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.
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 requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Katy ISD to disclose directory information from your child’s education records without prior written consent, you must notify the district in writing within two weeks of enrollment. Katy ISD has designated the following information as directory information:

- Student name
- Address
- 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” Yes</th>
<th>“O” Other</th>
<th>“N” No</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 the 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:**
- Appearing 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.

**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](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>$1.25</td>
<td>$1.25</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>$2.25</td>
<td>$2.75</td>
</tr>
<tr>
<td>Reduced Price Breakfast</td>
<td>Reduced Price Breakfast</td>
</tr>
<tr>
<td>$0.30</td>
<td>$0.30</td>
</tr>
<tr>
<td>Reduced Price Lunch</td>
<td>Reduced Price Lunch</td>
</tr>
<tr>
<td>$0.40</td>
<td>$0.40</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>Adult Breakfast</td>
</tr>
<tr>
<td>$1.75</td>
<td>$1.75</td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>Adult Lunch</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](http://www.katyisdfoodservices.com) or on [www.SchoolCafe.com/KatyISD](http://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 give 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>
</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 Website</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 arrives. 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:**

<table>
<thead>
<tr>
<th>Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Group 1</td>
<td>8:00 AM to 3:20 PM</td>
</tr>
<tr>
<td>Elementary Group 2</td>
<td>8:20 AM to 3:40 PM</td>
</tr>
<tr>
<td>Early Dismissal Group 1</td>
<td>8:00 AM to 12:20 PM</td>
</tr>
<tr>
<td>Early Dismissal Group 2</td>
<td>8:20 AM to 12:40 PM</td>
</tr>
</tbody>
</table>

**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 (RtI). The implementation of RtI 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. The consumer information sheet can be downloaded from the Texas Department of Agriculture site: 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/ 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 transportation. 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

<table>
<thead>
<tr>
<th>JULY</th>
<th>4</th>
<th>Holiday • Staff</th>
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<tbody>
<tr>
<td>AUGUST</td>
<td>1-2</td>
<td>New Teacher Professional Learning Days</td>
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<tr>
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<td>Convocation</td>
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<td>Secondary District Professional Learning Day</td>
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<td>8</td>
<td>Elementary District Professional Learning Day</td>
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<td>Campus Professional Learning Day</td>
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<td>Campus Professional Learning Day</td>
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<tr>
<td>13</td>
<td>Teacher Preparation Day</td>
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<td>14</td>
<td>First Day of Fall Semester</td>
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<tr>
<td>SEPTEMBER</td>
<td>2</td>
<td>Holiday • Students and Staff</td>
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<tr>
<td>18</td>
<td>Family Night (No Homework Assigned)</td>
<td></td>
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<tr>
<td>23</td>
<td>2nd Secondary Grading Cycle Begins</td>
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<tr>
<td>OCTOBER</td>
<td>7</td>
<td>Early Dismissal - Elementary Parent Conferences</td>
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<td>12</td>
<td>Family Night (No Homework Assigned)</td>
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<tr>
<td>18</td>
<td>Early Dismissal - Elementary Parent Conferences and Secondary Professional Learning</td>
<td></td>
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<tr>
<td>NOVEMBER</td>
<td>4</td>
<td>3rd Secondary Grading Cycle Begins</td>
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<td>25</td>
<td>Thanksgiving Break Begins • Holiday • Students and Staff</td>
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<tr>
<td>DECEMBER</td>
<td>4</td>
<td>Family Night (No Homework Assigned)</td>
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<td>20</td>
<td>Early Dismissal, End of Semester</td>
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<tr>
<td>23</td>
<td>Winter Break Begins • Holiday • Students and Staff</td>
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<tr>
<td>JANUARY</td>
<td>1-3</td>
<td>Winter Break • Holiday • Students and Staff</td>
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<td>6</td>
<td>Teacher Preparation Day</td>
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<tr>
<td>7</td>
<td>First Day of Spring Semester</td>
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<tr>
<td>20</td>
<td>Campus Professional Learning Day • Student Holiday</td>
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<tr>
<td>22</td>
<td>Family Night (No Homework Assigned)</td>
<td></td>
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<tr>
<td>FEBRUARY</td>
<td>14</td>
<td>Early Dismissal for Campus Professional Learning</td>
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<tr>
<td>17</td>
<td>District Professional Learning Day • Student Holiday</td>
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<tr>
<td>18</td>
<td>5th Secondary Grading Cycle Begins</td>
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<tr>
<td>MARCH</td>
<td>4</td>
<td>Family Night (No Homework Assigned)</td>
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<tr>
<td>9</td>
<td>Spring Break Begins • Holiday • Students and Staff</td>
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<tr>
<td>16</td>
<td>4th Elementary Grading Cycle Begins</td>
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<tr>
<td>APRIL</td>
<td>3</td>
<td>Early Dismissal for Campus Professional Learning</td>
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<tr>
<td>6</td>
<td>6th Secondary Grading Cycle Begins</td>
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<tr>
<td>10</td>
<td>Holiday • Students and Staff</td>
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<tr>
<td>MAY</td>
<td>6</td>
<td>Family Night (No Homework Assigned)</td>
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<tr>
<td>15</td>
<td>Last Day of School for Graduating Seniors</td>
<td></td>
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<tr>
<td>21</td>
<td>Early Dismissal, Last Day of School</td>
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<tr>
<td>22</td>
<td>Teacher Preparation Day</td>
<td></td>
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<tr>
<td>25</td>
<td>Holiday • Staff</td>
<td></td>
</tr>
<tr>
<td>JUNE - JULY</td>
<td></td>
<td>The District will be closed June 29 through July 3, 2020.</td>
</tr>
</tbody>
</table>

#### 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.

### Minutes Calculations Include:

- E: Total Days of Instruction: 177
- JH: Minutes Per Fall Day: 440
- HS: Minutes per Early Release Day: 260
- Total Minutes, Before Waivers: 76,800
- Waived Minutes: 1,160
- Total Minutes: 77,960

### Symbols Key:

- Begin Elementary Grading Cycle
- End Elementary Grading Cycle
- Begin Secondary Grading Cycle
- End Secondary Grading Cycle
- New Teacher Professional Learning Day
- Teacher Preparation Day
- Student Holiday
- Early Dismissal
- Early Dismissal - Parent Conferences
- Holiday • Students and Staff

### 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.
CAMPUS Pages
Arrival/Dismissal  8:00 A.M. – 3:20 P.M.

**Students may enter the building at 7:35 a.m.** No student should arrive at school prior to this time unless they have been specifically requested to do so. These students will check in with the teacher or principal.

Students will remain in the cafeteria (K-1) or gym (2-5) under staff supervision until 7:50 a.m. At 7:50 a.m. students may enter the classroom. Students arriving **at or after 8:00 a.m.** must **report to the office** for a tardy slip before entering class. Children are expected to arrive early enough to be seated, in class, at 8:00 a.m. so they do not miss valuable learning time. Parents are asked to walk their students to the office when tardy or returning from an appointment.

Parents will be allowed to escort students to class for the first three days of school. After that, students will walk independently to class. There will be school personnel and Safety Patrol on duty in the hallways to provide assistance.

**Check Out**

**All checkouts must be made through the office.**

Be prepared to show photo identification whenever checking your student(s) out early. It is very difficult to check out students after 2:50 p.m. since we begin transitioning for dismissal. If you arrive after 2:50 p.m., you will be asked to wait until a staff member can locate your student. This could take time since students are in various dismissal locations. Please make every attempt to check out your student prior to 2:50 p.m. Remember that all early check outs are recorded as partial day absences on their attendance record.

**Q:** Who is allowed to check a student out of school or pick up a student for an appointment?

**A:** Only the parent, step-parent, or person specified as a legal guardian may check a student out of school for an appointment. A person designated as an emergency contact may check the student out/pick
them up ONLY IF the parent, step-parent, or legal guardian sends a note—requesting that the emergency contact pick up the student. The person must be on the emergency contact list and must present his/her own driver’s license before the student can be released.

**Early Dismissal**
Early dismissal for Elementary students is 12:20 p.m. Lunch is served using an adjusted schedule on these days. No lunch visitors on these days.

**Severe Weather Dismissal**
We sometimes experience severe weather during the school day and at dismissal time. Many children become quite concerned on days like this as to how they are going to get home. This occurs most often with children who walk to school. Please instruct your child as to what he/she should do on days when there is a severe weather condition if he/she is normally a walker or bike rider. This instruction should be given to your child the first week of school. It is suggested that parents have their children ride the bus home on such days if bus service is provided for your child. This prevents uncertainty about parents arriving in the car pick up line if they are not in the immediate area and are unaware of the weather around school.

The principal or assistant principal will alert the children to use the "Severe Weather Plan" when there is inclement weather. In order for this to work, children need to be aware of your directions.

If weather is unsettled at **2:55 p.m.**, a decision will be made as to whether the conditions are safe or unsafe for our students. Children will be told to follow their **Severe Weather Plan** if the following weather conditions exist:
-checked It is raining hard enough for your child to get thoroughly wet
-checked There is lightning or thunder in the area
-checked The Katy area is under a severe weather warning issued by the National Weather Service

**Severe Weather Plan is not a Rainy Day Plan. It is specifically severe weather. If the rain is not a downpour or it is just wet or drizzly, routine dismissal procedures are likely.**

Car riders, day care students and bus riders will continue with regular dismissal procedures on such days unless a written Severe Weather Plan is submitted by the parent. All walkers and bike riders will be given a form for the teachers’ records.

**Birthday Snack/Treat**

Balloons, flowers, gifts, party bags or favors are not to be delivered at school as they can cause a disruption in the classroom. Students bringing party favors or party bags to school will be asked to take them home. **Birthday party invitations may not be passed out at school.**

If you plan to send a snack/treat for your child’s birthday, we ask you to follow these guidelines:

1) You are encouraged to send healthy, peanut/nut free snacks.

2) Birthday snacks are served at recess. According to Federal regulations, birthday snacks may not be served in the cafeteria during lunch.

3) All birthday snacks must be brought to the front office before 10:00 a.m. or before your child’s recess time, so they can be delivered to the classroom by a member of our staff.

4) Please contact your child’s teacher to find out how many snacks to send and if there are any food allergies in the classroom (EX: peanuts, flour, eggs, milk, etc.).

5) In order to prevent multiple snacks/treats on one day, please notify the teacher a few days in advance of the day you would like to send them.
6) Please send individual-sized snacks/treats that can be served and consumed during a short (10 minutes) period of time. Cookies or individually packaged snacks are preferred. Cupcakes with “gooey” icing are difficult for the students to eat outside during recess. Items requiring cutting should be precut at home.

**Breakfast**

Breakfast is very important, and we want our students to be able to eat in the morning. However, the official school day begins at 8:00 a.m. and students are expected to be in class so they can begin their day. When students come to class after 8:00 a.m. they start the day feeling rushed to get things started and it does not start the day on a positive note.

We are asking that if you want your child to eat breakfast at school that they arrive in the building **NO LATER** than 7:45 a.m. (the building opens for students as early as 7:35 a.m.). This gives them time to eat and get to class on time.

**Cafeteria**

NCE has parent tables located in the middle of the cafeteria. You and your child (no friends) are welcome to have lunch together at the designated “Parent Tables”.

If you have flexibility in your schedule, we ask that you pick a day other than Friday to come to lunch. Many parents have work schedules that permit Fridays off – this is the day that we seem to be the most crowded.

Due to the abbreviated day, we ask for no lunch visitors on Early Dismissal Days. Lunch may still be dropped off in the office by 9:00 a.m. for delivery.

For safety purposes, Katy ISD guidelines limit lunchroom visitors at the elementary level to parents/step-parents/guardians, non-school-aged siblings and grandparents (accompanied by a parent or with written permission from a parent), or campus mentor. **At the**
beginning of the school year, you will be asked to complete a form providing the names of the parents/grandparents who are allowed to have lunch with your child. If this form is not completed and returned, any visitors arriving on campus to have lunch with your child will not be allowed to do so, unless they are accompanied by the parent. Please note, lunch visitors do not include aunts, uncles, friends, or neighbors.

Be aware that students cannot bring knives of any kind to school, even in a school lunch. When packing your child’s lunch, please include a spoon or fork for items that need spreading. Items requiring cutting should be precut at home.

In addition to good cafeteria manners, we will encourage students to get all needed supplies (catsup, plastic ware, ranch dressing, milk, ice cream, etc.) while going through the line. They will not be allowed to go back to get these items.

Cell Phones/Personal Devices
Students may not use the phone or their personal devices to call/text home if they are not feeling well. They will be sent to the nurse. She will assess the student and will contact parents if needed.

Students in grades 2-5 may possess telecommunication devices; however, they may not use their personal communication devices to call, email or text during school hours. They must be turned off and out of view unless being used for instructional purposes.

Communication
We encourage informal conferences throughout the school year to discuss the needs of your child. At any time, a parent may request a conference. A note or email should be sent to the teacher or a call should be placed to the office so a voice mail message can be left for the teacher. At least one conference per student is required each year. NCE will have scheduled conference days on October 7, 2019 and October 18, 2019. More information to come. Teachers maintain
contact with parents through weekly newsletters, notes, emails, phone calls, teacher webs, Wednesday folders and conferences.

Other conferences can be scheduled to discuss behavioral concerns or academic matters. Teachers will not be able to confer on a “drop-in” basis, as they must maintain the class schedule and often have other responsibilities during their planning times. Instructional time is precious and incoming calls to our teaching staff will be forwarded to their voice mail during the day. Calls will only be forwarded to staff members before school, after school, and during teachers’ planning times. In the event of an emergency, please ask to speak to an administrator.

Please allow teachers 24-48 hours to respond to telephone messages, notes and emails. Teachers often have conferences and meetings during their planning period and after school. They may not be able to immediately respond to the messages they receive during the instructional day.

At Nottingham Country, we strive to maintain good communication with parents. As such, each grade level will send weekly communications regarding grade level events and activities via Smore.

Please refer to our campus website at: http://www.katyisd.org/campus/nce/Pages/default.aspx

Like us on Facebook: Nottingham Country Elementary School

Follow us on Twitter @NCEKnights1 and/or #NCEPride

Information will also be posted on our electronic marquee.

Students in grades 1-5 are encouraged to use the provided planner detailing homework assignments and upcoming projects. Each week, students bring a parent contact folder home (Wednesday Folder) filled with information concerning their academic work. Wednesday
Parent Communication folders are used to communicate with parents and keep them informed regarding academic and behavioral progress. Please review the folder contents thoroughly.

**Counselor**

Our school counselor, Mrs. Coventon, will collaborate with teachers, principals and parents regarding student progress in academic and behavioral areas. She teaches classroom guidance lessons on a variety of topics. She also provides small group sessions on specified topics based on student need. She is able to meet with individual students on an as-needed or as-requested basis. Please feel free to call her at 281-237-5531 to discuss your child’s needs.

**Dress Code**

NCE students are expected to adhere to the Katy ISD dress code (please see: Discipline Management Plan and Student Code of Conduct). If the principal/assistant principals determine that a student's grooming or dress violates the District's dress code, the student shall be given an opportunity to correct the problem at school before calling home.

**Homework**

Depending on your child’s grade level, homework may be assigned on a regular basis. The following is a list of basic homework guidelines:

- Homework does not have to be written. It can include tasks such as reading, getting papers signed, correcting graded papers, studying math facts, etc.
- Only work that has been introduced and studied in class will be assigned for homework.
- Each grade level has developed a homework policy which will be shared with parents during Parent Orientations.
- As a rule of thumb, homework is not given over the weekend or holidays, except when a student has either make-up work or a long-term project.
- Completed homework will be graded and will not count for more than 10% of the overall subject grade in grades 1-5.
• Class work will not be given as homework. It will be completed during class time.

• Homework brought to the school by a parent is placed in the teacher’s mailbox and may be considered late.

• The following days are designated as Katy ISD “Family Nights” (no homework assigned): September 18, 2019, October 16, 2019, December 4, 2019, January 22, 2020, March 4, 2020 and May 6, 2020.

Library

Intellectual Freedom Self-Censorship Statement
Reading is a joy, a privilege, and the right of every student. As you select the library books you will read, please understand that every book is not the best choice for every student. If a book is unappealing or offensive to you in any way, please return it and select another. You, the student, know better than we, the library staff, what reading materials best serve you and your standards and beliefs.

Katy ISD Library Policies and Procedures
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 library policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty and community members.

The Katy ISD school libraries provide a broad selection of materials to serve the informational needs of the students and faculty. The library media center 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. Parents should familiarize themselves with the materials their children borrow 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.
Computers are available for student use if the student has the proper permissions (completed during the enrollment process). Library computers are intended to be used for curriculum-based activities.

Katy ISD subscribes to several resource databases that students may utilize via the Internet to enhance their research. These databases provide online access to encyclopedias, magazine/newspaper databases, reading lists of award-winning books, and links to public, state, and university libraries. The classroom teachers will provide students with log-in information needed for home access at the beginning of the school year.

When you sign the 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 material can be replaced by the library media specialist. The damaged item will then be disposed of as per Katy ISD’s property disposal procedures. Damaged library books will not be returned to the student.

Additional information about Katy ISD library services is available from the link on the Katy ISD home page and from the campus librarian.

**Nottingham Country Elementary Library**
The NCE Library is open for all students from 7:40 a.m. until 3:10 p.m. Monday – Friday. Our Library Media Specialist conducts classes for each class once every two weeks. On the weeks that your child’s class does not have a lesson, they will still go to the library in order to check out books. In addition, students can individually visit the library to check out books with teacher permission even if it is not a scheduled library day. A schedule of individual class library times will be communicated by the classroom teachers.

In the library, students learn the importance of individual choice in reading and of choosing “just right” books as a way to become successful, life-long readers. In addition, our students learn important
skills in using an online catalog, online resources, and various research strategies. In our ever-changing world in which online presence is prevalent, students will also engage in age appropriate lessons on digital citizenship including being aware of the digital footprint left behind when online.

Students can check out two books per week; they must return or renew their previous books before new ones can be checked out. (Kindergarteners check out one item per week.)

Students are expected to behave in a manner appropriate for the library setting at all times. Students must respond respectfully to all adult directions and behave in a manner which does not disrupt other library clients or library business. As part of our daily library routine, parent volunteers and high school volunteers are always appreciated. Shelving books, helping students, checking out books, and assisting with book fairs are just a few of the ways volunteers can contribute.

NCE sponsors two book fairs each year, one in the fall and one in the spring. We also offer a Birthday Book Club program through which students contribute money toward a book dedicated to the school in their honor. The monies from these programs help to pay for author visits and special library events. The library also sponsors several voluntary reading programs: the Bluebonnet Reading Program, a Texas-wide reading incentive program for grades 3-5; the Texas 2X2 Reading Program for grades K-2; Book Clubs at various times; and author/illustrator visits for all grade levels. Always check eNews and your child’s take-home folder for notices on other special library programs.

The Katy ISD Library Media Specialists look forward to fostering your child's academic achievement as materials are provided to meet the student's reading and informational needs.

**Lost & Found**

Please mark clothing, lunch boxes, water bottles, and other personal items with your child’s first and last name so they can be returned if they become lost. The main “lost and found” is located in the cafeteria.
However, all valuable lost and found items (i.e. watches, rings, glasses) will be kept in the office. Twice a year (at winter break and the end of the year), all unclaimed items will be donated to a local charity.

**Messages to Students**
Messages to your child during the instructional day will be delivered only in case of an emergency. **Please refrain from texting your child during the school day,** as the personal device is only to be used for educational purposes at the elementary level.

**Parent Teacher Association (PTA)**
At Nottingham Country, we are blessed with an active, supportive PTA. We would like to encourage you to become an active member of the PTA. There are numerous volunteer opportunities throughout the school year, and we are sure that you can find something that fits your time and talent. Please contact the volunteer coordinator for the NCE PTA to find out about volunteer opportunities. For more information on NCE’s PTA, please go to the website at [www.ncepta.org](http://www.ncepta.org).

**Parties**
KISD policy allows two parties a year at the elementary level. Teachers will work with homeroom parents in planning the parties.

**Photographs/Video**
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 (i.e. outside for field day) or when students are not required to participate (i.e. talent show). If the event is during the instructional day (i.e. classroom or grade level performances), 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. Students may not take pictures on campus using cameras or any electronic device.

**Response to Intervention**

Response to Intervention (RTI) is a multi-tiered proactive approach to meeting the academic and/or behavioral needs of struggling students. It relies on collaborative, interdisciplinary teams that work together to bring about improved academic performance for students who are achieving below expected levels based on aptitude, behavior, 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.

**Safety and Security**

For the safety and security of our students, all parents and visitors must present a valid, current, government-issued picture ID outside of the main entrance at the front of the building prior to gaining admittance into the school. Our campus is equipped with a controlled access system that includes a camera and an intercom that parents and visitors will need to utilize when presenting their ID for entrance. To gain further access beyond the campus front lobby, individuals will again be required to present their ID to the front desk receptionist in order to be officially logged into the visitor tracking system. It is very important for visitors to always bring the appropriate ID with them to the school if they want access inside.

Please be understanding if a staff member asks you to return to the front office or the area indicated on your Raptor tag. Doors should never be propped open.

All students in grades K-5 are required to wear a picture ID for the entire school day. ID badges, break-away lanyards and clips will be
provided by the campus. Replacement ID badges will cost $3, lanyards $1 and clips $0.25.

Safety Patrol
The Safety Patrol is a trained group of 5th grade students organized to promote safety in and around the school. These students are to be recognized as leaders. All students should be instructed to obey the patrols in matters regarding school rules and safety. They are also available to help escort our younger students to class in the morning. This group is in charge of raising and lowering the flags each day. Students rotate serving as patrol members each six weeks. Students on Safety Patrol must maintain satisfactory grades and conduct in order to remain active.

Selling Items at School
It is requested that students not sell any cookies, candy, etc. at school for service organizations, groups, or clubs.

Snacks
Students will have a working snack time during the school day. Snack is optional and should be brought from home. The campus will not provide daily snack items for students. Students are encouraged to bring a healthy snack that is easily consumed and plain water (no carbonated drinks, sweetened water or flavor packets). Snacks requiring utensils or extra preparation are not appropriate for snack time, but can be eaten at lunch.

Transportation

**REMEMBER CELL PHONE USE IS PROHIBITED IN SCHOOL ZONES!**

Note: According to the KISD Student Code of Conduct, students are not to ride scooters or bring skates or skateboards to school.

Each student will receive an official NCE transportation number tag and a wallet size number card, regardless of their method of transportation. Each student in the same family will have the same
number. You will receive multiple tags/cards to provide to any adult who may pick up your student.

**Bus Transportation**
There is no charge for bus service. If eligible, students are encouraged to ride the bus. Riding the bus prevents students from being tardy to school. Traffic will be congested around the school at arrival and dismissal time. In the interest of safety, we ask students to please ride the bus.

Maps of the bus routes will be in the school office and on the district website [www.katyisd.org](http://www.katyisd.org). Please go to this website to obtain your child’s bus number, pick-up and drop-off locations and estimated times. The best way to determine the time the bus will come by your street is to watch for it the first few days. Buses will drop off late in the afternoon the first week of school while student’s transportation and stops are verified.

A student must ride his/her designated bus unless a note signed by the parent/guardian is sent to the school for approval. Students must abide by the school and Katy ISD bus rules.

**East Bus Transportation’s phone number is 281-396-2700.**

**NO ONE IS TO REMOVE A CHILD FROM THE BUS OR BUS LINE. STUDENTS MUST BE CHECKED OUT THROUGH THE OFFICE.**

**Bus Behavior**
Safety is the primary concern on the bus. Students are expected to conduct themselves in an appropriate manner and follow all bus rules. When a student misbehaves, the bus driver will fill out a Bus Referral. Students who habitually abuse the privilege of riding the bus through inappropriate behavior will be subject to losing their bus riding privileges.
**Bus Drive**
The area by the front of the school is designated as a **bus loading area only**.

To park in visitor parking during arrival and dismissal if needed to attend meetings, conferences, etc, cars must enter and exit through the entrance closest to the field, as buses will be utilizing the other two drives. Car riders do not enter through the front of the building. The front drive is **NOT** to be used for drop-off before school or after school pick-up.

**Car Riders**
Car rider drop off/pick up is in the back drive off of Withington. Cars will enter the car rider line by coming down Dominion and turning onto Withington. Both a left and a right turn will be permitted from Dominion onto Withington. Cars will enter the back lot off of Withington. No left turns into the back lot off of Withington will be permitted.

NCE will provide a transportation number tag for parents to use in order for staff to quickly identify students in the car rider lines. We ask that you hang your transportation number tag on the rearview mirror of your car so it is visible to the staff on duty. **You must have this tag in your car daily to pick up your student.** If you do not have a tag, or do not have it with you, you will be asked to go to the office with a valid photo ID to pick up and sign out your student. **Photocopies of tags or handwritten tags will not be accepted.**

Double parking in the car rider drive is not allowed. Car rider loading begins after the daycare vans leave the parking lot. We ask that you remain in your car. When car riders are dismissed, the staff members outside will communicate the numbers for the existing line of cars to the staff members inside. The students for those cars will exit the building and load their cars. Several cars will be loaded at once. This process will continue until all students are safely loaded into their cars to leave for the day.
We have right and left arrows painted on the pavement at the car rider exit. The goal of this is to allow those who exit the parking lot heading north (left) on Rennie to exit without getting held behind those going south (right) who are held up by the light. For the safety of our Safety Patrol students and our staff, the left turn lane will not begin until after passing the last safety patrol member.

**Car Rider Frequently Asked Questions**

**Q1. What if I lose my transportation number tag?**
**A.** If you do not have your transportation number tag for car rider dismissal, you must park in visitors parking (or across the street at the church) and walk inside to sign out your student. You must show a valid photo id before the student will be released to you. When you sign out your student, you can ask in the office for another transportation number tag. Once you have this number tag you can pick your student up in the car rider line any time thereafter.

**Q2. What if I am not the only adult to pick up my student?**
**A.** We are providing you with multiple transportation number tags so that you can provide them to any adult you deem appropriate to pick up your student. By sending a copy of your transportation number tag with the adult you want to pick up your student, we will know you approve of that adult picking up your student.

**Q3. What if I need to pick my student up early?**
**A.** If you need to pick your student up before dismissal, you must go inside to the office and sign out your student. You must park in the visitor parking (or across the street at the church). You must show a valid photo id before the student will be released to you.

**Q4. What if I only pick my student up occasionally?**
**A.** Every student will receive a transportation number tag regardless of their normal transportation. If there is a change in transportation to car rider, you will need to complete a change in transportation request and have your transportation number tag in your car when you go through the car rider line. If you have misplaced your transportation number tag, you will need to park in visitor parking (or across the street at the church) and come in to sign out your student.
in the office. You must show a valid photo id before the student will be released to you.

Q5. What if my student is part of a daily carpool?
A. If your student is part of a daily carpool, you will need to let the front office know in writing, and a separate transportation carpool tag will be issued for each driver and student in the same carpool group. You will still receive an individual transportation number tag in the event that your student does not ride in the carpool on any day.

Q6. What if my student rides home with another student for just one day?
A. You will need to complete a change of transportation for your student. Your student must have this form in order to be dismissed with the other student.

PLEASE DO NOT LEAVE CARS UNATTENDED IN THE CAR RIDER LINE DRIVE.

Circle Drive
The “circle drive” at the corner of Rennie and Kingsland will only be used for arrival and dismissal for students in our specialized programs (Life Skills, TIP, ECAP, and YCAP). For safety reasons, siblings of students enrolled in specialized programs may NOT load/unload in the circle drive. Buses have priority. Individual cars should not block or hinder a bus from entering or exiting the drive. Cars should proceed forward so that buses can enter the lot. Parents should not pull into the middle of the circle drive. The teachers from the specialized programs may communicate with parents who are transporting their student to school in order to maximize the efficiency of the arrival/dismissal times. Please be respectful of staff members if you are asked to move your car. We strive to maintain safety and efficiency. In order to enter the circle drive, parents/guardians will be given a different transportation tag that must be hung from the rearview mirror.

Day Care
Day Care buses drop students off in the front of the school and pick students up in the back of the school. Please inform the day care to bring your child no earlier than 7:35 a.m. and no later than 7:55 a.m. Notify your child’s teacher which day care your child will attend.
Any change in day care pickup must be in writing. If your child is absent or goes home ill from school during the day, please notify the day care that your child will not be riding the bus in the afternoon.

Walkers/Bike Riders
Your assistance in encouraging safety with your children is appreciated. Please walk the route with your child several times before you permit them to walk or ride alone! All students should cross Kingsland with the crossing guard. Students crossing Rennie should do so at the crosswalk or with a parent or staff member. Please do not park next to the school (along Rennie) or behind the school (on Withington), as there are legally enforceable “no parking” signs for school zone hours.

Also, please review the following bicycle safety rules:

- Walk bikes across street
- All bicycles must be locked securely when parked at school
- Students are not to share locks.
- Bicycle helmets should be worn and may be kept in the classroom
- The school is not responsible for lost or stolen bicycles or helmets.

In order to maintain the safety for all students, all walkers/bike riders will be dismissed from the 3 exit doors on the east side of the building (Rennie Dr. side). The 3 exit doors will be labeled on the inside and the outside of the doors so that parents will know which door their child will exit.

Door 1 (closest to the front of the building) – 1st and 3rd
Door 2 (middle door) – 2nd and 4th
Door 3 (closest the back of the building) – Kinder and 5th

Parents will meet students in the green grassy area along the Rennie side of the building. Teachers on duty will monitor students to ensure they walk along the sidewalk to either the crossing guard at Kingsland or the crossing guard stationed at the back parking lot. In order to be
safe, at no time should students cross Rennie to meet parents. Older students walking home with younger siblings should meet the younger student at the younger student’s exit before proceeding to the crosswalk.

The front door will be used for walkers/bike riders who arrive from the south side of the building (the church parking lot) and Door 3 will be used if students are walking to school from the north side of the building or locking a bike on the bike rack.

**Kinder and 1st Grade Walkers**
All parents of Kinder and 1st grade students who pick their children up as walkers at dismissal must present their transportation number tag or wallet card to the staff on duty before the child will be released to them. Teachers will verify that the student and parent number match in order to ensure students are leaving with an approved adult or sibling.

If your Kinder or 1st Grade Student walks with an older sibling at NCE, a signed note must be provided to the school indicating the older sibling’s name and grade.

Siblings from the High School or Junior High may pick up Kinder or 1st grade walkers either with the transportation wallet card or with written documentation to the school as explained above.

**Emergency Reunification:** In the event that an emergency were to occur that resulted in a campus reunification in another location, the transportation wallet card would also be needed to streamline the student pick up process.

**Transportation Changes**
For the safety and security of students, we strongly encourage parents to establish a transportation routine and adhere to it. Changing transportation on a regular basis causes confusion, anxiety and heightens the chance for mistakes. We have a system in place for safely dismissing our students, and teachers are responsible for knowing how their students go home.
ANY CHANGES IN THE NORMAL TRANSPORTATION OF YOUR CHILD MUST BE STATED IN WRITING TO THE SCHOOL

The preferred method for a change of transportation is to send a written note with your child. The teacher will turn it in to the front office for processing.

We respectfully request that changes in transportation during the day be done on an emergency only basis. Each team has a dismissal plan and a late change allows for the possibility that not everyone will get the message. Teachers take care of transportation changes first thing in the morning.

If you must make a change in transportation during the day, please send an email to nceknights@katyisd.org prior to 2:40 pm. Please include your child’s name, the teacher’s name, the specified change and dates of the change. NOTE: If you do not receive a confirmation email from NCE staff, your change of transportation may not have been received, and a phone call to the front office would be necessary. But, please remember, a handwritten note to your child’s teacher in advance is preferred. Please do not email the teacher with changes of transportation, as he/she may be absent, or may not check email until after dismissal.

We will also accept a fax request for a change of transportation. Please include your child’s name, the teacher’s name, the specified change, dates of the change and your signature. The fax must be received prior to 2:40 pm. If you send a fax, please call the office to make sure it has been received. Our fax number is 281-644-1566.
NCE is On a Quest to be the Best: A Knight’s Legacy

Knights ... Rooted in excelleNCE!
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.