal in most cases. There are several meetings during the year which cover topics such as school budget, professional development, staffing and organization, review of student achievement, preparation of the Campus Improvement Plan and other topics of interest/need at the campus. The Campus Advisory Team must approved campus’ professional development plan.

These meetings are open meetings and may be attended by interested members of the school community. There is a visitor’s forum time set aside for anyone who wishes to speak to the committee. The times, dates and meeting places will be announced by the campus. For Details, reference Board Policy BQB (LEGAL).
Cellular Phones:
Refer to *Discipline Management Plan & Student Code of Conduct* for information regarding student telecommunication possession and use at the elementary level.

Classroom Observations:
Parents/Guardians wishing to visit their child’s classroom shall make arrangements at least one day in advance with the principal, the principal’s designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents/guardians should not bring the child’s siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.

Parents/Guardians in classrooms are there as “silent observers” and are asked to sit in the location specified by the teacher in an effort to minimize distractions to students. Parents/Guardians should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent/guardian has need for discussion with the teacher, a conference must be scheduled outside instructional time. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict classroom visits per Regulation GKC if requests become excessive in terms of frequency, length of visit, and/or number of requests. Volunteers and Katy ISD employees shall follow the same procedures as other parents/guardians when requesting to observe in their children’s classrooms.

Change of Clothes:
A student may soil his/her clothing during the school day to the extent that a change of an item or outfit is needed. Parents are strongly encouraged to provide a change of clothes for their child which can be kept in the student’s backpack. Having their own clothes to change into is more comforting to the children. If clothing is not available, parents may be contacted to bring clothes to school immediately. In these situations, the student(s) involved often miss learning time in
the classroom while they wait in the office/clinic for clothes. At times, the campus may have suitable garments to loan the student(s). The campus/clinic are not responsible for providing clothing. Also, a student who requires a clothing change because of not abiding by dress code will be reported to an administrator for possible discipline consequences or given dress code appropriate clothing.

**Deliveries:**
The District highly values instructional time. The District expects parents/volunteers to not interrupt classroom time. See campus pages for campus delivery instructions. Balloons, flowers, or other gifts cause distractions in the classroom. These items should not be sent to school.

**Dress Code:**
For specific details related to Dress Code, see Board Policy FNCA (LOCAL) and the Katy ISD Discipline Management Plan and Student Code of Conduct. For any additional campus-based expectations, see the campus section in this handbook.

**ID Badges:**
Each student will receive a photo ID badge at the beginning of the year at no cost. The badge and its unique student ID number will be used to check out library books and textbooks, to purchase food items in the cafeteria, to permit passage to certain club meetings and to provide easy identification of students in common areas of the school. Students will follow campus procedures related to wearing the ID badge. Students in grades PK-5 will continue utilizing their badges during lunch and library times. Fourth and fifth grade students should wear their badges throughout the school day, when practical. Each campus will have a system for managing and replacing student badges. If a student loses the ID, a replacement must be purchased promptly from the designated school office/location.

**Mobile Learning Devices: Restricted to Grade 2 and above**
Students are allowed to bring personal telecommunication devices for academic classroom use as determined by the teacher. Each campus will develop procedures for use and management.
**Picking-Up Students:**
Parents/Guardians or other authorized individuals picking up a student prior to the end of the school day must show a valid government-issued photo identification, sign the student out, and wait in a designated waiting area for the student. A student needing to leave during the school day for appointments should remain in the classroom to maximize instructional time until a parent/guardian arrive(s). School personnel will inform the student that the parent/guardian has arrived. [See FEE (REGULATION) for more specific details.]

Parents/Guardians of prekindergarten students are required to pick up their students at the appropriate prekindergarten dismissal time. Students attending the morning prekindergarten session are not allowed to remain at school beyond the mid-day dismissal time.

**School Hours:**
**Elementary**
- Group 1: 8:00 AM to 3:20 PM
- Group 2: 8:20 AM to 3:40 PM

**Early Dismissal**
- Group 1: 8:00 AM to 12:20 PM
- Group 2: 8:20 AM to 12:40 PM

**Selling Items at School:**
Students are not permitted to sell items at school for personal gain or for outside organizations. School-approved fundraiser sales will be governed by the local campus administration. At the elementary level, this includes the option of one food related fundraiser per month. Food items sold must meet the USDA Smart Snack mandate.

**Start of the Day:**
Per TEC 25.082, students are to recite daily the Pledges of Allegiance to the United States flag and Pledge of Allegiance to the Texas flag. A student may be excused from reciting a Pledge of Allegiance with a written request from the student’s parent/guardian. Following recitation of the pledges, a minute of silence is observed during which time a student may, as a student chooses, reflect, pray, meditate or engage in any other silent activity that does not distract or interfere with another student.
Toys/Valuables/Personal Items:
Toys are not to be brought to school. Besides being distracting to classroom instruction, toys are often lost or misplaced at school. Toys include: electronic games, skateboards, yo-yos, trading cards or anything that disrupts the teaching/learning environment. Please do not add toys or key chains to backpacks. They serve as a source of distraction and noise while the teacher is teaching or preparing the class for dismissal. Elementary students are not permitted to listen to music on cell phones/electronic devices during the school day or at school-related activities. Students are not allowed to bring glass containers on campus. For Mobile Learning Devices, refer to pg. 21.

Unauthorized Persons:
In accordance with Education Code 37.105, a school administrator, school resource officer (SRO), or district police officer shall have the authority to refuse entry or eject a person from district property if the person refuses to leave peaceably on request and;

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting, and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with FNG(LOCAL) or GF(LOCAL) as appropriate.

Videotaping/Recordings and Cameras:
A District employee may, without consent of a child’s parent, make a videotape or recording of the child if the videotape or recording is to be used only for:

- Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; [see FO (LEGAL)]
- A purpose related to a co-curricular or extracurricular activity; [see FM (LEGAL)]
- A purpose related to regular classroom instruction; [see EHA (LEGAL)] or
- Media coverage of the school. 

*Education Code 26.009(b); FL (LEGAL)*

Due to confidentiality issues related to directory information and to the Family Educational Rights and Privacy Act (FERPA), 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 in violation of FERPA, 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 FERPA 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.

Visitors: Regulation GKC
Parents/Guardians and other individuals are welcome to visit District schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Each campus principal has the authority to permit or deny any person access to the campus, as deemed appropriate, in order to maintain student safety and/or an orderly environment. It is the principal’s responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:

- Upon arrival to a campus, visitors, including volunteers, must report to the front office to be entered into the visitor tracking system.
- All adult visitors needing to go beyond the front office area must present a government issued photo identification such as a driver’s license, state identification card, immigration visa, consulate card, or passport.
- A computer-generated identification badge will be printed and must be worn at all times while on campus.
- Visitor passes will allow an individual access to the areas of the campus specified on the badge only.
- Parents/Guardians may escort their children to class on the first three (3) days of the school year only. Parents/Guardians must leave the classroom area before the tardy bell on these days.
• Visitors are expected to follow all campus and district-based rules.
• Visitors must return to the front office area, return their visitor passes, and exit through designated doorways upon completion of their visit to the campus.
• Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or school activities in any way. If the visitor refuses to leave, as requested, the visitor may be arrested for or charged with trespassing.

The principal is authorized to establish check-in and check-out procedures for assemblies and programs depending on the location and type of event. Visitors to any area of the building other than a special event, for which regular check-in procedures have been waived, must sign in and obtain a visitor’s pass prior to proceeding to areas other than the special event area of the building.

Private service providers, other than those contracted by the District, are not permitted to provide on-site services to students during the instructional day. Private service providers may reserve District facilities in accordance with Board Policy and Administrative Regulation GKD. Private service providers, advocates and attorneys hired or contracted by parents are expected to follow all campus and district-based rules, and these individuals are not permitted to make classroom observations.

Withdrawals:
Parents should notify the attendance clerk’s office several days in advance when a child is withdrawing. Teachers will receive a withdrawal form from the office to complete. The completed form is returned to the Attendance Clerk. The parent must come to the office to complete final withdrawal procedures. Records will be sent to the new school when release of records documentation has been received on campus.

IX. Instructional Topics

Fees:
Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or
her own supplies such as pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits including:

- Materials used in any program in which the resultant product is in excess of minimum requirements and, at the student’s option, becomes the personal property of the student. Fees may not exceed the cost of materials.
- Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
- Items of personal use or products which a student may purchase at his or her own option, such as student publications or yearbooks.
- Fees specifically permitted by any other statute.
- Any authorized, voluntary student health and accident benefit plan.
- Items of personal apparel which become the property of the student and which are used in extracurricular activities.

Exemptions from Fees or Deposits:
If a student and his or her parent or guardian are unable to pay required deposits or fees, the following procedures will be followed for waiving such fees:

- The student’s parent/guardian will complete the Application for Waiver of Fees provided by the District.
- If after reviewing the application for a waiver, the principal determines that, according to District guidelines, the family is unable to provide the necessary supplies or fees, the principal or designee will grant the waiver.

Opting Out of Instructional Activities and Test:
Parents may request that their child be excused from participation in 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 students to be excused from participation in the required minute of silence or silent activity that follows. However, each student is allowed to use this time to reflect on his or her day or some other silent activity during this time.

Parents may also remove their child temporarily from the classroom if an instructional activity in which the child is scheduled to participate conflicts with the family’s or moral beliefs. The removal
cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, students must satisfy grade-level and graduation requirements as determined by the school and by state law. This includes state mandated assessments.

**Mandated Assessments:**
The State of Texas requires annual assessments of the State of Texas Assessments of Academic Readiness (STAAR) for the elementary areas:

- 3rd grade: STAAR reading, math
- 4th grade: STAAR reading, math, writing
- 5th grade: STAAR reading, math, science

Scores are considered in promotion/retention decisions. For the 2019-20 school year, by law students in grade 5 must pass the STAAR reading and mathematics assessments in order to be promoted to grade 6.

STAAR tests are required by law and all eligible students in attendance on testing days will be administered the required assessment. In addition, district learning assessments and campus common course assessments are given periodically to measure academic progress. Students receiving special education, ELL, and GT services are required to be assessed periodically as specified by the program guidelines.

**Student Success Initiative (SSI)**
**Summer Acceleration** – 5th grade students by law must pass the STAAR Reading and Math exams in order to advance to the next grade level. Any student who has not passed either exam after two (2) attempts must attend the SSI Summer Acceleration program and test a third (3rd) time.

**Aiding Students Who Have Learning Difficulties or Who Need Special Education 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 Response to Intervention (Rtl). The implementation of Rtl 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 the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links student 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.

**Special Education Referrals:**

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.

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.

**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 is:

Contact Person: Refer to Campus website for this information.

**Section 504 Referrals:**
Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district’s or charter school's Section 504 program. Districts and charter schools 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.

**Contact Person for Section 504 Referrals:**
The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Refer to Campus website for this information.

**Additional Information:**
The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered
- Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First
Response to Intervention (RTI):
Response to Intervention (RTI) is a multi-tiered system of supports designed to meet the academic and/or behavioral needs of struggling students. It relies on 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 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 Committee also serves as the referral committee when there is evidence that the student’s response to intervention is not producing the desired results. The committee will consider whether there is evidence to support the need for a student’s referral to either Special Education or 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 Coordinator for questions regarding the RTI process.

Students with Physical or Mental Impairments Protected under Section 504:
A student 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 review the results of the evaluation and to determine whether the student is in need of services and supports under Section 504 to receive an appropriate education as defined in federal law.

Each campus has designated one or more assistant principals as Section 504 Coordinators. The student’s grade level assistant principal should be contacted to initiate a referral.
Physical Education:
For physical education classes, it is suggested girls wear shorts under their dresses or skirts. All students are required to wear athletic shoes with a non-marking rubber sole with laces and/or Velcro closures. Shoes should be closed-toe with full support around the heel. The following shoes are not allowed:

- flip flops
- dress shoes/boots
- cleats
- ballet/jazz shoes
- sandals
- shoes with wheels
- felt bottoms/soles
- Crocs
- Toms
- Bobs

When a student returns to school following an illness/injury, a written excuse from activities is required if the student is not able to participate in physical activities. A doctor’s note is required to excuse a child from P.E. for more than ten (10) days. Any medical or disabling conditions that hinder a child’s full participation in P.E. should be communicated to the teachers.

Promotion/Retention:
Students eligible for promotion have met the following criteria:

- In grades 1 – 5, promotion to the next grade level shall be based on a combined overall average of 70 on a scale of 100 based on course-level, grade-level standards (TEKS) for the core subject areas (language, reading, mathematics, science, and social studies)

AND
- A grade of 70 or above in each of the following subject areas: reading, language, and mathematics.

AND
- For the 2019-2020 school year, by law, students in grade 5 must pass the STAAR reading and mathematics assessments in order to be prompted to the 6th grade.
PreKindergarten – There is not a retention option at PreK level. Due to the State’s age eligibility requirements for PreK, all PreK students must be advanced to Kindergarten.

Students enrolled in Kindergarten will be promoted to 1st grade at the end of the school year based on academic achievement and demonstrated proficiency of subject matter taught during the Kindergarten year. Promotion/Retention considerations include the recommendation of the student’s teacher; the student’s competency-based report card grades; the student’s performance on assessment instruments administered during the school year; and any other necessary academic information, as determined by the campus.

Students who do not meet the above criteria are not eligible for promotion. The campus Promotion/Retention Review Committee must meet to determine whether the student will be retained in the current grade level or placed in the next grade level. The committee composition includes the parent, classroom teacher, campus counselor and the principal or principal’s designee.

Timeline: Teachers are responsible for keeping parents informed of unsatisfactory student progress. Each February, students are identified as possible retention candidates. Parents are notified by letter from the campus that their child is at risk of retention. Documented communication from teacher(s) with parents continues throughout the spring addressing a collaborative approach to assisting the student. In May, the campus will hold official Retention Review Committee meetings to discuss student grades and progress. Decisions related to retention, placement, or promotion are to be completed by the last instructional day of the year.

Child Find:
Katy ISD is responsible for identifying and evaluating students who within the intent of Section 504 of the Rehabilitation Act of 1973 need special services or programs in order that such students may receive the required free appropriate education. A student who may need specialized instruction or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more of life’s major activities; or
- Has a record of such impairment; or
- Is regarded as having such impairment.
Students may be eligible under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act. Parents who believe that they have a child who may qualify for special services or programs under Section 504 should contact the Campus 504 Coordinator at the home campus. In addition, parents who believe that they have a child who may qualify for special education services or programs under the Individuals with Disabilities Education Improvement Act (IDEA) should contact the home campus office for more information.

Textbooks:
Textbooks are one of many instructional resources initialized in Katy ISD. Some textbooks are printed and bound while others are available online. All textbooks are the property of Katy ISD. State-approved textbooks are provided free of charge to students. Students shall treat textbooks with care and must keep the textbooks covered at all times. A student who is issued a damaged book should report that fact to the teacher at the time the textbook is issued. Fines, up to the actual replacement cost of the textbook, will also be assessed for damage based on severity. It is important to note that textbooks can be expensive, ranging in price from $25 to over $100 depending on the book. A student failing to return a textbook issued by the school shall lose the privilege of having textbooks assigned until the book is returned or paid for by the parent or guardian. A student owing for textbooks shall be allowed to use textbooks at school during each school day.

X. Responsible Use Guidelines
Refer to Katy ISD Discipline Management Plan & Student Code of Conduct for detailed information regarding District expectations for responsible use of electronic devices and applications.

XI. Student Welfare

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 POLICY CKA (LEGAL)

**Integrated Pest Management (IPM):**
Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to avoid the use of pesticides by adequate pest-proofing of facilities, good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices. When it is determined that a pesticide must be used in order to meet pest management objectives, the least hazardous material, adequate for the job, will be chosen. Signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)’s school assignment area may contact the District’s IPM Coordinator at 281-396-2514. Additional information can be found on the Katy ISD website, [www.katyisd.org](http://www.katyisd.org). The consumer information sheet can be downloaded from the Texas Department of Agriculture site: [www.texasagriculture.gov](http://www.texasagriculture.gov).

**XII. Transportation**

**Bus Eligibility:**
To be eligible for regular bus transportation services, elementary students must live beyond approximately ½ mile from school property. Parents may confirm bus eligibility at [https://apps.katyisd.org/public/katyisdcampusmap/](https://apps.katyisd.org/public/katyisdcampusmap/) and inserting the residence address.

**Bus Notes:**
From time to time it is necessary for a student to ride a bus other than the one to which the student is assigned. Before students may ride any bus other than their own or get off at a different stop, the principal/designee must approve a note from the parent requesting that a different bus be ridden. The note must include the student’s name, the number of the bus to be ridden, the date the student needs to ride the bus, and the reason for the request. The note must be signed by the parent and include work or cell and home phone numbers. The student must turn the bus note into the front office before noon.
Generally, a request to ride a different bus is for one day only. If the request is for an extended period, the transportation department must also approve it.

**Bus Drop-Off:**
It is suggested that a parent or other responsible party be at the bus stop or home five minutes prior to bus arrival at the end of the school day. In the event that a parent is unable to be home when a student arrives at the bus stop, alternate plans should be made by the parent with the child. Depending on the age of the student, plans may include where to go, how to find a hidden key, going to a neighbor, etc. For safety purposes, each student should know his/her full name, address, and phone number to reach an adult family member in an emergency. Kindergarten students must have a responsible adult or older sibling receive them at the bus stop. Should there be no one at the stop to receive the student, the child will be taken back to the school for the parent to pick up. Should this occur more than once, the second time will serve as a final warning, and the third occurrence will result in the child losing bus riding privileges.

**Student Trips:**
Students are required to ride to and from school-sponsored activities in District-provided transportation. In the event of an extenuating circumstance involving a conflict between two (2) school-sponsored activities occurring on the same day, the parent may complete a form to obtain approval from the director/sponsor and campus principal or designee for parent-provided transportation from the first activity to the second activity.

All students must return with the group unless prior to the trip a parent/guardian submits a Request for Post-Activity Student Release or a written request for approval to have his/her son/daughter released to his/her custody at the completion of the activity. Approval of the director/sponsor and campus principal or designee must be obtained prior to the departure of the group.

All designated chaperones are required to ride the school bus or other district approved transformation. Chaperones are expected to help maintain order and appropriate student conduct.
Chaperones and school personnel whose purpose is to provide adequate supervision will not bring family or friends. Adults traveling with the group must be designated chaperones.

**Walkers:**
Students who walk to school should walk on sidewalks where available and cross streets in the crossing zone or at an intersection. Students must adhere to the directions of the crossing guard or other adults. Students who walk home are expected to leave campus promptly after the dismissal bell. Pre-K - 1st grade will not be allowed to walk home independently. Every child/family should be issued a dismissal tag to ensure they are matched to parent(s) or designated adult. If a kinder or first grade student walks home with an older sibling, parent permission should be in writing. According to Katy ISD Discipline Management Plan and Student Code of Conduct, skateboards and roller blades are not permitted on campus. Bicycles should be walked while on district property. Family dogs (leashed) are to remain off campus property to prevent a child from becoming fearful or possibly injured.

**Homeless Students:**
As required by the McKinney-Vento Homeless Education Assistance Improvements Act, the district shall serve homeless children according to their best interests. Any parent or student who desires more information regarding homeless students may contact the Homeless Liaison, at 281-396-2612. KATY ISD POLICY FFC (LEGAL)

**XIII. Safety/Security**

**Emergency Contacts on Enrollment Card:**
Each year parents/guardians are asked to designate persons on a student'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.” It is important that the names and phone numbers listed for emergency contacts are accurate at all times.

**Playground Safety:**
Students will have an opportunity to play on the school playground during recess while supervised by teachers/staff. Students are encouraged to wear rubber bottomed, closed-toe shoes for safety. Shoes must be worn at all times while on the playground. Students must follow all safety rules and procedures established by each campus. No visitors are permitted on the playground during school hours without campus permission.

**SpeakUP:**
SpeakUp, an anonymous reporting system, empowers Katy ISD students, parents, and community members to anonymously submit safety and well-being tips to help prevent school-related incidents that could cause harm to others. In addition to submitting anonymous and secure tips, users can upload video and photo evidence. All tips are thoroughly investigated by campus personnel, police, and/or crisis management team. Students are encouraged to share information of a serious nature by submitting a tip through SpeakUP or telling an adult personally. By being well informed, the school can prevent most problems from happening.

**School Closing/Late Start:**
Inclement weather, power failure or other conditions beyond the control of Katy ISD may make it necessary to alter the school day. Should inclement weather or other conditions necessitate the closing of schools or a delayed start, all major Houston metro-area media will be notified. This information is provided by 6:00AM, prior to the scheduled start of school or as soon as possible if school has already started. It is also available on the [Katy ISD website](#).

**Security:**
Safety and security of students and employees are of utmost importance. To help ensure the safety of all children, the procedures listed under Visitors in this handbook should be followed. In addition,
● ANY visitor WITHOUT a name tag will be taken to the front office to register.
● Students and staff are NOT to open the Cafeteria/Gym/Exterior doors for visitors.
● Exterior doors are locked after school begins.
● All late arrivals should enter through the front doors.
● Approved after school programs are to keep all exterior doors locked at all times.
● The building is officially closed at 4:15PM daily.

The front office phones will be answered until 4:25PM.
**Katy ISD Instructional Calendar 2019-2020**

Approved by the Katy ISD Board of Trustees on July 29, 2019.

### Calendar Highlights

**JULY**
- 4: Holiday • Staff

**AUGUST**
- 1-2: New Teacher Professional Learning Days
- 6: Convocation
- 7: Secondary District Professional Learning Day
- 8: Elementary District Professional Learning Day
- 9: Campus Professional Learning Day
- 12: Campus Professional Learning Day
- 13: Teacher Preparation Day
- 14: First Day of Fall Semester

**SEPTEMBER**
- 2: Holiday • Students and Staff
- 18: Family Night (No Homework Assigned)
- 23: 2nd Secondary Grading Cycle Begins

**OCTOBER**
- 7: Early Dismissal - Elementary Parent Conferences and Secondary Professional Learning
- 11: 3rd Secondary Grading Cycle Begins
- 16: Family Night (No Homework Assigned)
- 18: Early Dismissal - Elementary Parent Conferences and Secondary Professional Learning
- 26: Thanksgiving Break Begins • Holiday • Students and Staff

**NOVEMBER**
- 4: 4th Secondary Grading Cycle Begins
- 25: Last Day of School

**DECEMBER**
- 4: Family Night (No Homework Assigned)
- 20: Early Dismissal, End of Semester
- 23: Winter Break Begins • Holiday • Students and Staff

**JANUARY**
- 1-3: Winter Break • Holiday • Students and Staff
- 6: Teacher Preparation Day
- 7: First Day of Spring Semester
- 20: Campus Professional Learning Day • Student Holiday
- 22: Family Night (No Homework Assigned)

**FEBRUARY**
- 14: Early Dismissal for Campus Professional Learning
- 17: District Professional Learning Day • Student Holiday
- 18: 5th Secondary Grading Cycle Begins

**MARCH**
- 4: Family Night (No Homework Assigned)
- 9: Spring Break Begins • Holiday • Students and Staff
- 16: 4th Elementary Gradeing Cycle Begins

**APRIL**
- 3: Early Dismissal for Campus Professional Learning
- 6: 6th Secondary Grading Cycle Begins
- 10: Holiday • Students and Staff
- 14: Teacher Preparation Days
- 25: Holiday • Staff

**MAY**
- 6: Family Night (No Homework Assigned)
- 15: Last Day of School for Graduating Seniors
- 21: Early Dismissal, Last Day of School
- 22: Teacher Preparation Day
- 25: Holiday • Staff

**JUNE - JULY**
- The District will be closed June 29 through July 3, 2020.

**Bad Weather Make-Up Days:** Jan. 20* Feb. 17*

*If used, employees will need to make up the day on a Saturday.

This calendar contains enough minutes to cover bad weather days.

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<th>JH</th>
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<td>Total Days of Instruction</td>
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<td>Minutes Per Full Day</td>
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<td>437</td>
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<tr>
<td>Minutes per Early Release Day</td>
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<td>Total Minutes</td>
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### Symbols Key:

- **Convocation**
- **Secondary District Professional Learning Day, Elementary Campus Professional Learning Day**
- **Elementary District Professional Learning Day, Secondary Campus Professional Learning Day**
- **Teacher Preparation Day**
- **Student Holiday**
- **District Professional Learning Day**
- **Family Night (No Homework Assigned)**
- **Last Day of School for Graduating Seniors**
- **District and Campuses Closed**

Note: Adjustments may be necessary upon the final release of the 2019-2020 TEA testing calendar, specifically to possible testing dates in April and May of 2020.
Introduction:
Welcome to Amy Campbell Elementary (ACE). It is very important to the faculty and staff of ACE that children and parents find the elementary school experience rewarding. We feel the more informed you are about the school, the greater the successes will be for everyone.

This handbook is a supplement to the Katy ISD Discipline Management Plan and Student Code of Conduct and is written for the benefit of our parents and students. Many items in the book will answer questions you might have concerning specific ACE practices and procedures.

General Information:
School Mascot: Cub
School Colors: Navy Blue, Lime Green, Gray
Facebook: Amy Campbell Elementary @ Campbellcubs
Twitter: @campbellcubs #ACEcubs
Website: http://www.katyisd.org/campus/ace/pages

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

Campbell Mission Statement:
Amy Campbell Elementary, together with staff, students, and community, commits to:
- Achieve academic success by inspiring all learners to realize their full potential.
- Create an innovative learning environment to meet student needs.
- Embrace our diversity and promote a culture of mutual respect.

Campbell Vision Statement:
Building a Legacy

Content in Alphabetical Order—

Attendance:
Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day. Numerous studies show a strong link between academic performance and consistent attendance. Please thoroughly read Section I of this handbook in regards to Texas K-5 Compulsory Attendance, tardies, and the 90% rule of attendance for each graded class/subject, as well as what constitutes an excused/unexcused absence.

Absences:
Parents are required to notify the school office and report an absence. You may complete the Google Form on our school website or the attendance clerk must receive a note within 3 days of a student’s return. When calling in an absence, please call 281-234-4505, and leave a voice message. The recording on the student absence voice mail or written note must include the following information:
- Student’s name
If the parent/guardian does not notify the school to report a student’s absence or send a note upon the student’s return to school, the absence is considered unexcused. Students chronically truant for unexcused reasons will be reported to the Katy ISD Attendance Officer.

**Partial Day Absences** – Students must be present for the 9:30 a.m. bell or they will be counted absent for the day. **All students must be signed out through the front office. Students will not be called out of the classroom ahead of time.** The front office staff will call them when the parent/guardian comes in to sign the student out. If a parent/guardian is contacted by the nurse to come and get a child because of illness, the parent/guardian must also come to the front office and sign the student out.

**Homework for Absent Students** - Homework or make-up work may be requested when a student has been absent for 3 or more days. Please call the front office by 9:30 AM and arrange for pick up of the work. Please do not request homework while reporting an absence. Assignments counted as a class grade or test grade will be made up upon the student’s return and are not permitted to be sent home.

**Doctor’s Note Required Status** - State Guidelines state that a student who has been absent a total of eight (8) cumulative days or more will be required to bring a note from a physician verifying illness for each additional absence. If a doctor’s note is not presented after each absence past eight, each absence will be unexcused.

**Arrival:** (Also see “Transportation”)
Children are expected to arrive at school on time and should be in their classroom by 8:00 AM. Any child entering the building after 8:00 AM will be considered tardy. **If your child reports to school after the 8:00 AM tardy bell, he/she must report to the office with a parent/guardian before proceeding to class.**

Those students who are not on campus because of appointments with health care providers will be counted as an excused partial absence if they return to school on the same day with a note from the medical professional. Children will be permitted to arrive on campus at 7:40 AM. Campbell staff members are not on duty until 7:40 AM. For the safety of all students, we ask that you not drop off your child for school prior to 7:40 AM.

Students arriving by **private automobile MUST** be dropped off using the Parent Drive.

*Once the 8:00am bell rings all employees and safety patrol will enter the building. Parents must park, walk their late student inside to the front counter and sign him/her in for the day. Parents who drop their student off after 8:00 and do not sign them in, will be called to return to the office. Tardy students cannot report to class until a parent/guardian signs them in as late.*

### Backpacks:

We encourage students to use backpacks to organize and transport their materials. Backpacks are stored in the classroom during the day. Due to space for backpack storage and hallway safety, **please refrain from purchasing rolling backpacks.**

### Birthday Celebrations:

Please refer to the Katy ISD policy regarding Birthdays, Treats, and Special Events. *Parents are not permitted to attend birthday treat celebrations.* Please note, **birthday party invitations are not allowed to be distributed on campus.** If invitations are brought to school, they will be returned home. Please note that balloons, flowers, or other items
to celebrate birthdays or other occasions are not allowed. These items can cause distraction and will not be delivered to classrooms.

**Birthday Treats:**
Parents wishing to bring birthday treats to school should follow the guidelines below.

- Birthday treats must be store bought – no homemade items.
- We are a *nut restricted* campus, not a nut free one. We are allergy aware and we have both identified and unidentified allergens on our campus.
- All items brought in for birthdays must have an ingredient list on them. If there is not an ingredient list, please ask for one to be placed on the item when you purchase them.
- Birthday treats are served at your child’s assigned recess time.
- Birthday treats need to be individual portions. Popular items include cookies, brownie bites, or plain doughnuts.
- Please contact your child’s teacher to find out how many treats to send and if there are any allergies in the classroom. In order to prevent multiple treats on one day, please notify the teacher a few days in advance of the day you wish to send treats.
- Please contact your child’s teacher if you would like to schedule an alternative treat day if your child’s birthday falls on a holiday, during the summer, or on state testing days/Closed Campus days.

**Clinic:**
Students who become ill at school are sent to the clinic for evaluation by the campus nurse. The campus nurse will call the parent if a student needs to go home or needs to talk personally with the parent in regards to a situation. If a child needs to be sent home, they will remain in the clinic until a parent, guardian, or emergency contact checks him/her out in the front office.

**24 Hour Rule** - Students who demonstrate signs and symptoms of
illness or a possible communicable disease should be referred to the school clinic for further assessment. Those with an elevated temperature of 100 degrees or above will be sent home. The student must be fever free without fever-reducing medication for 24 hours before he/she can be allowed back in school.

Students who are vomiting or have diarrhea must also be free of symptoms without the use of preventative medications before being allowed back in school. (Administrative Regulation FFAD)

The 24 hour period is used as the standard length of time to determine if indeed symptoms have subsided.

**When to Keep a Student Home** – Keep your student home if he/she has a fever of 100 degrees or higher, or if he/she is actively vomiting or has diarrhea.

Your student may not return to school until all symptoms have resolved without the use of medications.

**Head Lice** – Classroom checks for lice are no longer completed. Only students who are symptomatic will be checked. If a child is found to have live lice, they will not return to class. Parents are notified immediately and are expected to pick up the student promptly and treat the condition. The nurse will check the student upon his/her return to ensure no live lice remain. Head lice are not a serious medical condition, but needs to have diligent parental cooperation to control.

**Medicine at School** – All medications (**prescription and nonprescription**) brought to the school must be taken to the school clinic immediately upon arrival. Students may transport prescription/nonprescription medication to and from school as long as the medication is not a controlled substance. 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 and self-administration of a prescription medication for asthma, anaphylaxis, or diabetes. The following procedures are to be followed regarding medications:

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:

- The student’s name
- The physician's name
- The name and strength of the drug
- Amount of drug to be given
- Frequency of administration
- Date prescription was filled

All **nonprescription** drugs (including cough drops) 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:

The student’s name

- 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
- Appropriate signature

Medications prescribed or requested to be given three times a day or less are not to be given at school unless a physician prescribes a specific time during school hours, or the school nurse determines that a special need exists for an individual student.

Only one medication is allowed per properly labeled container.

*Students may not have prescription or non-prescription drugs in his or her possession on school grounds during school hours.*

Natural and/or homeopathic-like products, not FDA approved, will not
be dispensed in the school setting by school district personnel.

**There are no “stock” medications kept in the clinic. The only medications that are kept in the clinic are those which were brought in by the parent or student with appropriate paperwork.

**Food Allergies** - A written statement must be renewed annually and kept on file for any food allergies. If substitutions on the cafeteria menu are required, then the Physician's Diet Modification Form must be completed and signed by a doctor. Until the required documentation is received, no substitutions will be made. The form can be accessed upon request through the school nurse or online.

**Specialized Care** - Parent request and physician authorization forms for the administration of a specialized healthcare service at school must be renewed annually and kept on file in the school clinic. New forms may be obtained from the school nurse. These forms are required, but not limited to blood glucose testing, breathing treatments, injections (intravenous or intramuscular), catheterizations and/or tube feeding.

**Communication:**
In order for you to receive important correspondence from the school, the front office must have your correct email address on file. Please note, official email addresses in our system cannot be changed over the phone. Please update email addresses each fall when you confirm all registration information for your child(ren).
Each Wednesday, a school newsletter will be sent out via the district’s email system.
Each Friday, a grade level newsletter will be emailed to the email address(es) on file by each PK-5 Teacher.

Other communication such as reminders for events and severe weather dismissal notification will also be sent via the district’s email system.
Remind will also be used to communicate during special occasions or emergencies. Please follow these directions to receive these updates.

**Communication Folder:**
Student Communication (Take Home) Folders go home every Wednesday in grades PK-5. Please review and remove papers to keep, sign papers that need to be returned and send them back to school. This will be one of the most regular means of communication between home and school. Please return folder and any items needing to be returned on Thursday morning.

**Counselor:**
In a school setting, a school counselor does brief counseling which addresses problems within a few sessions. The school setting is different than a therapeutic/clinical setting where diagnosis and treatment plans are created and treatment is administered for a longer period of time. The goal of school counseling is to address issues which impact learning while at school. If issues continue to impact the student's learning at school, after intervention by the school counselor, a referral to an outside resource will be suggested to the parent/guardian. If you would like a copy of the district provided
referral list of outside agencies, therapist and counselors, please contact Mrs. Luna; list are available in English and Spanish. School Counselors also work with outside agencies to ensure student success while at school.

The Role of the School Counselor:

- Counsel individuals and small groups of students to meet identified needs.
- Deliver the guidance curriculum and assist teachers with the school's guidance curriculum.
- Consult with parents, teachers, and other staff regarding concerns about students’ needs.
- Participate in planning, implementing and evaluating a comprehensive developmental guidance and counseling program to serve all students.
- Be familiar with and adhere to the ethical, legal, and professional standards of the counseling profession.
- Coordinate Credit by Exam
- Coordinate KEYS mentors and PALS.

The Counselor is prepared at all times to speak with concerned parents. Please call or e-mail the counselor to schedule a conference if needed. For more information regarding a tutor list, Credit by Exam, bullying, and grief, please visit the Campbell Counselor’s Website, https://acecounselor.weebly.com/

Conferences:

At ACE, teachers are required to have one face-to-face conference with parents each year. If a child has behavioral or academic concerns, additional conferences may be scheduled. If a parent is emailing a teacher more than a couple of times in a week, a conference will be scheduled by the teacher to address questions or concerns. These additional conferences will be scheduled during the teacher's designated conference time within their contract day (7:35 AM-3:35 PM).
We encourage parents to first speak with their child’s teacher with any concerns or questions.

If you need to speak with an administrator after speaking with the teacher, please contact the administrator that supervises your child’s grade level.

- 1, 3, 5 – Erika Rodriguez, Assistant Principal
- K, 2, 4 – Bridget Aleem, Assistant Principal

**Deliveries:**

In order to minimize interruptions during instructional time, classroom deliveries will only be made at 9:30 AM each day. Items that may be delivered at this time include snacks, birthday treats, library books, eyeglasses and coats. Parents bringing in lunch or lunch money after 9:30 AM will be Raptured in and asked to take those items to the cafeteria. Parents will be directed to the Lunch Table in the cafeteria to place student lunches. All homework assignments will be placed in the teacher’s mailbox for pick up at a convenient time. All items brought to school for delivery must be labeled with the student’s name and teacher’s name. Parents are not allowed to make classroom deliveries. Balloons, flowers, gifts, and party favors, etc. for students are not to be delivered at school at any time as they can cause a disruption in the classroom.

**Discipline:**

Acceptable behavior is important and required at Campbell Elementary. The expectations set forth by the district and school-wide discipline plan are to support the orderly operation of the school and provide all students the opportunity to the educational process.

At Campbell Elementary, we discuss and reinforce the importance of responsibility, self-discipline, respect and perseverance with all students. ACE students are expected to follow our Cub Code of Honor:
Each day we...
Commit to be our best
Achieve success
Motivate others
Promise to be kind
Build positive relationships
Embrace diversity
Lead with respect
Learn something new
We are the Campbell Cubs!

PBIS
Specific school and grade level expectations will be communicated at the beginning of the school year for each common area of the campus.

   Come prepared to learn
   Use appropriate voice level
   Be responsible and accountable
   Show Respect

When disciplinary action is necessary, students will be disciplined according to school board policy. Please read carefully the “KISD Discipline Management Plan and Student Code of Conduct.” Students exhibiting unacceptable behavior will be disciplined according to KISD School Board policy and the classroom/grade level discipline plan

Specifics on how a Satisfactory (S), Needs Improvement (N), and Unsatisfactory (U) are earned will be communicated by the classroom teacher at the beginning of the school year.

Dismissal:
(Also see “Transportation”)

For safety and security reasons, all afternoon student checkouts must be
completed by 2:45 PM. (Proof of ID is always required).

All children must leave campus at dismissal time in the afternoon (3:20 PM). Please encourage your student to think carefully before they leave school for the day so that they will have everything needed for homework and projects. Students will not be permitted back into their classrooms after dismissal.

Early dismissal for Campbell Elementary is 12:20 PM. Please check the district calendar for early dismissal dates.

Any changes in the normal transportation of your child must be stated in writing with a parent/guardian signature to the Front Office. **Phone calls, faxes, or emails are not acceptable. This is for the protection of your child.**

Also, if you need to check out your child for any reason, please do so no later than 2:45 PM.

**Emergency Procedures:**

Campbell Elementary has established routine procedures for all types of emergency situations (fire, tornado/violent storms, intruder, bomb threats, etc.) Parents on campus are expected to participate in the drill as if a real emergency were occurring. If a parent arrives to pick up a student during a drill, the parent must wait for the drill to be completed before the student may be signed out in the office. The office will then call the student from class for dismissal. It is imperative that the school is able to account for all students during a drill/emergency.

During a real emergency involving the school and student body, emergency plans are in place and will be implemented according to the type of emergency. Please do not try to call the school. Parents will be notified as soon as the situation allows. School officials understand parental concerns; however, incoming calls tie up the phone lines and prevent school personnel from reaching agencies and parents in a
timely manner.

**Field Trips:**
At least one field trip is planned for each grade level. During a field trip, precautions for children’s safety are in place. All volunteers (chaperones) must be Raptored prior to attending. No additional visitors are permitted unless general admittance from the public is available. Chaperones may not bring a student’s sibling. The chaperone’s primary duty is to care for the individual(s) assigned to them. Due to food allergies, parent preferences, and fairness to all students, no food or souvenirs may be purchased for any or all children. Chaperones must ride the school bus to and from the event. Chaperones may or may not be needed for every field trip. Grade level teams will decide on the number of chaperones needed per trip.

**Guardianship:**
Please notify the school of a change in your child(ren)’s living status (divorce, marriage, death of a parent, change of guardianship, etc.) The school counselor may also be contacted if your child(ren) might benefit from small group or individual counseling sessions. It is necessary to have court documentation on file if one of the guardians is not allowed visitation/pick-up privileges/educational rights, etc. Please note, we cannot remove one guardian’s information from registration information without court documentation.

**Homework:**
Homework is a part of the academic program at Campbell Elementary. As such, homework will be assigned on a regular basis. Academic content that has been introduced and studied in class will be assigned for homework. Oral and written practice, such as math facts, word work and reading at home are all activities that are beneficial to your child. Each grade level will have a homework policy. Parents will be made aware of this policy, so you will know what to expect.

**Identification Badges:**
ID badges will be distributed to all students during the first week of school. Students are expected to wear them daily for safety reasons. ID badges will also be used to purchase breakfast or lunch from the cafeteria.

**Library:**
The library (LMC) houses all types of instructional materials and equipment. Children will come to the library regularly. Each class is scheduled for instruction and browsing. Children are also encouraged to participate in the reading incentive programs conducted by the librarian. Students are personally responsible for books checked out of the library.

**Library Media Center Materials Usage Policy:** Katy ISD is pleased that your child will be benefiting from the resources of the district’s library media centers. It is the district’s policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty and community members.

When you sign the student/parent handbook, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the Library Media Specialist can replace the material. The damaged item will then be disposed of as per Katy ISD’s property disposal procedures.

The library media centers may contain print and non-print materials that some parents may not find suitable for their child. Students have unrestricted access to most materials in the library media centers, and the library staff will not restrict the child’s choice of library materials. Self-selection is encouraged.

Please familiarize yourself with the materials your child borrows from the library media center. 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 Specialist looks forward to fostering your child's academic achievement as materials are provided to meet the student's reading and information needs.

Lost & Found:
PLEASE mark all items of clothing, lunch boxes, and supplies with your child's first and last name. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school “Lost and Found.” Students and parents are encouraged to look periodically through the “Lost and Found” for missing items. Jewelry, glasses, money, and any small items will be placed in the front office. All items remaining in the lost and found at the end of each semester will be donated to a local charity.

Lunch:
Every child will have a 30 minute lunch period each day. In compliance with Katy ISD Regulation GKC, visitors are restricted to parents/step-parents/guardians, non-school aged siblings, and grandparents. Visitors do not include aunts, uncles, or neighbors. Each student is limited to three visitors (from the list above) for lunch. To comply with federal privacy laws, we have a separate visitor table in the cafeteria. Parents are only allowed to have lunch with their own student. Additional friends cannot come to the visitor table. During lunch, children work on developing independence and social skills. During the first two weeks of school, the District asks that parents not visit during lunch as students are learning independence with routines and procedures.

Allergy Seating – We have adopted a seating arrangement at Campbell Elementary to promote the safety of all while in the cafeteria. Students with known allergies are seated toward the aisle where teachers walk by frequently, working outward; students who purchase school lunches are seated next, followed by students who bring lunch from home or who have lunch brought to them from outside vendors.
Lunchroom Visitors - You will be required to show your photo identification and wear the printed Raptor I. D. badge prior to entering the building. Visitors will wait in the Front Office foyer until the student’s scheduled lunch time. When entering, please proceed to the cafeteria. Do not go to your child’s classroom, as this will disrupt the learning process. When your child’s class arrives, your student may join you at the visitor table. Please know that Fridays are the busiest day for visitors and seating is on a first come first serve basis.

Cafeteria visitors will not be allowed on Closed Campus/State Testing Days, on Early Dismissal Days, or at any other time deemed necessary by administrations. These closures will be announced in advance in the weekly newsletter.

Upon completion of your child’s lunchtime, please say your goodbyes at the parent table and allow your child to line up with their class. We ask that parents refrain from lining up with the class as this causes disruptions during the transition time. Instead, we ask all parents to please exit the cafeteria and head to the Front Office to return their Raptor badge and check out.

Manners:
At Campbell Elementary, we are committed to providing a focused learning environment and limited interruptions. Students and guests are expected to use quiet voices in hallways and open areas throughout the school. The expectation of every student is to respond courteously when communicating with teachers and staff. Guests are asked to silence all phones upon entering the building.

Observations:
Parents who wish to observe their student’s classrooms may do so by contacting the appropriate grade level administrator and mutually deciding upon a time. Parents will visit the classroom with an administrator or designee. Visits are allowed after the first two weeks of school and before the last two weeks of school. Visits are limited to
During your observation, please do not visit with the students in the classroom or the teacher. If you need to confer with the teacher, you will need to make an appointment for a later date and time when he/she does not have students.

Other children/infants cannot be brought into the classroom if you have an appointment with an administrator to observe a classroom.

Parties:
KISD policy allows for two classroom parties per year. Our two parties at Campbell Elementary will be in November (Thankful Party) and February (Friendship Party).

Parties are planned and orchestrated by Grade Level Chairs and homeroom parents, who work cooperatively with grade level teachers. Parties must comply with KISD Board policy and established procedures; homeroom teachers have complete authority to verify which types of activities and treats are acceptable and which are not.

It is our practice that party favors and refreshments are coordinated so that all children on a grade level are treated equitably. Please notify your child’s teacher if your child has any food allergies.

Photography/Videography:
Due to confidentiality issues related to directory information and to the Family Educational Rights and Privacy Act (FERPA), **visitors may not use video recorders, voice recorders or cameras unless it is a performance open to the public or during a private conference with permission by an administrator.**

Public events are those events that occur when the general public has an opportunity to view students or when students are not required to participate. If the event is during the instructional day and inside the
school building, students are considered a “captured” audience and directory information and FERPA rules apply. This is true even if parents are invited to observe. The same rules that apply to parents apply to students.

**Physical Education:**
For physical education classes, it is suggested girls wear shorts under their dresses or skirts. All students are required to wear athletic shoes with a non-marking rubber sole with laces and/or velcro closures. Shoes should be closed-toe with full support around the heel. The following shoes are **not** allowed:
- Flip flops
- Dress shoes/boots
- Cleats
- Ballet/jazz shoes
- Sandals
- Shoes with wheels
- Felt bottoms/soles
- Crocs
- Toms
- Bobs

When a student returns to school following an illness/injury, a written excuse from activities is required if the student is not able to participate in physical activities. A doctor's note is required to excuse a child from P.E. for more than ten (10) days. Any medical or disabling conditions that hinder a child’s full participation in P.E. should be communicated to the teachers.

**PTA:**
Campbell Elementary has an active P.T.A. There will be a membership drive at the beginning of the school year. Membership dues for a one year membership will be $10.00 and we encourage all families to join our P.T.A.
The P.T.A. is extremely supportive of our school, and this support benefits every Campbell Elementary student. There will be many opportunities for all parents to become active in P.T.A. functions throughout the year. The Volunteer Information Form will be sent home with your child. You may also contact the Volunteer Chair at volunteers.campbellpta@gmail.com Follow the ACE PTA Facebook page for updates and information.

Planners:
ACE sells KISD school planners for grades 3-5. We encourage all parents to purchase a planner for their children. Planners help children organize materials and record daily homework assignments.

Planners are required for students in grades 3-5. Parents may purchase a planner for **$5.00** during the first week of school. Replacement planners are available while supplies last and are also $5.00. It is important that the parent check the planner nightly for homework, information, and teacher communication.

Playground/Safety:
Playground safety rules are reviewed with the children in homeroom classes. Each child has access to the playground during supervised recess daily for at least 20 minutes per day.

Children should wear shoes that allow for running and climbing. Shoes like flip flops are dangerous for these activities. Students will adhere to all playground rules for their safety and the safety of others.

Extreme Temperatures:
When the temperature is above 94 degrees or the heat index is above 99 degrees, as determined by a building administrator, recess will be limited to 25 minutes or less. When the temperature is above 100 degrees or the heat index is above 105 degrees, as determined by a building administrator, students will receive indoor recess.
When the temperature is below 45 degrees or the wind chill is below 40 degrees, as determined by a building administrator, teachers will only allow students appropriately dressed for cold weather to have recess. When the temperature is below 32 degrees or the wind chill is below 30 degrees, as determined by a building administrator, recess will be limited to 25 minutes or less. When the temperature or wind chill is below 20 degrees, as determined by a building administrator, students will receive indoor recess.

Pictures:
School pictures (individual and class) will be taken during the year. Individual pictures will be taken in the fall, and class and spring pictures will be taken during the second semester. There will be no retakes offered for spring pictures. Specific procedures for ordering and paying for pictures will be distributed as the information is received.

Principal/Assistant Principals:
The principal and assistant principals will be involved in all facets of the operation and maintenance of an excellent school facility. This includes working closely with teachers, administrators, students, parents and community patrons. The goal of administration is to ensure high levels of teaching and learning each day. We also want to be a positive figure in your student’s academic career. Research indicates that student success increases and discipline issues decrease when administrators are in classrooms. When requesting to speak to an administrator immediately, please understand that administrators are most likely either in meetings or in classrooms. Your information will be relayed to the administrators so that she can contact you as soon as possible. For the 2018-2019 school year, Mrs. Rodriguez will be the contact for grades 1, 3, and 5, and Mrs. Aleem will be the contact for grades K, 2, and 4.

*Parents should always discuss classroom academic or behavioral*
problems with the teacher before contacting the principal or assistant principals. Many times, this can alleviate confusion or misunderstanding. Please keep in mind that it is difficult for a principal to discuss a situation with a parent before the teacher has been contacted.

Privacy Codes:
A privacy code is selected each year when you update your child(ren)'s information online. The three choices are Yes (Y), Other (O) and No (N). Please note the following:

- Students with an “O” code will not be listed in school publications available to the public (including yearbook or party photo booths), mentioned for accomplishments on campus webpages, allowed to be in photographs taken in the classroom or school, or featured/mentioned in our social media platforms (Twitter, Facebook).
- Students with an “N” code will not be listed in any school publications (including yearbook or party photo booths) or programs (including choir or completion events), allowed to take part in professional photography associated with fall/spring/class, mentioned for accomplishments on campus webpages, allowed to be in photographs taken in the classroom or school, or featured/mentioned in our social media platforms (Twitter, Facebook).

Response to Intervention (RTI):
Children who exhibit concerns in academic, behavioral or emotional areas are monitored and/or assisted through RTI. A team of teachers and administrators meet regularly to discuss and monitor current progress, intervention and programming.

Retesting:
Retesting will occur in all courses which receive a numerical average (this excludes kindergarten and 1st grade science and social studies as well as specials K-5). The following applies for Campbell Retesting:
• Failing major grades are retested with the exception of compositions and long-range projects.
• This does not apply to typical routine weekly assessments.
• Retesting allows for a replacement grade of up to a 70. If the student’s grade improves but is still failing, the student will receive the improved failing grade; if the student’s grade improves to above 70 the grade entered in the gradebook will be a 70.
• The time period within which redo/retest must occur is no more than 10 school days after the graded test is returned to the student.
• The student will be provided ONE opportunity to redo/retest on a qualifying test or major assignment.
• The classroom teacher will administer the redo/retest during a designated time.
• The redo/retest will consist of the same material as the original test.
• The teacher will provide the student with reteach opportunities before the retest occurs (small group instruction, supplemental work, etc.)

**Safety Patrol:**
The safety patrol is a trained group of 4th and 5th grade boys and girls organized to promote safety in and around the school. These youngsters are to be recognized as leaders of Campbell. All students should be instructed to obey the patrol persons in matters of safety. A designated staff member will organize, instruct, and maintain the safety patrol students. Students on the safety patrol must maintain a “C” average. A student receiving a D or F in academics, or a N or U under conduct will be placed on probation for three weeks. A second consecutive D, F, N, or U will result in suspension from safety patrol. Duties may include hallway watch, carpool assistance (AM and PM), and flag raising and lowering. Students who serve on the arrival/dismissal patrols may need parents to transport during their nine week assignment.
Severe Weather Plan:
(Also see “Transportation”)

In the event of severe weather (lightning, tornado possibility, ice/sleet) parents of all bike riders and walkers will need to indicate an alternate means of transportation. Severe weather will be called at 2:45 PM by an administrator.

Once severe weather dismissal has been called, an email and Remind message will be sent to notify all parents. Please check your email for changes in dismissal. Please note: severe weather will not be called just because it is raining. If there is rain with no lightning, we will follow a normal dismissal. If there is a downpour, we will keep students inside until the rain lets up a bit.

Snacks:
A snack time is designated for each classroom based upon their lunch time. Please send a healthy, dry snack that can be eaten while working in a short amount of time and requires no preparation or clean up. Snacks should not be a disruption to our instructional time. Please choose snacks that are in accordance with our peanut restrictive practices. All students may carry a water bottle for use at school.

Specialty Classes:
All students at ACE receive regular instruction in Art, Music, and Physical Education. This instruction is provided by certified Art, Music, and Physical Education teachers.

Tardy Students:
Carpool lines shut down promptly at 8:00 AM when the bell rings.
Students reporting to school after the 8:00 AM bell will be considered tardy. Parents must walk their student(s) into the office and sign them in after 8:00 AM. Parents who drop their student off after 8:00 AM and do not sign them in will be called to return to the office. Tardy students cannot report to class until a parent/guardian signs them in as late. Excessive tardiness will be referred to ACE administration. Please allow for extra commute time during inclement weather or at times of the day when traffic is heavier.

**Technology:**

KATY On the Go – The Katy ISD mobile application, which provides *OnTheGo* access to your student’s information and much more, is ready for download to your Android or Apple smart phones and devices. Simply search for "Katy ISD" in your app store and access the District’s free mobile application.

*Katy OnTheGo* is designed to help you stay connected with your campus and District anywhere, anytime. Here you will find news feeds which can be customized to your child’s campus, and calendar feeds which can be downloaded directly into your personal calendar. Additionally, you will find links to many of the sites you would normally access from the main Katy ISD website such as MyPaymentsPlus, bus route information, and the District's Facebook, Twitter and YouTube sites.

Parents of elementary school students will be able to access student data including meal balances, assignments, attendance, library information and grades using the “Student Information” icon. To login to the “Student Information” icon, use your Home Access Center (HAC) username and password.

For more information or to learn how to set up the app, visit: [http://www.katyisd.org/sites/mobileapp/](http://www.katyisd.org/sites/mobileapp/)

Campbell Elementary is a Bring Your Own Device (BYOD) campus. Students may bring and use personal, portable, electronic devices when instructed by staff members. Devices such as, but not limited to, electronic readers, small laptop computers, cell phones or any other portable equipment that can access the District’s filtered, WiFi network.
are allowed. Students are responsible for their own devices. Each grade level will inform you of specific expectations involving “Bring Your Own Device.” Inappropriate or misuse of electronics will be subject to disciplinary action and revocation of BYOD privileges.

Under no circumstances should technology or telecommunication devices be used to take photos/videos/audio in any school facility other than for instructional purposes under the direction of a teacher or at an event open to the public.

**Testing/Closed Campus:**
Due to testing security, our campus will be closed to all visitors on several days throughout the school year. Please check the newsletter, and/or marquee for these dates as visitors to the building, lunch visitors, and birthday treats will not be allowed on these scheduled testing dates. Thank you for your patience while we try to provide optimal testing conditions for our students.

**Toys:**
Toys are not to be brought to school. Besides being distracting to classroom instruction, toys are often lost or misplaced at school or cause disruption to the teaching/learning environment. Toys include: electronic games, skateboards, yo-yos, trading cards, or anything that disrupts the teaching/learning process. Toys may be taken up from the student. The parent may come to the office to retrieve the item the following day. Teachers may give special written permission for rewards and special events in which certain items may be brought to school.

**Tutorials:**
Tutorials are provided during the school day and embedded in small group instruction during the content area time.

**Transportation To and From School:**
For the safety and security of your child, we strongly encourage you to establish a transportation routine and adhere to it.

**How to Change Your Student’s Transportation**

Multiple changes cause confusion for both students and teachers. Our first priority is your student’s safety. If you need to change the way your student goes home, please send a *written note* to school with your child on that day. Include the student’s full name, teacher and exactly how he/she will be going home (list person’s name if other than a parent/guardian). **Changes will not be accepted after 2:00 PM.** Changes WILL NOT be accepted over the phone, by email, or through fax unless there is an emergency (sudden illness, hospitalization, etc.).

**How to Pick Your Student Up Early**

Occasionally you may need to pick up your student during the day for a doctor or orthodontist appointment. Bring a photo ID for parent/guardian verification and allow enough time for the student to be called out of class. If a student is to leave school during the day, they must be signed out through the office. Students will not be called out of the classroom ahead of time. **Students must be checked out by 2:45 PM.** If going to a doctor/dental appointment, please ask for a school excuse and return it to school.

A parent/guardian may not go to the classroom to get his/her child. The student will be called from the front office when the parent/guardian comes into the office and signs the student out. The student will meet the parent in the front office foyer area.

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**ANY CHANGES IN THE NORMAL TRANSPORTATION OF YOUR CHILD MUST BE SUBMITTED IN WRITING TO THE FRONT OFFICE BEFORE 2:00 PM**

**Car:**
The front car rider lane has been designated as the Parent Drive for the dropping off and picking up of students. A double car line will be formed. At arrival/dismissal, staff members work with safety and security in mind. To ensure that the correct person is picking up the children and for traffic safety, parents are asked to stay in their cars and go through the car pick up line to retrieve children.

Please make sure to follow the directions of the staff members on duty to ensure that our line moves efficiently and safely. Please DO NOT park in the front or side parking lots or on the adjacent streets and walk over to pick up your child(ren). The line moves quickly. Please stay in your car and move through the car rider line.

The staff/bus drive, on the side of the cafeteria/gym, is a “Bus Drive Only” in the morning and afternoon. Do not drop off or pick up your child or block this drive. It is extremely dangerous for children and/or parents to maneuver around parked buses.

Please do not park in areas marked by No Parking signs. KISD police will issue tickets for this offense.

Parents will be given a hang tag to use in order for teachers to quickly identify students in the car rider line. Hang this tag from the rear view mirror of your vehicle each day when you enter the car rider line. This will assist us in expediting the process of our parent pick up system. Parents are given an extra tag for an extra vehicle or for other family members to pick up students in the car rider line. It is up to each parent to secure these tags and only give to adults they trust in picking up their child(ren). Replacement cards are readily available in the front office by a parent/guardian with a valid I.D.

Twelve cars will be unloaded/loaded at one time. Please pull up to the next cone available so that we may quickly load cars at dismissal time. We ask that parents remain in their cars. Do not park and walk across the pickup area to get your child(ren). This causes added congestion and delays and poses a safety hazard to the children and our staff.
No matter the circumstance, no one is to remove a child from the car rider line. If this were to happen, a missing child alert would be called in to Katy ISD Police. This is for student safety and protection.

**PLEASE DO NOT LEAVE CARS UNATTENDED IN THE PARENT DRIVE.**
It is a fire lane and you may be ticketed for parking in the **No Parking Zone**.

**Bus:**

Bus schedules and routes are available throughout the year through the Katy ISD website at [http://busroutes.katyisd.org/wqsimweb/webquery/](http://busroutes.katyisd.org/wqsimweb/webquery/)

The best way to determine when the bus will arrive at your child(ren)’s bus stop is to refer to the KISD bus schedule and watch for the bus the first few days.

Maps of all bus routes are located in the school office. Your help will be greatly appreciated in determining the bus your child(ren) should ride and the location of the bus stop. Please join the Remind group for your bus to receive the most up to date announcement pertaining to your bus route.

A student must ride only his/her designated bus unless a note, signed by a parent/guardian, is sent to the teacher/office in advance with specific instructions. Any change in the normal transportation of your child must be stated in writing to your child’s teacher. Phone calls, faxes, and e-mails are NOT acceptable. Changes in transportation must be made prior to 2:00 PM. This is for the protection of your child. No matter the circumstance, no one is to remove a child from the bus line or bus. If this were to happen, a missing child alert would be called in to Katy ISD Police. This is for student safety and protection.

Students must abide by the school and Katy ISD bus rules.

**Bus Rules:**
- Speak in a reasonable tone of voice.
- Obey and respect the bus driver.
Keep hands, feet and all objects to yourself.
Remain seated until it is time to unload at your stop.
Use acceptable language at all times.
Observe the same conduct expectations as in the classroom.
No eating/drinking on the bus (water bottles need to be stored in backpacks).
Refer to the Student Code of Conduct for additional bus rules.

Consequences for Misbehavior on the School Bus:
- 1st Referral - Conference with an administrator, student is placed on probation/parent emailed/called
- 2nd Referral - Conference with an administrator/parent called and student is suspended from riding the bus for minimum of three (3) days
- 3rd Referral - Conference with an administrator/parent called and student suspended from riding the bus for a minimum of five (5) days
- 4th Referral - Conference with an administrator/parent called and student suspended from riding the bus for a minimum of ten (10) days
- 5th Referral - Bus suspension for the remainder of the semester

Note: In the case of a severe behavioral infraction, bus privileges may be revoked immediately.

Day Care:
Some children ride a day care bus to and from school daily. Please inform the day care to bring your children between 7:40 AM - 8:00 AM and to pick up your child(ren) promptly at 3:20 PM. The daycare and the parents will be notified by an administrator if children are dropped off too early or picked up after 3:35 PM. It is the Day Care’s responsibility to ensure your student is not left unattended at morning drop off.

Please be sure your child’s teacher knows which day care bus your
child will be riding.

Any change in day care transportation must be submitted in writing in advance.

No matter the circumstance, no one is to remove a child from a Day Care line or bus. If this were to happen, a missing child alert would be called in to Katy ISD Police. This is for student safety and protection.

If your child is absent or goes home ill from school during the day, please notify the day care center that your child will not be riding the day care bus.

Bicycles/Walkers:
If you plan for your child to walk or ride a bike to school, please walk his/her route with him/her several times before you permit him/her to walk or ride alone. Please teach your child safety procedures for walking or bike riding to and from school. It is most important that students utilize the sidewalks when biking/walking to school. Please Note- only students in 2nd-5th grades will be dismissed without a parent present. Kindergarten and 1st Grade walkers and bikers must have a parent present to pick up their child at the designated walker/biker door with their transportation tag.

Bicycles may not be ridden across crosswalks or on school property. All bicycles must be locked securely when parked at school. ACE is not responsible for lost or stolen bicycles. Students are not to share locks. Your assistance in encouraging safety with your children is appreciated. It is highly encouraged that all bike riders wear age-appropriate helmets. ACE does not permit rollerblades to be brought to school. Parents will provide alternate plans for getting to and from school during severe weather (lightning present). These plans must be in writing and on file with the child’s teacher.

Do NOT park on a street or lot and walk to any “walker” area for student pick-up as this presents several hazards for Campbell students.
and staff. A child designated as a “walker” should walk to his/her residence, not a vehicle parked on a street. Failure to follow this procedure and best practice will result in Katy ISD Police being called on your behalf.

No matter the outdoor temperature, students will be released as a walker/biker if it is their normal mode of transportation and there is no Change of Transportation for the day. It is the parent/guardian and student’s responsibility to ensure proper outdoor attire, such as coats, are worn in inclement weather.

**Severe Weather at Dismissal:**
In the event of severe weather (lightning, tornado possibility, ice/sleet), parents of all bike riders and walkers will need to indicate an alternate means of transportation. Severe weather will be called at 2:45 PM by an administrator.

Once severe weather dismissal has been called, an email and Remind message will be sent out to notify all parents. Please note: severe weather will not be called just because it is raining. If there is rain with no lightning, we will follow a normal dismissal. If there is a downpour, we will keep students inside until the rain lets up a bit. Please check the weather forecast each morning to determine if your child should be a walker/bike rider.

**Please instruct your child's teacher in writing as to what your child should do on days when there is severe weather conditions.**

**Late Pickups:**
Please be PROMPT in picking up your child(ren). All teachers and staff are off contract at 3:35 PM and are not available to supervise children after 3:35 PM.

**Visitors:**
When you arrive in the vestibule, you are on camera. Prior to admittance, you will be required to provide identification and a reason
for arrival. Please push the button on the intercom to interact with school personnel and provide the information. As an additional safety measure, you're ID will be scanned through the visitor tracking system, Raptor, before allowing you access to areas of the building.

For security reasons, all parents and visitors must present one of the following forms of identification in order to gain access to the campus beyond the front desk: Valid Driver’s License; State issued I.D.; Work Visa; Green Card; or Passport. No visitors will be admitted to the building without one of the above mentioned items. After proper identification has been approved, visitors will receive a printed, dated picture badge that must be worn at all times while in the building.

The visitor tracking system, Raptor, logs visitors as they enter and exit the campus, produces visitor badges, and electronically checks all visitors against the sex offender/federal database. Law enforcement officers not on business will also need to present their identification, as a badge will not gain entry into the building. The visitor will need to state the location that will be visited on campus. He/She will then be issued a sticker badge, to be returned when the visit is completed.

Only areas designated by the Raptor Badge may be visited. For instance, if you are volunteering in the workroom and then want to attend lunch with your students, you will need to return to the front office for a new badge. Teachers and Staff diligently read Raptor badges to ensure other adults are in the correct areas of the school. This is for the protection of all students.

**School Age Visitors:**
School-age visitors (K-12) will not be permitted into the building during the school day. This includes students who are homeschooled, attend a private/charter school, or are on a modified KISD schedule.

**Water Bottles:**
Students are encouraged to bring water bottles with only water in the bottle. It is important for students to remain hydrated throughout the
day. If riding a bus, water bottles must be stored in backpacks. If a student forgets their water bottle, they have access to the water fountains. We will not deliver water bottles brought up to the school for students.
It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities, including career and technology programs, nor in its employment practices and to provide equal access to the Boy Scouts and other designated youth groups.