The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against KATYISD. 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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1. What information does Katy ISD consider “directory information?”

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for request-

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

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

2. Is directory information confidential?

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

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

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

<table>
<thead>
<tr>
<th>Privacy Code Selections and Implications</th>
<th>“Y” 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 their
student’s privacy code after the school year has started because most campuses have a process in place whereby teachers are expected to become
knowledgeable about the privacy codes of their individual students so that they can adhere to these codes consistently. Additionally, the District has
no ability to recall information that was released prior to a change of code.

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

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

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

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 USC Section 6301 et seq.) to
provide a military recruiter or institution of higher education, on request, with the name, address, and telephone number of a secondary student unless
the parent has advised the district that the parent does not want the student’s information disclosed without the parent’s prior written consent. If a par-
ent 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>
Discrimination
Katy Independent School District (Katy ISD) does not discriminate on the basis of race, religion, color, age, national origin, sex, gender or disability in providing educational services and/or activities, including career and technical programs, nor in its employment practices in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The Assistant Superintendent for Human Resources has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. Mrs. Bonnie Holland, Assistant Superintendent for Administration, Governance and Legal Affairs has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

Katy ISD does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Mrs. Bonnie Holland, Assistant Superintendent for Administration, Governance and Legal Affairs.

I. Academic Requirements and Programs
Katy ISD sustains a public school system which offers opportunities for each student to develop individual abilities and to enable him/her to become a responsible member of the community. As a leader in educational excellence, Katy ISD seeks to provide unparalleled learning experiences designed to prepare and inspire each student to live an honorable, fulfilling life.

Classification of Students
Students are classified by the number of academic credits they have earned at the beginning of the school year.

<table>
<thead>
<tr>
<th>GRADE LEVEL CLASSIFICATION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Freshman</td>
</tr>
<tr>
<td>10</td>
<td>Sophomore</td>
</tr>
<tr>
<td>11</td>
<td>Junior</td>
</tr>
<tr>
<td>12</td>
<td>Senior</td>
</tr>
</tbody>
</table>

All students enter high school as freshmen regardless of credits earned prior to 9th grade.

Course Offerings
A comprehensive list of courses offered by Katy ISD for secondary students is published yearly in the Course Catalog. Check with the counselors’ office for more information. Available on-line at www.katyisd.org
Earning Credit

**Earning Original Credit:** Credits for students in grades 9-12 are awarded on a semester by semester basis—typically 1/2 credit per semester. There are some exceptions such as Spanish for Spanish Speakers and 2-credit courses. However, if a student fails the first semester of a full-year course and passes the second semester, the two (2) semester grades will be averaged to determine whether the student has earned a passing grade for the year; i.e., if a student makes a 68 the first semester and a 72 the second semester, the student has earned the full credit because he/she passed the second semester with a grade high enough to give him/her at least a 70 average. If a student passes the first semester of a full-year course but fails the second semester, the second semester grade cannot be averaged, and the student must repeat the second semester of the course. Each individual semester grade earned is included in the calculation of a student’s grade point average (GPA). A student’s semester grade is the average of the three grades for each grading period and the grade earned on the semester examination.

**Note:** If a student fails both the 1st and 2nd semester during the regular school term, receiving a passing grade for 2nd semester during summer term does not yield a passing grade for the whole course. Example: Regular term 1st semester = 65 and regular term 2nd semester = 65. Attending 2nd semester summer term and making a 75 would NOT yield a 70 average for the whole course. The student would only earn half (1/2) credit for 2nd semester summer term.

As required by statute, beginning with students entering grade 9 for the first time in 2011-2012 and thereafter, students must meet state minimum standards on the State of Texas Assessment of Academic Readiness (STAAR) End-of-Course (EOC) assessments for specified high school courses in which they are enrolled.

**Retaking Failed Semester of a Year Long Course:** A student may retake a failed semester during a regular school term or during summer term. A student will not be required to take the entire course over during the regular term if the student fails the semester during summer term or does not attempt summer term. In some cases, counselors may recommend, or a student may choose, to retake the entire course; if this occurs, the semester previously passed would be retaken for no credit. If a student repeats a course to improve a grade, both grades are counted in computing class rank. Students have one calendar year from the date of enrollment in a class to complete the course for credit.

**Credit by Exam (CBE):** Without Prior Instruction - CBE offered during four (4) windows annually for approved students. Campus administrators must approve each application in order for a student to become eligible to test. To accelerate to the next course, students must pass the exam at the passing standard of 80%. Students must take pre-requisite exams or courses prior to taking upper level exams. Credit validation is not offered in Katy ISD. Per the Texas Education Agency, students may not take a CBE exam more than twice in one (1) calendar year and administrators must approve the second administration of a CBE. Students will be assessed with exams offered by vendors approved by TEA. With Prior Instruction (Credit Recovery Only) - If a student completed and failed a course with a 60-69, they may be a candidate for credit recovery by
taking a CBE for the course. The passing standard for credit recovery is 70%. Students will be assessed with exams offered by vendors approved by TEA.

**Denial of Credit**

Students must be in attendance at least 90 percent of the days a class is offered to receive credit (Texas Education Code 25.092). The attendance for credit and 90% rule begins when the student enrolls. The actual number of days a student must attend in order to receive credit will vary, depending on the number of days a student is enrolled in each semester. When a student’s attendance falls below 90 percent but remains at least at 75 percent of the days the class is offered, the principal or principal’s designee shall create a plan for the student to complete in order to regain credit or be granted promotion. The plan must provide for the student to meet the instructional requirements of the class. If the student fails to successfully complete the plan developed by the principal or principal’s designee or when a student’s attendance falls below 75 percent of the days the class is offered and the parent/student submits an appeal, an attendance review committee will convene to review the student’s attendance, coursework, grades, etc. The attendance review committee will create a plan for the student to follow in order to regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days.
- A transfer or migrant student begins to accumulate absences only after she/he has enrolled in the district.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will also consider the acceptability and authenticity of documented reasons for the student’s absences.

**Grading System (Class of 2020, 2021)**

**Grade Points:** The calculation of a student’s GPA is based on points assigned to grades as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Grade</th>
<th>Grade</th>
<th>Grade</th>
<th>Grade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>90-100</td>
<td>80-89</td>
<td>75-79</td>
<td>70-74</td>
<td>69 and Below</td>
</tr>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(C-)</td>
<td>(F)</td>
<td></td>
</tr>
<tr>
<td>PreAP/AP courses</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Academic courses</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Dual-Credit courses</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Intervention/Fundamental/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied courses</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

- All grades, including those of Katy ISD Virtual School, other external on-line courses, correspondence courses, credit by examination with prior instruction, credit by examination without prior instruction, summer term courses, and high school courses taken in junior high are...
counted in the GPA. Exceptions are: student assistant, off-campus PE waiver courses, driver’s education and those courses taken by students as GPA-exempt courses (see Page 9 for more information).

- All attempted courses are averaged in the GPA.
- Courses may not be audited.
- Students cannot drop the lowest average if a course is repeated - both are calculated in the GPA.
- Grades earned on credit by examination with prior instruction for restoring credit are counted as a course attempted with a grade of 70 being the highest grade a student may receive.
- PreAP/AP weighted grade points earned through another accredited institution will be accepted and awarded only for courses designated as PreAP/AP in Katy ISD.
- If a student loses credit due to excessive absences, the grade will still be recorded on the student transcript and will be included in computing class rank.

Grading Scale: All daily grades and test grades are recorded as numbers. Averages for each grading period and semester are recorded on the report card numerically.

<table>
<thead>
<tr>
<th>Grade 100-90</th>
<th>80-89</th>
<th>75-79</th>
<th>70-74</th>
<th>69 and Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding progress and mastery of subject matter</td>
<td>Above-average progress and mastery of subject matter</td>
<td>Average progress and understanding of material</td>
<td>Below-average progress and minimum passing</td>
<td>Class requirements have not been met</td>
</tr>
<tr>
<td>I</td>
<td>EX</td>
<td>Incomplete (not used on withdrawal forms)</td>
<td>Exempt from semester exam and/or exempt from numerical grade for the grading period for first year Non-English speaking immigrant students.</td>
<td></td>
</tr>
</tbody>
</table>

Grading System (Class of 2022)

**Grade Points:** The calculation of a student’s GPA is based on points assigned to grades as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>90-100</th>
<th>80-89</th>
<th>75-79</th>
<th>70-74</th>
<th>69 and Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreAP/AP courses</td>
<td>4.5</td>
<td>3.5</td>
<td>2.5</td>
<td>1.5</td>
<td>0</td>
</tr>
<tr>
<td>Academic courses</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Dual-Credit courses</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Intervention/Fundamental/Applied courses</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
counted in the GPA. Exceptions are: student assistant, off-campus PE waiver courses, driver’s education and those courses taken by students as GPA-exempt courses (see Page 9 for more information).

• All attempted courses are averaged in the GPA.
• Courses may not be audited.
• Students cannot drop the lowest average if a course is repeated - both are calculated in the GPA.
• Grades earned on credit by examination with prior instruction for restoring credit are counted as a course attempted with a grade of 70 being the highest grade a student may receive.
• PreAP/AP weighted grade points earned through another accredited institution will be accepted and awarded only for courses designated as PreAP/AP in Katy ISD.
• If a student loses credit due to excessive absences, the grade will still be recorded on the student transcript and will be included in computing class rank.

Grading Scale: All daily grades and test grades are recorded as numbers. Averages for each grading period and semester are recorded on the report card numerically.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A Outstanding progress and mastery of subject matter</td>
</tr>
<tr>
<td>80-89</td>
<td>B Above-average progress and mastery of subject matter</td>
</tr>
<tr>
<td>75-79</td>
<td>C Average progress and understanding of material</td>
</tr>
<tr>
<td>70-74</td>
<td>C- Below-average progress and minimum passing</td>
</tr>
<tr>
<td>69-below</td>
<td>F Class requirements have not been met</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (not used on withdrawal forms)</td>
</tr>
<tr>
<td>EX</td>
<td>Exempt from semester exam and/or exempt from numerical grade for the grading period for first year Non-English speaking immigrant students.</td>
</tr>
</tbody>
</table>

Grading System (Class of 2023)

Grade Points: The calculation of a student’s GPA is based on points assigned to grades as follows:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Grade</th>
<th>90-100</th>
<th>80-89</th>
<th>70-79</th>
<th>69 and Below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(F)</td>
<td></td>
</tr>
<tr>
<td>PreAP/AP courses</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Academic courses</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Dual-Credit courses</td>
<td>4.5</td>
<td>3.5</td>
<td>2.5</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Intervention/Fundamental/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied courses</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

• All grades, including those of Katy ISD Virtual School, other external on-line courses, correspondence courses, credit by examination with prior instruction, credit by examination without prior instruction, summer term courses, and high school courses taken in junior high are
counted in the GPA. Exceptions are: student assistant, off-campus PE waiver courses, driver’s education and those courses taken by students as GPA-exempt courses (see Page 9 for more information).

- All attempted courses are averaged in the GPA.
- Courses may not be audited.
- Students cannot drop the lowest average if a course is repeated - both are calculated in the GPA.
- Grades earned on credit by examination with prior instruction for restoring credit are counted as a course attempted with a grade of 70 being the highest grade a student may receive.
- PreAP/AP weighted grade points earned through another accredited institution will be accepted and awarded only for courses designated as PreAP/AP in Katy ISD.
- If a student loses credit due to excessive absences, the grade will still be recorded on the student transcript and will be included in computing class rank.

Grading Scale: All daily grades and test grades are recorded as numbers. Averages for each grading period and semester are recorded on the report card numerically.

- 90-100 A Excellent progress
- 80-89 B Good progress
- 70-79 C Fair progress
- 69-below F Class requirements have not been met
- I Incomplete (not used on withdrawal forms)
- EX Exempt from semester exam and/or exempt from numerical grade for the grading period for first year

Non-English speaking immigrant students.

Semester Exams: Semester exams are required in high school courses. Any exceptions to the scope of material included on the exam, the administration of an exam, or the format of the exam must be approved by the building principal.

A common district semester exam schedule is published for Katy ISD high schools. Semester exams for high school credit courses may not be given prior to the actual scheduled test date/time. Any exception for unique extenuating circumstances must be approved by principal/administrative designee and the approved alternate time should fall within the published district time window for semester exams.

Beginning with spring 2012, Katy ISD semester exams count 15% of the Katy ISD semester average. The semester grade is calculated as shown in the example.

Example: 

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Grade</th>
<th>Weighted Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th period</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>5th period</td>
<td>90</td>
<td>85% of grade</td>
</tr>
<tr>
<td>6th period</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>Semester exam</td>
<td>79</td>
<td>15% of grade</td>
</tr>
<tr>
<td>Semester grade</td>
<td>87 (88.3 x .85, 79 x .15)</td>
<td></td>
</tr>
</tbody>
</table>
**Conduct Grade:** The student is also graded on conduct by each teacher. This grade gives the student and his/her parents an indication of the progress he/she is making toward one of the major goals of the public school system: Proper/responsible conduct. A letter system is used in reporting a student’s conduct.

- **E** Excellent conduct characteristics
- **S** Satisfactory traits and characteristics in conduct
- **N** Conduct traits need improvement
- **U** Conduct was unsatisfactory for the grading period.

The student has not developed as he/she should in some traits of conduct. Satisfactory or above conduct grades frequently are a requirement for holding school leadership positions. Conduct grades are assigned systematically and are based on carefully selected criteria. Conduct grades must NOT be used to adjust scholastic grades.

Repeated disciplinary problems and/or unsatisfactory conduct should be addressed through the Response to Intervention (RTI) process. An RTI committee may be convened to determine the interventions needed to improve student behavior.

**Letter Grade from Out-of-State Schools:** Some transcripts from outside of Texas reflect an alpha grade and not a numeric grade as required in Texas. When this occurs, the registrar will notify the parent of the scale Katy ISD uses to transcribe the letter grade to a numeric grade. If the parent chooses, the parent may contact the previous school and request an authorized (school seal) transcript with semester numerical grades. When received those numeric averages will be used on the transcript and to calculate GPA. Parents/students will have 30 business days from enrollment to provide the appropriate high school registrar with the authorized numerical transcript, if desired.

**Katy ISD conversion scale for out of district alpha grades:**

- A+ = 100
- A  = 95
- A-  = 90
- B+  = 89
- B   = 85
- B-  = 80
- C+  = 79
- C   = 77
- C-  = 75
- D+  = 74
- D   = 72
- D-  = 70
- F   = 65

An exception to this practice will be made if a transcript from an out-of-state or another district records a 65 as passing. In this event, a grade of 70 will be assigned.

**Make-up Work:** It is the student’s responsibility to complete work missed while absent from class. The assigned work is important to student mastery of course concepts. The following are general guidelines governing makeup work:

- Students who have excused, unexcused, or prearranged unexcused absences will be permitted to make up regular coursework and receive the actual grade earned.
- Students who miss class due to truancy will be allowed to make up the work; however, a maximum grade of 70 will be recorded for the completed assignment.
- Students returning to class following an absence or a tardy are responsible for conferencing with the teacher to determine what work is to be completed and
a date for such completion. Normally, two school days are allowed for each day absent; more time may be given in extenuating circumstances. However, assignments done in class (classwork, homework, quiz, tests) on the day a student is absent for a field trip or extracurricular activity are due at the next class meeting. Work assigned prior to the absence(s) is due on the first return day, including tests. Teacher discretion may be used for cases involving more severe situations, such as illnesses, etc.

- All work is to be done as scheduled by the teacher. Zeroes may be given if the make-up work plan is not followed.
- Make-up work, especially tests, may be of an alternate version.
- Make-up work will be graded in a manner similar to the grading of the original assignment. The teacher has the option to alter assignments and grading, as long as the alterations are applied consistently to all students.
- Teachers will make notes available as possible and offer other assistance to students who have had excused absences for significant periods of time.
- At the high school level, make-up tests will normally be scheduled before or after school or during the homeroom/study hall period. Make-up tests may be given during the class period at the teacher’s discretion. If a student is absent from a scheduled make-up exam on two occasions, he/she may be given a zero for that exam.
- Missed semester exams must be made up within a two-week period. For missed first semester exams, they must be made up within the first two weeks of the fourth grading period. For missed second semester exams, they must be made up within the first two weeks following the last day of school for the year. Extenuating circumstances are to be discussed with the grade level principal. A grade of zero will be given on semester exams if not made up by the deadline.
- To maintain eligibility, students who participate in extracurricular activities must not have any report card grade recorded as “I” (Incomplete). An “I” on the report card or progress report has the same impact on eligibility as an “F.”
- An Incomplete must be cleared and the grade earned must be reported by the teacher by the next progress report except in case of extended illness. The teacher must have given the student at least two opportunities to make up the work. If the student has been given at least two opportunities to make up the work and still has not completed the work by the next progress report, the grade for incomplete work defaults to a zero and the teacher calculates and submits the average for the reporting period.

**Mandated Assessments**
The State of Texas requires annual assessments of the State of Texas Assessments of Academic Readiness - End of Course (STAAR EOC) in high schools:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I</td>
<td>English I</td>
</tr>
<tr>
<td>English II</td>
<td>Biology</td>
</tr>
<tr>
<td>US History</td>
<td></td>
</tr>
</tbody>
</table>

STAAR EOC is administered during the spring semester of the course, or immediately following the successful completion of the course. Results are used in graduation decisions. Students are given the opportunity to retake any STAAR EOC three times a year: Spring, July, and December. 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.

**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 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 test.**

**Guidelines for Reporting Progress**
Parents have the option to view their child’s grades online in the Home Access Center. The Home Access Center enables parents to access their student’s schedule, grades, assignments, test scores and absences, as well as allow updating of basic contact information. Enter http://www.katyisd.org/Pages/Home-Access-Center.aspx. Katy ISD also has **Katy OntheGo mobile app that allows parents to view their child’s grades, assignments, attendance record and cafeteria balance on a mobile device. Parents are strongly encouraged to download the free mobile app Katy OntheGo mobile app.**

**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

**Three-Week Progress Report:** Teachers provide a notice of progress to the parent or guardian of every student. The grades will be determined at three-week intervals as of a predesignated date and submitted during a specific window of time. This specific window coincides with a UIL eligibility and progress report calendar created by the District. The actual numerical average is indicated on the progress report form. If a student’s grade drops from passing to failing after the three week progress report, the teacher will make reasonable effort to notify the student and parent promptly of the change in grade.
The District shall make progress report information available to the sponsors of extracurricular activities in which the student participates. A student who is ineligible based on grades earned for the previous grading period may regain eligibility if passing all courses at progress report date. However, an ineligible student who has an average below 70 for any course at progress report date remains ineligible for the remainder of the grading period. See section XI Activities for more information. The District may require any student whose mid-reporting period grade average is below 70 or borderline to attend tutorial sessions.

**Report Cards:** Each student receives a computer-generated report card that includes academic achievement grades, conduct status, and absences, approximately one week following the end of a grading period. Exceptions to this schedule occur when holidays or vacation days fall during the week. Report cards are mailed for the first and sixth grading periods. If parents do not receive the report card in the mail, they should contact the campus registrar to verify residence information. Parents are expected to return a signed copy of the report card to the specified teacher within two days of receipt during the 1st - 5th grading periods.

In addition to the standard report card, eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) must also receive a report indicating their progress on their Individual Education Plan (IEP) goals.

**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.

Phone Number:

**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.

Phone Number:
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, 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.

Child Find
Katy ISD is responsible for identifying students with disabilities within its jurisdiction who may not be receiving an appropriate public education. 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 Act should contact the campus special education coordinator.
Disabilities Education Improvement Act (IDEA) should contact the home campus office for more information.

Parents may make a verbal or 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 a written request. A verbal request does not require the district or charter school to respond within the 15 school day timeline.

**Summer Academic Term (KSAT)**

Students may attend the Katy Summer Academic Term in order to earn original credit or to make up work that has been failed during the regular school year. If a student repeats a course to recover a lost credit, both grades are counted in computing their class rank. Further information regarding the summer term will be published prior to registration. **Students must have the approval of their principal or counselor to take courses in the summer term, correspondence courses, or other face to face courses outside Katy ISD.**

**Katy ISD Virtual School**

The Katy ISD Virtual School offers fee-based online courses for students in grades 9-12. Students must have the approval of their counselor to take a Katy ISD Virtual School course. **Katy ISD Virtual School is an approved online provider for NCAA and College Board.** Students must have the approval of the counselor and principal to take courses from external online providers.

For more information visit www.katyvirtualschool.org. The State of Texas outlines the rights of a student to earn credits toward high school graduation in TEC Ch 30A and TEC Ch 25.0031. Katy ISD Local Policy regarding the approval and enrollment in an online course is outlined in BOARD POLICY EHDE(LOCAL).

**Tutorials**

The District may provide tutorial services. If the district provides tutorial services, it shall require a student whose grade in a subject for a reporting period is lower than 70 to attend tutorials in the subject during the following reporting period at least once per week, or more, as determined by the campus.

The campus shall advise all parents of the program’s availability and shall inform parent(s) or guardian(s) of students who require tutoring of the particulars of the program and the necessity of parental commitment. Parents shall also be informed about the relationship of the tutorial program to requirements for grading, promotion, and alternatives.

Unless a student is specifically exempted because he or she qualifies for an exemption from compulsory attendance, students must attend tutorial classes when required by the campus.
II. Graduation Requirements and Ceremony

Graduation Requirements: Credits and Assessment

- Incoming freshmen Fall 2014 and Beyond: All students entering high school in Fall 2014 and beyond are on the Foundation High School Program (FHSP) with Endorsement. This graduation plan requires the completion of the 22 foundation credits plus four additional credits including a fourth math and a fourth science, for a total of 26 credits. For additional information refer to pages 9-14 of the 2019-20 Course Catalog found at http://www.katyisd.org/dept/campusadmin/Documents/Course_Catalog_2019-2020.pdf.

- A student must meet all state and local requirements, including earning course credits and passing the state-mandated assessments, to earn a diploma.

- All students who entered high school prior to Fall 2011 must pass TAKS exit level tests in English/Language Arts, Math, Science, and Social Studies in order to receive a diploma. Students may retake any failed section of state mandated test in the next regularly scheduled testing cycle.

- Students entering grade 9 for the first time in 2011-2012 and thereafter must meet state minimum standards on the State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) assessments for five specified high school courses as part of their graduation requirements. The following five courses have required EOC assessments:
  
  | English I | Algebra | U.S. History |
  | English II | Biology |

- Students must meet standard on all five of the End of Course assessments to be eligible to graduate from a Texas public high school.

- If all graduation requirements are not met by August 31st, the student’s diploma will not reflect the previous school year (i.e., 2015-2016) as the graduation year, even if all requirements are completed in September.

- An incoming third-year student who wants to graduate at the end of his/her junior year of high school must submit a letter of intention to graduate early and an early graduation plan to the counselor and principal at the end of his/her sophomore year or beginning of his/her junior year to be eligible for early graduation.

Final GPA and Class Rank Calculation: GPA = quality points divided by courses attempted. Academic grades are awarded quality points (see chart pg. 3). To determine the quality points used in the GPA calculation, points are assigned to each semester grade earned by the student. The points are totaled and then divided by two to change the status of the points from semester status to year or course status. To determine the courses attempted, the number of semester grades are totaled and then divided by two to change semesters attempted to courses attempted.
### EXAMPLE:

<table>
<thead>
<tr>
<th></th>
<th>1st Sem Grade</th>
<th>2nd Sem Grade</th>
<th>Credit</th>
<th>Points Earned</th>
<th>Courses Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>100</td>
<td>100</td>
<td>1.0</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Algebra I</td>
<td>80</td>
<td>80</td>
<td>1.0</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Biology</td>
<td>77</td>
<td>77</td>
<td>1.0</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>W. Geo. PreAP</td>
<td>95</td>
<td>95</td>
<td>1.0</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>PE</td>
<td>100</td>
<td>100</td>
<td>1.0</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Choir</td>
<td>100</td>
<td>100</td>
<td>1.0</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6.0</strong></td>
<td></td>
<td></td>
<td><strong>44</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

This student has **22 quality points** and **6 courses attempted** = 3.6667 GPA (22 ÷ 6 = 3.6667)

**GPA-Exempt Courses:** Students benefit from pursuing areas of special talents and interests to enrich their academic achievement. To that end, Katy ISD encourages students to maintain their participation in such classes by allowing juniors and seniors to apply to participate in the third and fourth years of the following courses on a GPA-exempt basis: Advanced Journalism (Newspaper & Yearbook), District-identified Agricultural Science courses, Athletics (not PE), Band, Cheerleading, Choir, Dance Colorguard, Dance Team, Debate, Oral Interpretation, Orchestra, Public Speaking and Theatre (Technical Theatre, Theatre Arts, Theatre Production). To qualify for the GPA exemption, the student must have an overall B average for the course for which he/she is seeking a waiver. They also must have already taken the first two years of this particular course sequence (exception: cheerleading) at the high school campus. All students must meet the prerequisites of each course and have parent, teacher, and counselor approval. Students who elect this option must complete and return an application to the counselor’s office by the end of the third week of each semester. Students enrolled in a full-year course do not need to reapply during the second semester. Students may take only two (2) courses on a GPA-exempt basis. The option of securing exemptions for two classes in the same year is only available to seniors for whom no GPA exemptions have been granted prior to their senior year. See the GPA-Exempt brochure available from the counselors’ office for more information.

**Graduation Exercises:**

**Requirements:** The District conducts the major commencement (graduation) ceremony for each high school at the end of the spring semester. Students in the Graduating Class of 2015 and beyond must meet graduation credit requirements and meet state standards on mandated End of Course exams in order to participate in the graduation ceremony. A student who is assigned to the DAEP,
JJAEP, or is suspended at the time of graduation is not allowed to participate in the graduation ceremony or any related activities. Diplomas are distributed at a later date; in order to receive a diploma students must meet both credit requirements and passing standards on the state exit exams. Please note that participating in the graduation ceremony is considered a privilege and students have no constitutional right to receive their diploma at a specific graduation ceremony. Therefore, Katy ISD can restrict participation for any rational reason. (BOARD POLICY FMH) (LOCAL)

High school students who take and successfully complete all requirements for graduation, have a legitimate expectation that they will receive a diploma. However, students have no constitutional right to receive their diplomas at a specific graduation ceremony. “Walking across the stage” at graduation is both exciting and memorable, but participation in a graduation ceremony is not a protected right. Katy ISD can restrict participation for any rational reason. Williams v. Austin Independent School District 796 F. Supp. 251 (W.D. Tex. 1992)

A student who does not meet credit requirements, or credit/assessment requirements when applicable, to participate in graduation with his or her class in the spring shall have the option to participate in a scheduled graduation ceremony following his or her satisfactory completion of all graduation requirements. Additional ceremonies usually take place in August and January at the end of summer or fall semester. A student may only participate in graduation exercises one time during his/her years in high school.

Special education students who receive content modifications as described in their individual education plans are also eligible for graduation under one of five possible plans. The plans have been developed by the Texas Education Agency and must be considered by the student’s ARD committee. The requirement for the number of credits earned remains in effect when graduating under an IEP program. Eligible 504 students are required to graduate under a regular education graduation plan.

Rehearsals: All students planning to participate in graduation exercises, except those excused by the principal, shall be required to attend all practices for the graduation exercises.

Summer Graduation: Katy ISD holds a summer graduation ceremony for those seniors who have not met the graduation requirements at the time of the spring graduation ceremonies, but who complete requirements prior to the start of the next school year.

Winter Graduation: Katy ISD holds a winter graduation ceremony for fifth year students who complete the required credits/assessments to graduate at mid-year and for students who finish requirements and have applied to graduate in 3-1/2 years. This includes students who attend Raines High School or a comprehensive high school.

Participation in School Events: Students who participate in summer or winter
Graduation ceremonies are not permitted to participate in school events held after their graduation date except as guests.

Graduation Supplies and Materials:
Representatives of the companies supplying graduation supplies and materials will be on campus for ordering and distribution. Because these companies may also mail information, juniors and seniors and their parents need to make sure that they have read the Notification Regarding Senior Related Exceptions for Students with an “N” or “O” Directory Information Code and completed the Authorization for an Exception to the Directory Information Code for Senior-Related Vendors, so they can receive all pertinent information related to graduation.

Recognition of Academic Achievement:
Honor Roll: In order to be named on the honor roll, a student must have a GPA of 3.5 or above and passing averages in all courses for a six-week grading period.

Academic Awards: At the close of each school year, a student may be selected by the faculty to receive a departmental award. In addition, the faculty may select students to receive certain other awards in recognition of outstanding work or service to the school. These awards are presented to the students at the end of the school year during an awards ceremony.

Graduation: The honors listed below are determined at the end of the fifth grading period of the senior year. Students must graduate on the state’s 26-credit Foundation High School Program + Endorsement and earn the Distinguished Level of Achievement to be eligible for valedictorian, salutatorian, top ten graduates and honor/ high honor status. [EIC (LOCAL)]

- **Valedictorian** – Highest ranking student
- **Salutatorian** – Second highest ranking student
To be eligible for valedictorian or salutatorian, students must be enrolled the junior and senior years in the same District high school and graduate in no fewer than eight regular semesters. In the event of a tie, valedictorian and salutatorian shall be determined by averaging the grades from courses taken in common by all students involved in the tie.

- **Top Ten Graduates** - Valedictorian, salutatorian, and the students with the next eight highest grade averages.
- **High Honor Graduates** - GPA of 4.0000 and above. These students are awarded a gold cord for graduation.
- **Honor Graduates** - GPA of 3.5000 through 3.9999. These students are awarded a silver cord for graduation.

To be eligible for high honors or honors recognition, students must graduate on the Recommended plan or Distinguished plan and be enrolled in a Katy ISD high school for the last four six-week grading periods of the year they graduate. A student must take at least five periods (four academic classes and one elective or study hall or student assistant) unless he/she is in a co-op work program.

Students entering a Katy ISD high school during their seventh semester will be
allowed honor graduate status commensurate with their earned rank in class. Students who graduate in fewer than eight semesters will be assigned an equivalent senior class rank on the basis of their grade point average and will be eligible for honor or high honor graduate status. No student meeting the requirements described above shall be displaced as a result.

**Honor/High Honor and Top Ten Graduates Calculation:** All courses attempted and quality points earned for high school credit taken in grades 7 through December of the senior year are calculated to determine the seven (7) semester GPA. The grades earned during the fourth and fifth grading periods of the senior year are averaged to create a projected semester grade for the final semester (semester 8) and added to the seven semester GPA. The resulting Commencement GPA is used to rank all of the senior students ONLY for the purpose of determining the TopTen students and the students who earn the privilege of wearing an honor cord. See page 3 for additional description of how a final GPA and class rank are calculated.

The following example calculates the GPA for a student who earned 80 cumulative quality points attempted and attempted 20 credits for seven (7) semesters and earned the following grades for the 4th and 5th grading periods of the senior year.

<table>
<thead>
<tr>
<th>Course</th>
<th>4th Grading Period of Senior Year</th>
<th>5th Grading Period of Senior Year</th>
<th>Projected Semester Average</th>
<th>Point Earned</th>
<th>Courses Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 4</td>
<td>90</td>
<td>94</td>
<td>92</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Debate II</td>
<td>88</td>
<td>81</td>
<td>85</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Economics</td>
<td>90</td>
<td>96</td>
<td>93</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Choir</td>
<td>88</td>
<td>88</td>
<td>88</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Physics</td>
<td>88</td>
<td>93</td>
<td>91</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Precalculus</td>
<td>91</td>
<td>92</td>
<td>92</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>22/2</strong></td>
<td><strong>11</strong></td>
<td><strong>6/2</strong></td>
</tr>
</tbody>
</table>

**Graduation Ceremony GPA is calculated as:**

\[
\text{Semester 1-7} + \text{Projected Semester 8} \div \text{Semester 1-7} + \text{Semester 8} = \frac{\text{Quality Points} \div 20 \div 3}{\text{Courses Attempted}} = \frac{3.9565}{5} \approx 3.9565 \text{ GPA}
\]
The Foundation High School Program + Endorsement

The following requirements apply to students first entering 9th grade in the fall of 2014 and thereafter.

**FOUNDATION HIGH SCHOOL PROGRAM (FHSP)**
The 22-Credit Foundation is Required for All Endorsements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>SOCIAL STUDIES</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>OTHER LANGUAGES</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>FINE ARTS</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>PHYSICAL EDUCATION</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>HEALTH</strong></td>
<td>0.5</td>
</tr>
<tr>
<td><strong>ELECTIVES</strong></td>
<td>4.5</td>
</tr>
</tbody>
</table>

**TOTAL FHSP CREDITS**

22

**ADDITIONAL REQUIREMENTS FOR ENDORSEMENT**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

**ADDITIONAL ELECTIVES**

- Electives must be chosen from the five endorsement categories of STEM, Business & Industry, Arts & Humanities, Public Services, and/or Multidisciplinary Studies

**TOTAL CREDITS: FHSP + ENDORSEMENT**

26

College Board Advanced Placement and Dual Credit courses may be substituted in appropriate areas for both Foundation and Endorsement credits.

**STATE ASSESSMENT PERFORMANCE**

In addition to the credit requirements as listed above, students must meet passing standards on the following End-of-Course Exams:

- English I
- English II
- Algebra I
- Biology
- United States History

**ENDORSEMENTS**

All students are required to declare an endorsement in writing. Students will be permitted to change their endorsement with written notification.

There are five endorsement options, which allow students flexibility based on individual interests and career goals. Each endorsement category is designed to prepare students to successfully enter postsecondary education or the workforce upon graduation from high school.

The endorsement and the career areas to which they correspond are as listed below:

- **STEM** - Science, including computer science; Technology; Engineering and Mathematics (Algebra II, Chemistry, and Physics are required for the STEM endorsement);
- **PUBLIC SERVICES** - Education and Training; Government and Public Administration; Health Science, Human Services; and Law, Public Safety, Corrections and Security;
- **BUSINESS & INDUSTRY** - Agriculture, Food, and Natural Resources; Architecture and Construction; Business Management and Administration; Finance; Hospitality and Tourism; Information Technology; Manufacturing; Marketing; Transportation; and Journalism, including broadcast journalism, newspaper, and public speaking;
- **ARTS & HUMANITIES** - Social Studies; Languages other than English; Fine Arts; and English Language Arts;
- **MULTIDISCIPLINARY STUDIES** - Allows students to take courses in several endorsement areas as listed above.

Specific requirements for each endorsement were adopted by the State Board of Education on January 31, 2014.

**RECOGNITIONS**

Students have the opportunity to earn additional recognitions in the following areas.

**DISTINGUISHED LEVEL OF ACHIEVEMENT**

A student may earn a distinguished level of achievement by successfully completing all curriculum requirements for the Foundation High School Program, plus each of the following:

- A fourth credit in mathematics, which must include Algebra II;
- A fourth credit in science;
- The requirements of at least one endorsement

A student must graduate with a Distinguished Level of Achievement to be considered for the Top 10% and eligible for automatic admission to a Texas public college or university.

**PERFORMANCE ACKNOWLEDGEMENTS**

A student may earn a performance acknowledgement in one or more of the following categories:

- AP test score of 3 or above;
- IB test score of 4 or above (applies to transfer students only as the International Baccalaureate program is not offered in KISD);
- Outstanding performance on the PSAT, the SAT or the ACT;
- Completion of at least 12 hours college coursework with final grades of A or B (3.0 GPA or above);
- Bilingualism and biliteracy; and
- Earning a state, nationally or internationally recognized business or industry certification or license.
**Commencement Ceremonies:** Cords and cowls are worn during commencement ceremonies to exemplify academic excellence. In an effort to recognize other exemplary achievements, medals may also be worn when approved by the principal. The following criteria for cords, cowls, and medals have been established for commencement ceremonies:

<table>
<thead>
<tr>
<th>2018 - 2019 Graduating Seniors</th>
<th>Katy ISD Graduation Cord, Cowl &amp; Medal Acknowledgements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong></td>
<td><strong>Honor Cord</strong></td>
</tr>
<tr>
<td>National Art Honor Society</td>
<td>X</td>
</tr>
<tr>
<td>National Technical Honor Society</td>
<td>X</td>
</tr>
<tr>
<td>Community Service Award</td>
<td>X</td>
</tr>
<tr>
<td>Core Subjects Honor Society</td>
<td>X</td>
</tr>
<tr>
<td>Foreign Languages Honor Society</td>
<td>X</td>
</tr>
<tr>
<td>High Honors/Honors</td>
<td>X</td>
</tr>
<tr>
<td>Katy ISD Award of Excellence</td>
<td></td>
</tr>
<tr>
<td>International Thespian Society</td>
<td>X</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>X</td>
</tr>
<tr>
<td>Salutatorian &amp; Valedictorian</td>
<td>X</td>
</tr>
<tr>
<td>Senior Class Officer</td>
<td></td>
</tr>
<tr>
<td>State UIL Competition</td>
<td></td>
</tr>
<tr>
<td>Superintendent’s Round Table-KISD</td>
<td>X</td>
</tr>
</tbody>
</table>

**III. Counseling**

Counselors are assigned to assist and guide students with academic and social/emotional support and to consult with parents and campus personnel. To schedule a conference with a counselor, the student should complete a counselor conference request form during the day. Parents are also welcome to request conferences. Counselors meet individually with students each school year to develop and/or update required personal graduation plans.

**College Admission Testing**

A student planning to continue his/her education in a college or university must take a college entrance examination in most instances. Some scholarship programs also require applicants to submit scores from one or more tests.

College admission officers and scholarship sponsors look at the student’s public school record of achievement, including his/her rank or standing in the
graduating class, as basic evidence of ability to do college work. Test scores from college entrance examination programs provide additional evidence which is a part of the college admission decision process. Katy ISD cooperates with the College Entrance Examination Board, publisher of the SAT test, and the ACT Program, publishers of the ACT test, in making registration materials available to students.

A student planning to attend college should secure information from the school counseling office during the early part of the junior year to find out which, if either, of the college entrance examinations will be required. It is a good idea to take the ACT and SAT the spring of or the summer after the junior year. This will allow students time during the fall semester of the senior year to retake the tests if necessary. Some colleges have an “Early Decision Program” for juniors and may require the test results during the student’s junior year of high school.

Students must request SAT and/or ACT scores be sent to colleges directly from the testing company. Scores are not printed on transcripts.

Official transcripts are mailed directly to the college or university when requested. Transcripts picked up on campus will not be certified as Official.

Schedule Changes
Students register for courses in the spring and should carefully consider which courses and alternates are chosen since schedule changes are discouraged and are subject to administrative approval.

Changes in a schedule or a course may only be made within the established time frames. Requests for course level changes will be honored for the following reason:
• Error in scheduling;
• Student failure in a prerequisite course;
• Change in program (athletics, band, choir, orchestra, etc.);
• Failing a PreAP/AP course at a six-week or semester grading period; and/or
• Level changes as recommended by teachers and counselor with parental knowledge and principal approval

The following points should be noted when a course change is considered:
• Grades earned in PreAP or AP courses will be transferred to the academic course without any adjustment after the tenth day of class;
• Grades earned in the first three weeks of a dropped class can impact UIL eligibility; and/or
• Dual-credit students must officially withdraw from HCC as well.

IV. Attendance
Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of instructional objectives; therefore, the student and parent should make every effort to avoid unnecessary absence. Two state laws – one dealing with the required presence of school-aged students in school, e.g., compulsory attendance, the other with how
a student’s attendance affects the award of a student’s final grade or course credit – are of special interest to students and parents. Both of these laws are discussed below.

**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 in Texas, once enrolled the students are required 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 voluntary unexcused absences for 10 or more days or parts of days within a six-month period occurs.

State law allows exemptions to the compulsory attendance requirements for several types of absences when documentation/notes are submitted to the campus Attendance Office upon the students return to school. These include:

- Personal illness
- Religious holy days
- Healthcare appointments
- Required court appearance
- Activities related to obtaining United States Citizenship
- Service as an election clerk
- Board approved extracurricular activities
- Mental health or therapy appointments

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 offenses

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, the parent is encouraged to notify 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 or email from the parent or the school does not receive a phone call from the parent, the absence will be considered unexcused.

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 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 healthcare) appointment (full day) or healthcare 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 attendance for credit and 90% rule will begin the day the student enrolls. All absences, excused and unexcused, are counted for the purpose of determining attendance for credit. 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 gain credit or be promoted. Once a student falls below the 75% threshold, an Attendance Review Committee must meet to develop a plan that the student must complete in order to gain credit or be promoted. TEC 25.092 and Board Policy FEC (LOCAL)

### Late Enrollment

Students who enroll late will have less flexibility before falling below the 90 percent because they have less days available. For example, a student enrolling on the first day of an 80-day semester would be at risk of falling below 90 percent if the student is absent more than eight (8) days. A student who enrolls late, with only 70 days remaining in the semester, could only be absent for seven (7) days before mandating the development of alternative learning activities to regain credit.
Earning Course Grades for Students who Enroll Late
Texas state attendance laws are not intended to penalize students for not attending a class before the student enrolled in the class. The following guidelines will be used for earning credit for students who enroll after instruction for the year or semester has begun: If a student who is new to the campus and does not have any proof of enrollment or transferring grades enters a course on or after the tenth day of the course, the grade will be based on work done during the remaining days of the course.

- If a student who is new to the campus and does not have any proof of enrollment or transferring grades enters a course on the tenth day of the course, the grade will be based on work done during the remaining days of the course.
- If a student who is new to the campus and does not have any proof of enrollment or transferring grades enters a course on or after the tenth day of the course, his/her grade will be assigned based on mastery of the District curriculum objectives as follows:
  ◊ In order to receive a passing grade after the tenth day of the course a student who is new to the campus must have a passing average for all major exams of the course including those administered prior to his/her entrance into the course or he/she must pass a comprehensive test of the District curriculum objectives covered in the course prior to enrollment.
  ◊ If the student has not completed all the major exams or the comprehensive exam by the end of the grading period, he/she will receive an incomplete. An incomplete must be cleared by the end of the student’s first full grading period. An incomplete affects UIL eligibility until cleared.

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. The total number of absences for secondary students depicts the number of class periods affected by absences, not the number of days since attendance for credit deals with each course/class individually. All absences, including those for healthcare appointments and other specifically named absences for which the student cannot be penalized under compulsory attendance laws or for District incentives such as exemptions and perfect attendance, are counted on the report card because these absences are not exempt from attendance for credit.

Reporting Absences
A student absent from school or from any class without permission will be considered truant and subject to disciplinary action.

A student who must leave school during the day must bring a note from his or her parent that morning. If the parent/guardian does not have time to send a written request in advance, the parent/guardian may call the campus. A student who becomes ill during the school day should, with the teacher’s permission, report to the campus nurse. The nurse will decide whether or not the student should be sent home and will notify the student’s parent.
A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Students who have excused, unexcused, or prearranged unexcused absences will be permitted to make up regular coursework and receive the actual grade earned. Students who miss class due to truancy will be allowed to make up the work; however, a maximum grade of 70 will be recorded for the completed assignment. Refer to page 5 for specific details on timeline and grading for makeup work.

The District is committed to protecting students entrusted to its custody during the school day. Therefore, campus administrators shall exercise caution in releasing students during the school day. The procedures controlling the release of a student from school during the school day are as follows:

• When checking a student out of school, an authorized person must report to the attendance office or front office and wait in the designated area for the student to arrive.
• Definite and satisfactory identification (i.e. driver’s license or picture ID) shall be required of the person authorized to take a student from school.
• The student should remain in the classroom to maximize instructional time until the person picking him/her up arrives in the office. School personnel or student aides will inform the student when it is time to come to the office.
• High school students who have a car on campus must obtain an early dismissal pass from the office to leave campus during the school day. These students shall check out through the appropriate office before leaving the campus. Students who leave campus at any time without parental permission and administrative approval shall be subject to disciplinary action.

Return After Absences: Students returning from absences must report to the Attendance Office at least fifteen minutes before the beginning of the school day. A dated, signed note from the parent stating the reason for the absence and the day(s) missed must be presented to the Attendance Office the day the student returns in order to be issued an “Admission Slip.” Students who are still in line for a slip at 7:20AM will be issued an “excused” tardy slip in case the students are late to first period because of Attendance Office work load. Students with notes filled out properly from parents will be served first. Students are to obtain a teacher signature on the admittance for each class missed. If a student is absent for more than five consecutive days, a doctor’s note is also required before an admittance can be issued.

Special Requests: If a student needs to be absent for a special reason and believes that the absence should be excused, the student must submit a prior written request (except for absences to observe a religious holy day of obligation) from the parents to a principal giving at least the following information:

• Date of note — At least 2 days before absence is to begin
• Student’s full name
Reason for Absence: Absence from school must be justified in terms of educational benefits or extenuating family circumstances. Except in rare emergencies, caring for a younger sibling or ill family member will not be excused.

Grades: Do not request permission for special absence if the student’s academic performance does not meet reasonable expectations.

Calendar: Do not request permission for special absence during semester examinations. Exams will not be given early.

NOTE: Regardless of whether an absence is excused or unexcused, state law requires that a student is in attendance 90% of the days a class is offered in order to receive credit or to be considered for promotion. While religious holy days, partial day absences for healthcare providers (with documentation), and mandated court appearances do not count toward compulsory attendance requirements, they must still be used for calculating whether or not a student has been in attendance 90% of the days a course was offered to receive credit.

Exam Exemptions
Exam exemptions are a privilege extended each semester to students in grades 9-12 who have met the state’s 90% attendance requirement and who meet district specified criteria. Students must maintain a grade of A with no more than three (3) absences; a grade of B with no more than two (2) absences, a grade of C with no more than one (1) absence to be eligible to exempt a class as well as meet specified criteria for conduct, discipline, and fees/fines. For exemption purposes, three tardies to the same class will equal one absence. Conduct grades of “U” in any one course will result in the loss of exemptions in ALL classes. A conduct grade of “N” in a course will result in loss of exemptions in that particular course. If a Level 2, 3, 4, or 5 Offense (as outlined by the KISD Discipline Plan and Student Code of Conduct) is committed resulting in more than a combined total of six (6) hours of any type of detention, or any in-school or out of school suspension, or higher consequence occurs, exemptions will be lost. These criteria are published at the beginning of each semester at the high school. The Superintendent has discretion to increase the number of days allowed for student exemptions based upon unforeseen health-related circumstances. Examples of unforeseen circumstances that impact student attendance could include county health advisories, CDC health alerts, or influenza epidemics. This notice is published at the campus and district. For exemption purposes, three tardies to a class will equal one absence. Classes are independent of one another for attendance and grades. Students must meet campus requirements related to submission deadlines, verification procedures, etc., for securing exemptions.
Ninth grade students may exempt one exam; tenth grade students may exempt two exams; eleventh grade students may exempt three exams; seniors may exempt three exams during the fall semester and all exams during the spring semester. With the exception of seniors, students cannot exempt the same class both semesters. In other words, the class exempted in the spring semester must be different than the fall semester class, except for seniors.

NOTE: Final exams for Institutions of Higher Education (IHE) dual-credit courses, Katy ISD Virtual School courses and online courses from external providers CANNOT be exempted.

A student who does not meet the standards listed and who has no more than five (5) total absences and who feels he/she has extenuating circumstances should see his/her grade level principal.

Juniors and seniors are allowed two (2) excused days of absence for college visits during their junior year and two (2) excused days of absence for college visits during their senior year. If the absence has been properly requested and approved, it does not count against exemption absences during the semester in which it was taken.

Senior attendance at graduation practice is required and if not present will count against exemptions.

NOTE: Regardless of whether an absence is excused or unexcused, it will count against exemptions, unless specifically stated otherwise.

Leaving Campus
Students may NOT leave the campus or building at any time for any reason during the school day without securing administrative approval and checking out through the Attendance Office. Being off campus without a proper permit is truancy. A truancy may result in ISS which may adversely affect exemptions and tryouts for some extracurricular activities. When students leave campus without permission, it creates reasonable suspicion which may lead to a student being searched for prohibited contraband. See the section under Absences for more detail.

Religious Holy Days
The District respects the beliefs of all religions and recognizes that there are faiths which require students/adults to abstain from school/work on holy days of obligation. If the observance of a religious holy day prohibits a student from attending class, the absence will be excused and will not be reported as an absence for ADA purposes; however, the absence is counted in calculating the days for attendance for credit purposes. Notes may be submitted by parent/guardian either before or after the absence. If the observance of a religious holy day requires travel time, only one travel day to and one travel day from the observance may be excused. These absences, when required, will NOT count against exam exemptions.
**Tardies**
A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. According to each school’s tardy procedure, a student with documented tardies may be assigned to detention (including lunch detention, before or after school detention, Saturday detention, 3-hour detention) or another appropriate disciplinary consequence, including but not limited to, loss of privileges including parking. Students who are tardy for 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.

**Truancy**
In Texas, a child between the ages of 6 and 19 is required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. In Katy ISD, all accumulated unexcused absences are in violation of attendance laws and are referred to the District’s Attendance Officer and to the appropriate assistant principal. Truancy (absences from class or school without permission) is a violation of the *Katy ISD Discipline Management Plan and Student Code of Conduct* for which an appropriate disciplinary consequence will be assessed. Compulsory attendance notification letters and possible court warning notifications are computer-generated by the Katy ISD Police Department when a student has been absent without excuse for three days or parts of days within a four-week period or ten or more days or parts of days within a six-month period.

**Withdrawal from School**
Minor students may withdraw from school by presenting a request signed by student’s parent/guardian and stating the reason for the withdrawal. Students 19 or older may request withdrawal without parent/guardian signature. Students who have required signed permission to withdraw from school will proceed as follows:
- Report to the registrar’s office and pick up a “Withdrawal Form”;
- Turn in each book to the textbook clerk or designated campus personnel;
- Have each teacher assign a withdrawal grade and sign the form;
- Have the librarian clear the student’s library records. (All fines and books must be clear.);
- Report to the nurse for health records;
- Obtain assistant principal’s signature;
- Report to Attendance Office for absence report; and
- Return the completed form to the registrar.

**V. 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 BOARD POLICY CKA (LEGAL)

Child Abuse/Neglect and Sexual Abuse
KATY ISD 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, including school employees such as a teacher, counselor, nurse, or administrator. Education Code 38.004 and 38.004.1

Complaints by Students/Parents
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 a formal grievance procedure. 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.
Computer Access: Responsible Use Guidelines
(Refer to Katy ISD Computer/Network/Internet Responsible Use Guidelines)
Katy ISD recognizes the importance of digital learning and has made a substantial investment in technology tools for instructional purposes. All students are provided with written guidelines pertaining to the acceptable use of computers, the Internet, and the District’s network system. Students and their parents should study carefully the “Computer/Network/Internet Responsible Use Guidelines” (located in the Katy ISD Discipline Management Plan and Student Code of Conduct) regarding use of these resources prior to signing and returning the acknowledgement form. A violation of any of the guidelines will result in the assignment of an appropriate disciplinary consequence including possible loss of computer access. Examples of violations include, but are not limited to, using inappropriate language, copyright violations, saving/accessing games, saving/accessing pornography, deleting or modifying files, changing computer settings without permission, photographing other students or using another person’s account. Any attempt to bypass the district’s fire wall will result in immediate disciplinary action.

Students and their parents should be aware that electronic files including e-mail communications that are sent, received, or stored anywhere in the Katy ISD computer system are not private and may be monitored by District staff.

Bullying
Students who believe that they have been bullied are encouraged to promptly report such incidents to a teacher, counselor, assistant principal or principal. 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 is confirmed, the administrator shall promptly notify the parents of the victim and of the student who engages in bullying. Appropriate disciplinary consequences will result. Refer to FFI (LEGAL and LOCAL) and to the Katy ISD Discipline Management Plan and Student Code of Conduct for the state definition of bullying and other related information and policies. Board policies may be revised at any time.

Therefore, visit http://www.katyisd.org/dept/sb/Pages/BoardPolicyManual.aspx for legal context and the most current local policy. The link to the District’s policy at FFI (LOCAL) as of the date this handbook was finalized for this school year is http://pol.tasb.org/Policy/Code/594?filter=FFI. Copies may also be available at the campus.

Cyberbullying
Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.
Dating Violence, Discrimination, Harassment, and Retaliation
The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked to do so. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the District’s policy at FFH (LOCAL) may be reviewed at http://pol.tasb.org/Policy/Download/594?filename=FFH(LOCAL).pdf

**Dating Violence:** Dating Violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student’s academic performance. The District only has jurisdiction over actions or behaviors that occur at school, on school property, or at a school-related activity.

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

**Harassment:** Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. Examples of harassment may include, but not be limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Sexual Harassment and Gender-Based Harassment:** Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but not be limited to, touching private parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.
Gender-based harassment includes harassment based on a student’s gender, expression by the student of stereotypical characteristics associated with student’s gender, or the student’s failure to conform to stereotypical behavior related to gender.

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

**Retaliation:** Retaliation against a person who makes a good faith report of discrimination or harassment including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reduction. Unlawful retaliation does not include petty slights or annoyances.

**Reporting Procedures:** Students who believe they have experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee with the authority to take action. Failure to promptly report this type of prohibited conduct may impair the District’s ability to investigate and address the allegations. The report may be made orally or in writing by the student or the student’s parent or guardian. The principal or designated administrator will then write oral reports on the district form created for this purpose.

Upon receiving a report of prohibited conduct as defined by Board BOARD POLICY FFH, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by policy. If not, the District will refer to Board Policy to determine if the allegations, if proven, would constitute bullying, as defined by law and Board Policy FFI. If the alleged prohibited conduct, if proven, would constitute bullying as defined in law, an investigation of bullying would also be considered.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct. In the event alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law.
During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take appropriate disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

Complaints of harassment on the basis of disability will be addressed and resolved in a fair and expeditious manner. In accordance with District disciplinary procedures, appropriate disciplinary action shall be taken against students who are found to have engaged in disability harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law. The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). All parties will be notified of the outcome of the District’s investigation within the parameters and limits allowed under the Family Education Rights and Privacy Act (FERPA).

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

**Jurisdiction**

Refer to the Board-approved *Discipline Management Plan and Student Code of Conduct* for explanation of the District’s jurisdiction and authority over students.

**Conduct and Sportsmanship**

Students are expected to exhibit the highest standards of good conduct and sportsmanship at all times. As spectators or participants, students represent not only themselves, but their school, parents, and community, and any improper action reflects discredit upon all aspects of community life. The *Katy ISD Discipline Management Plan and Student Code of Conduct* is in effect on all Katy ISD properties and at all school-related or school-sponsored events occurring on/off school property.

**Conferences**

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who needs information or wants to raise a question or concern is expected to talk with the appropriate teacher, counselor, or principal. A parent who wants to meet with a teacher may call for an appointment during the teacher’s conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student exhibits conduct or behavior problems, or (3) in any other case the teacher considers necessary. Also the counselor will meet individually with
students each school year to develop and update personal graduation plans, except for unusual circumstances.

NOTE: Teachers for IHE dual-credit courses do not conference with parents, just with the students.

Dress Code
In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the district, all students shall be required to conform to a reasonable dress and grooming code. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply. See the *Katy ISD Discipline Management Plan and Student Code of Conduct* or District policy for the most up-to-date dress code information. The principal at each campus is authorized to determine the suitability of student attire and grooming within the expressed wording and intent of this policy. The principal is also the person designated as the individual responsible for enforcing this policy at the campus level. Principals at individual campuses are authorized to publish and enforce additional rules deemed necessary to maintain a safe and orderly learning environment.

If the principal determines that a student’s grooming or dress violates the District’s dress code, disciplinary action may be taken. The student shall be given an opportunity to correct the problem at school. If the problem is not corrected or is repeated, more serious disciplinary action will result. The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of the students who participate in the activity. Students who violate established standards may be removed or excluded from the activity for a period of time as determined by the principal or sponsor and may be subject to other disciplinary action.

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 of 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.
- Security deposits for the return of materials, supplies, or equipment.
- Fees for personal physical education and athletic equipment and apparel. However, any student may provide his or her own if it meets reasonable requirements and standards relating to health and safety established by the Board.
- Items of personal use or products which a student may purchase at his or her own option, such as student publications, class rings, annuals, and graduation announcements.
- Fees specifically permitted by any other statute.
• Any authorized, voluntary student health and accident benefit plan.
• A reasonable fee, not to exceed the actual annual maintenance cost, for the
  use of musical instrument and uniforms owned or rented by the district.
• Items of personal apparel which become the property of the student and
  which are used in extracurricular activities.
• Parking fees and fees for identification cards.
• Fees for courses offered for credit where the activity necessitates the use of
  facilities not available on the school’s premises and participation in the
  course is optional on the part of the student. Payment may not be required if
  the course is one requested by parents according to Education Code 28.003.
• Fees for courses offered during summer term, except that the Board may
  not charge a fee for a course required for graduation unless the course is
  also offered without a fee during the regular school term.
• A reasonable fee for transportation of a student who lives within two miles
  of the school the student attends to and from that school, except that the
  Board may not charge a fee for transportation for which the district receives
  funds under Education Code 42.155(d).
• A reasonable fee, not to exceed $50, for costs associated with an
  educational program offered outside of regular school hours through which
  a student who was absent from class receives instruction voluntarily for the
  purpose of making up the missed instruction and meeting the level of
  attendance required under Education Code 25.092. [See FEC] The district
  shall provide a written form to be signed by the student’s legal guardian
  stating that this fee would not create a financial hardship or discourage the
  student from attending the program.

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 and/or his or her parents 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 wavier.

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 BOARD POLICY FFC (LEGAL)

Gang-Free Zones
Certain criminal offenses, including those involving organized criminal activity
such as gang-related crimes, will be enhanced to the next highest category of
offense if they are committed in a gang-free zone. For purposes of the District, a
gang-free zone includes a school bus and a location in, on, or within 1,000 feet of
any district-wide or leased property or campus playground. The increased
punishment applies only if the person committing the crime is age 17 or older.
Hotline: KatyConnect
KatyConnect is a crisis hotline available 24/7 to secondary students who need to talk to someone about a problem they are experiencing. In addition to the phone line, there are texting and chat components to allow students to communicate concerns in the manner most comfortable for them. Access information for KatyConnect is printed on the back of the ID badges for all secondary students as follows: KatyConnect at 281-234-BEAM (2326) or Text “Teen” to 78247.

Insurance
Katy ISD offers Voluntary Student Accident Insurance to students who are enrolled in grades Pre-K through 12. There are a variety of affordable limited-benefit plans and options for parents to choose from. Premiums are annual and coverage is considered effective upon receipt of payment with enrollment at any time during the school year. For additional information, please contact the Risk Management Department at 281-396-2241.

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.

The consumer information sheet can be downloaded from the Texas Department of Agriculture site http://www.texasagriculture.gov.

Parent Involvement, Responsibilities, and Rights
The eSchool Plus Home Access Center enables parents to access their student’s schedule, grades, assignments, test scores and absences, as well as allow updating of basic contact information. Go to www.katyisd.org and select Home Access Center.

Student success requires a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are urged to:

• Ensure their child’s compliance with school attendance requirements and promptly report and explain absences and tardies to appropriate campus personnel.
• Review the Discipline Management Plan and Student Code of Conduct and discuss the contents with their child. Be responsible for negligent, willful or malicious conduct of their child.
• Communicate with school staff and participate in meaningful conferences regarding concerns about their child’s educational progress or conduct. Demonstrate courtesy and respect in all home-school communications.
• Be knowledgeable of state, district, and campus policies, regulations, and requirements.
• Obtain login credentials from the campus or teacher to access Home Access Center (HAC) which provides access to MyPaymentsPlus, on-line grades, and Katy ISD updates.
• 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.
• Ensure their child’s immunizations are up-to-date according to state requirements and provide the school with documentation in a timely manner.
• Maintain up-to-date home, work and emergency phone numbers at school.
• Ensure their child’s attendance at required tutorials.
• Supply all records required for enrollment each year and submit the signed enrollment card in a timely manner.
• Assist their child in selecting appropriate attire for school and school-related activities.
• Provide an appropriate area in the home for their child to use for study.

Safety Net
This system allows students to alert district/campus officials of concerns that may include bullying, potential violence, drugs and weapons without being identified. To access the Safety Net form visit: www.katyisd.org/psychological/pages/default.aspx. The form is also generally available in school offices and classrooms.

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.

Science Safety Rules
PURPOSE
Science is a hands-on laboratory class. Students will be doing many laboratory activities which may require the use of hazardous chemicals or potentially
dangerous equipment. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules must be followed at all times. Students and a parent or guardian must sign and return a safety agreement before participation in the laboratory. The safety rules are included in this handbook as a home reference regarding proper lab behavior.

**District Science Safety Agreement**

Students enrolled in a science course must be given a copy of the Katy ISD Safety Agreement. The agreement must be signed by the student and his/her parents acknowledging the importance of following safety guidelines to prevent hazards in the science lab. Copies of signed agreement will be kept on file with the student’s science teacher.

**Student Records**

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

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or is considered a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to educational records if the school is given a copy of the court order terminating the parental rights.

The principal is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon written request. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. “School officials with legitimate educational interests” include any employees, agents, or Trustees of the district, of cooperatives of which the district is a member, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

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

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers’ personal notes on a student that are shared only with a
substitute teacher, records pertaining to former students after they are no longer students in the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

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

**Telephone, Address, or E-mail Address Change**

Notify the school of telephone or address changes so the school can handle emergencies, maintain communication, and keep records current. Students may be retained in the office until a viable method for reaching a parent/guardian is established.

**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.

**Visitor Tracking System**

Katy ISD has implemented a visitor tracking system designed to help protect our students by tracking all campus visitors, parents, volunteers, vendors, and contractors.

Upon entering a Katy ISD campus, all visitors are asked to present one of the following forms of identification in order to gain entry to the campus beyond the front desk:

- A valid driver’s license
- State-issued identification
- Immigration Visa
- Green Card
The license or identification card is scanned, and once cleared, the individual is issued a visitor’s badge, which must be worn while on campus and returned to the front office upon leaving.

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. For more information, please visit our website: www.katyisd.org

VI. Campus General Information

Announcements
Announcements can be initiated only by a teacher, sponsor of a school-related club, or principal.

Care of School Property
Students are expected to maintain and uphold the physical condition of the school buildings and equipment. Students who are responsible for damage will be required to pay for the repairs or the replacement of the property and may receive disciplinary consequence assessed by the principal.

Closed Campus
All Katy ISD campuses are closed campuses for the purpose of leaving for lunch. No student shall be permitted to leave campus during lunch except as approved by the principal, on a case-by-case basis in response to a parent’s written request. Students who leave campus during lunch or at any other time without administrative approval shall be subject to disciplinary action in accordance with Katy ISD Discipline Management Plan and Student Code of Conduct.

Distribution of Printed Materials on Campus
The Communication Department is responsible for reviewing and approving flyers or other printed materials intended for students from non-profit external groups or organizations. See Katy ISD website for information regarding flyer approval. Approved flyers will be posted on the district website per district regulations. This practice does not restrict the distribution of materials concerning school-sponsored and approved activities. The campus principal/designee reviews and approves flyers for approved school-sponsored activities.

Driver’s License Attendance Verification
For a student between the ages of 16 and 18 to obtain a driver’s license, written parental permission must be provided to the Texas Department of Public Safety (DPS) to access the student’s attendance records, and, in certain circumstances, for a school administrator to provide the student’s attendance information to DPS. A verification of enrollment (VOE) and attendance form may be obtained
from the office, which the student will need to submit to DPS upon application for a driver license. Students should notify the office several days prior to the day the VOE and attendance information will be needed.

**Electronic Sound and Video Devices**

See the *Katy ISD Discipline Management Plan and Student Code of Conduct* or District policy for the most up-to-date electronic sound and video devices information.

**Elevator Use**

Students who have a disability or injury making it difficult to climb stairs may use the elevator with prior approval. A key deposit may be required unless use of the elevator is an accommodation in a student’s IEP or 504 accommodation plan.

**Hall Regulations**

Corridor passes will be required for students going through the halls during the instructional day. Any time it is necessary for a student to be out of a class, he/she must (1) get a corridor pass from the teacher stating the time he/she left and the place he/she is going; (2) have the person he/she went to see sign the pass and write the time he/she left; and (3) return the pass to the original teacher before the period is over. A corridor pass does not give permission to loiter in the halls or in the restroom.

The changing of classes must be done in an orderly and quiet manner. Students are directed to keep to the right and proceed directly to their assigned destinations. Students are urged not to stop near entrances and exits during class changes. Boisterous conduct in the hall at any time will not be tolerated. Students are prohibited from being in the halls during their lunch periods.

**ID Badges**

Each student will receive a photo ID badge at the beginning of the year. 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. Secondary students must wear their ID badges at all times during school hours, while on school property. If a student loses the ID, a replacement must be purchased promptly from the designated school office/location. Failure to follow these procedures may be considered a violation of the Student Code of Conduct.

**Lost and Found**

Lost library books are turned in to the library. Lost textbooks and other items are kept in either the main office or assistant principal’s office. Articles such as clothing are kept for a reasonable length of time before being donated to a charity.

**Messages and Delivery of Items to Students**

In an effort to avoid unnecessary classroom disruptions, messages, materials and acknowledgements (such as balloons and flowers) will not be delivered to students while they are at school. Messages will be delivered to students in class only in cases of emergency and with the approval of the grade-level principal.
Parents who feel they must speak to a student during the school day are requested to go to a principal’s office.

Social Media
Katy Independent School District supports the use of online social media to facilitate District programs, departments, and campuses in building a more successful parent, community, student and employee network. Social media includes the various online technology tools that enable individuals to communicate easily over the internet to share information and resources. Social media can include text, audio, video, images, and other multimedia communications. These websites and mobile and smart device apps not only provide information, but allow for interaction during this informational exchanges through user-generated content.

Katy Independent School District may use social media platforms to provide immediate information about upcoming events, show learning in classrooms, provide strategies for learning, highlight student work, connect parents to student learning, and to brand our schools. Many times, teachers use social media to share exceptional educational practices and to connect with other educators from around the world. Some examples of social media networking sites include, but are not limited to: Facebook, Twitter, YouTube, Instagram, Blogs, and LinkedIn. Katy Independent School District is committed to providing unparalleled learning experiences that are designed to prepare and inspire our staff and students and the use of social media helps us to be leaders in educational excellence.

At the beginning of the year parents have the ability to select a directory information code that gives consent for their student to be included in social media activities in the classroom and on campus.

Telecommunication
Refer to the Katy ISD Discipline Management Plan and Student Code of Conduct or District policy for the most up-to-date cell phone/paging device information on telecommunication devices such as cell phones, paging devices, etc., from DMP.

Parties/Dances
Parties are not allowed during instructional time. If a class wants to have a party and the teacher concurs, arrangements may be made with the principal to use a part of the commons after school hours. Food may not be served in the halls or in classrooms.

Dances - All students are encouraged to participate in school events. Each organization which sponsors a dance sets its own entrance rates and in general invites all high school students who attend the specific school. The sponsoring organization provides security personnel. Faculty and staff assist in chaperoning each dance. Students may invite guests from other schools unless prohibited by the campus principal. All students entering the dance will show an I.D. Guests will sign in, providing address and telephone number from an I.D., such as a driver’s license. Once a student leaves the dance, he/she will not be permitted to return to the dance.
Alcoholic beverages and drugs are not to be consumed before or during any school function.

**Public Displays of Affection**
In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting. These displays could be defined as kissing, embracing, and/or other forms of physical fraternization, and are subject to disciplinary action as stipulated in the *Katy ISD Discipline Management Plan and Student Code of Conduct.*

**Signs and Posters**
All signs and posters from school-sponsored organizations must be submitted to a principal for approval before posting in approved designated areas.

**Student Lockers**
*Jurisdiction* – Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker, for all items in the locker, for making certain that it is locked, and making sure that the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable suspicion to do so, whether or not a student is present.

*Assignment* - Students are to use only the locker assigned to them. If a student feels that there is a need to use another student’s locker, the student must consult with a principal before making a change. Locker combinations should not be shared. If students are careless with their combination or if they let a friend have it, they are increasing the risk of loss of property or possession of prohibited items. Lockers are subject to periodic unannounced inspection to insure compliance with regulations.

*Damage* - Students should examine their locker carefully as soon as they get their assignments. If there is damage of any kind, it should be reported immediately to the office. At the end of the year, an inspection will be made, and the student must pay for any damage that has occurred. If it appears at any time that someone else is damaging a student’s locker, the student should report the damage to an appropriate school official.

*Decoration* - Locker decorations may be attached only with drafting tape. This is a tape which, when left on a few weeks at a time, will lift off without damaging the paint. Students should not use any other kind of tape. Likewise, students are not to mark directly on their lockers with anything.

*Cleanliness* - Students are expected to keep their lockers neat, clean and orderly. This practice will avoid such embarrassing situations as bad odors and items that prevent the locker doors from closing easily. Hooks should be used to hang garments and to avoid getting cloth jammed between locker doors and frames.

*Liability* - Students are discouraged from bringing items of value to school. The district is not responsible for stolen property, including textbooks. However, if students do have property stolen, it should be reported immediately to the office,
so that administrators can conduct an investigation as appropriate and prevent further theft.

*Locks* - Students are expected to use only the combination lock built into their locker and/or supplied by the school. If a student feels there is justification for an additional lock, the student must discuss it with a principal before using another lock. The student who obtains permission for an extra lock must provide a key or the combination to the office.

**Telephone Use**

*Office phones* - If a student has an emergency, permission should be requested to use the office phone. When using an office phone, students are reminded that they are using a business phone which may be needed by school personnel. During hours of peak usage, permission will not be given to use the telephone.

**Textbooks**

Textbooks are issued to the student by a designated campus representative for the courses taken each school year. The number of the book is entered on the student’s record, and the student is expected to enter his/her name in ink in the appropriate space in the front of the book. Textbooks will be available for Katy ISD Virtual School courses as needed. Textbooks for dual credit courses must be purchased by students.

District issued textbooks are the property of the Katy ISD and must be treated as such. Textbooks must be properly covered after being issued. A proper cover must be maintained throughout the school year. Failure to maintain a proper cover on a textbook makes the student subject to a fine. The student is also subject to a fine for any damages that occur, including marks on the pages of the book. The student is responsible for each textbook issued to him/her. Any textbook which is lost, stolen, or damaged remains the responsibility of the student to whom the book is issued, and the student is charged a fine, up to the actual replacement cost of the book based on the severity of the damage. Each student or his or her parent or guardian shall be responsible for all books not returned by the student. Any student failing to return all books shall forfeit access to free textbooks until the books previously issued, are returned or are paid for by the student, parent or guardian.

**Vehicles on Campus**

Students are encouraged to use Katy ISD transportation if eligible for such. Students who drive to and from school in personal vehicles must:

- Obtain and appropriately display a student parking permit;
- Park in designated student parking areas on campus;
- Adhere to campus parking rules;
- Failure to obtain and appropriately display the required permit or to park in an approved student parking area may result in:
  - Vehicle immobilization (boot)
  - Fee assessed for boot removal
  - Loss of driving and parking privileges
  - Other disciplinary action
Temporary parking permits may be acquired from an appropriate school office by students needing to drive on a short-term basis or using a substitute car they do not regularly drive to school. Vehicles parked on school property are under the jurisdiction of the school.

The school reserves the right to search any vehicle if reasonable suspicion exists to do so. A student has full responsibility for the security of his or her vehicle and should make certain that it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances such as tobacco, alcohol, drugs, or weapons, which are found in his or her car and will be subject to disciplinary action by the district as well as possible referral for criminal prosecution for having such objects or substances on school property. Searches of vehicles may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student. Students who park on campus must adhere to all regulations. Katy ISD is not responsible for damage to vehicles or for items left in vehicles parked on campus at any time.

A campus administrator may terminate a student’s driving privileges for repeated tardies, truancy, or at any time that he/she feels this action is appropriate. Loss of driving privileges does not allow another student driver to drive the offender’s vehicle while he/she (the offender) rides as a passenger. Areas - Student vehicles will be driven only into the Student Parking Lot. Student drivers are not to enter the Bus, Faculty, or Administrator/Visitor areas between 6:45AM and 3:00PM on school days. Students may use the service drive in back of the shops only with written permission or when accompanied by an adult school employee. The only occasion for use of this drive will be to deliver or pick up heavy materials necessary for class work.

Parking Permit - Students wishing to park at school must show a valid driver’s license and proof of insurance, register each vehicle in the principal’s office, and purchase and display a parking permit. Free temporary parking permits are required on some campuses for anyone parking a short period. Motorcyclists will affix the sticker in a visible location on the motorcycle. On or prior to the first day that a student drives a particular vehicle to school, the student should come early enough to purchase a parking permit in the principal’s office and display it on the vehicle.

Use of Vehicles - Vehicles are to be used only for the purpose of getting to and from school. Books, which may be needed during the day, are not to be left in cars. Regulations apply to student drivers as well as their passengers. Any student found in the parking lot during the school day will be expected to show a written pass from a principal or teacher or an early dismissal permit or note. Students are not to go to the parking lot during lunch. Upon arrival in the morning, a student should lock his/her vehicle and come directly into the building to wait for the first class. Loitering in the parking lot will not be permitted at any time.

Driving Style - Student drivers are expected to operate vehicles in a safe manner at all times and not in any way to make themselves noticed by the way they
drive except by courteous and responsible behavior. The speed limit in the parking lot is ten miles per hour.

Parking Spaces - Parking spaces are designated by lines on the pavement. Student drivers should park only between two lines. Parking areas are designated at each campus. Individual schools may exclude vehicles for safety and special reasons.

Driver License Attendance Verification - For students between the ages of 16 and 18 to obtain a driver license, written permission must be provided for the Texas Department of Public Safety (DPS) to access the student’s attendance records and, in certain circumstances, for a school administrator to prove the student’s attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office which the student will need to submit to DPS upon application for a driver license. ALLOW A MINIMUM of 24 HOURS FOR ENROLLMENT VERIFICATION.

Videotaping and Recordings
A district employee may, without consent of a student’s parent/guardian, make a videotape or recording of the student if the videotape or recording is to be used only for a purpose related to regular classroom instruction, safety, public curricular or extracurricular activities.

Work Permit/Abbreviated Day
Students who wish to work or attend a college course during school hours are subject to the following regulations:
• Must be responsible for any/all assemblies, class meetings, home rooms, disciplinary sessions, etc.
• After completing scheduled classes, students are to leave campus at that time to report to work or attend the college class.
• Must take five periods during the day (four academic classes and one elective or study hall or student assistant).
• Must have completed a permit form and once approved have it on file in the designated office (counselor or principal).

VII. Other Services
Bus Transportation
Bus transportation is provided for district students who reside within the appropriate attendance zone for the student’s place of residence and who live beyond an approximate one mile radius from school property, excluding designated hazardous routes. Bus riders are expected to maintain the same standards of conduct and citizenship as on the school campus. Repeated or flagrant violations of proper conduct on buses will result in suspension from bus riding privileges or other disciplinary consequences as determined by the campus principal.
**Bus Conduct Rules:** The following rules will apply to student conduct on district transportation:

- Observe the same conduct expectations as in the classroom;
- Enter the bus and immediately go to the assigned seat;
- Talk in a normal tone of voice;
- Remain seated and facing forward in the assigned seat until time to exit the bus;
- Keep head, hands, feet, and other objects to oneself; avoid tampering with bus equipment;
- Use acceptable language; obscene, profane, and/or unacceptable language and/or gesturing are prohibited;
- Refrain from eating and/or drinking on the bus; keep the bus clean;
- Refrain from throwing objects within the bus or out of the windows;
- If the seats are equipped with seat belts, they must be worn at all times as required by law.
- Follow all rules outlined in the District’s *Discipline Management Plan and Student Code of Conduct*, as well as safety rules, established by the driver.

The school bus stops are established by the Transportation Department and must not vary without official notification. Students must use the stop assigned to their residence. Students should be at their stop five minutes before the assigned pickup time in the morning. Bus stop information is available on the district website: www.katyisd.org

**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.

**Library Media Center Materials Usage Policy**

The district’s libraries provide a broad selection of materials to serve the informational needs of the students and faculty.

Parents are responsible for any materials checked out by their children. If a book or eReader 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.

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 center, and the library staff will not restrict the child’s choice of library materials. Self-selection is encouraged. It is the
parent’s responsibility to determine any restrictions limiting access to materials for his/her child and to discuss those restrictions with the child.

The Katy ISD Library Media Specialists seek to foster your child’s academic achievement as materials are provided to meet the student’s reading and informational needs.

**Transportation for School-Sponsored 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. A parent must be present at the end of the first activity in order for the director/sponsor to release the student to the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

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.

Parents volunteering to chaperone on field trips must go through the raptor system at the campus to be authorized as a chaperone before leaving on the field trip. Only parents designated as official chaperones may accompany a student on a field trip or ride the bus.

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

**VIII. Nutrition and Food Service**

Breakfast and lunch meals are available for all district students each school day. A la carte options are also available for additional costs. Free and reduced meal prices are available to those who qualify. The menus and application for free and reduced meals are available on www.SchoolCafe.com/KatyISD. Payments can be submitted online through https://KatyISD.RevTrak.net. Meal periods and serving times are designated by the campus.
Katy ISD students are expected to eat lunch on campus per Board Policy FEE (LOCAL). Customers are encouraged to make all purchases for meals and a la carte before sitting at the cafeteria table. Katy ISD student ID cards should be carried to be scanned for account information when making purchases. Students are expected to pay for meals purchased daily.

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

**Charge Policy:**
District 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. The secondary charge policy allows for the value of 3 breakfast meals and 3 lunch meals to be charged. When the charge limit is reached, the secondary student will be declined. 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.

**Exempt Fundraisers**

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

**IX. Discipline**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and district staff. The *Katy ISD Discipline Management Plan and Student Code of Conduct* has been developed to achieve and maintain order in the school. Students who violate the rights of others or who violate the *Katy ISD Discipline Management Plan and Student Code of Conduct* or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. Law enforcement agencies shall be contacted if a violation of law is suspected.

A violation of law and the *Katy ISD Discipline Management Plan and Student Code of Conduct* involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to district jurisdiction.

All students are accountable for reading and adhering to the *Katy ISD Discipline Management Plan and Student Code of Conduct*. Please note that parents DO NOT have to be notified before police question a student regarding school-related matters. Katy ISD will not impede the questioning of a student by a law enforcement officer who has a subpoena, court order, warrant, or directive to apprehend, or who is willing to take the child into custody and remove the child from campus for investigation regarding a non-school related matter under *Texas Family Code 52.01*. However, absent one of these provisions, school personnel will request that, prior to allowing an interview for non-school related matters, parental permission must be obtained except in child abuse investigations. In the case of removal from the campus, the law enforcement officer will be requested to follow campus procedures for checking the student out of school. For more information, see the *Katy ISD Discipline Management Plan and Student Code of Conduct*.

Any student member of an extracurricular organization or campus club (e.g. band/dance team/cheerleader/athlete/Student Council, etc.) representing themselves, or their organization, in an unfavorable, questionable or illegal manner through electronic media (i.e. Websites, personal home pages, blogs, text messages, chat rooms, or similar Websites/files accessible through a server or internet) or using
electronic communication devices (i.e. camera phones, digital photos, electronic descriptions) in such a way as to bring discredit, dishonor, or disgrace on their organization or members of any other school organization including themselves will be subject to the disciplinary actions determined by appropriate school officials and/or organization sponsors/directors/coaches, including probation or dismissal from the organization.

**Plagiarism**
Katy ISD subscribes to Turnitin, a software program that identifies papers containing unoriginal material and acts as a deterrent to stop student plagiarism. Turnitin subscribers include major colleges and universities as well as school districts throughout the U.S. Students may be required to submit an essay in hard copy as well as electronically. In this case, both submissions must occur in order to satisfy the assignment. Instances of plagiarism are addressed in accordance with the *Katy ISD Discipline Management Plan and Student Code of Conduct.*

**X. Clinic**

**Clinic Procedures**
Except in the case of an emergency, students may visit the clinic only after obtaining a clinic pass from a teacher. If a student is in need of medical attention while at school, he/she should immediately contact an adult in the building for care.

A student who becomes ill at school may check out to go home after the campus nurse or an adult office official has notified his/her parents that he/she is ill. Students should never use their cell phones or the classroom phones to request parents to pick them up. All calls should be made through official school notifications. Students leaving for home from the clinic must sign out in the attendance office and have their mode of transportation approved by the parent before leaving. Failure to follow these procedures will result in unexcused absences and possible disciplinary action.

**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.

**Medications:**
All medications, prescription and nonprescription, including cough drops, brought to the school must be taken to the school clinic immediately upon arrival. Students may transport prescription/nonprescription medication to and from school 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 and it is not a controlled substance.

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

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

**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 food-borne 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*

**XI. Emergency Procedures**

**Alteration of 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 and a message is posted on the Katy ISD web page, www.katyisd.org. This information will be provided by 6:00AM prior to the scheduled start of school or as soon as possible if school has already started.

**Emergency Drills**

Emergency drills are required by state law and are not meant to disrupt students and teachers. Emergency drills are conducted on a regular basis to ensure that the evacuation of the building or other emergency procedure is a routine process in the event of a real emergency.

School Emergencies and Communication Restrictions: Ensuring that school officials, law enforcement officers and other emergency agencies will have adequate means of communication during an emergency is of utmost importance to the safety of all students. Therefore, students are asked to refrain from turning on cell phones to make calls or send/receive text messages during an emergency situation that occurs at school until the crisis stage is over unless they are instructed to do so by a staff member or an emergency responder. Students will participate in emergency drills to prepare for these situations. Parents are asked to refrain from making calls to the school since there are only a few phone lines into the school, and these phone lines are strategic in communicating with emergency responders. In addition, parents are asked to refrain from calling cell phones or sending text messages to keep the airwave frequencies open for emergency responders. As soon as feasible, the school personnel will allow students to make phone calls to parents and/or the school will send out a situation update to parents.
Power Failure
If a power failure should occur, students should stay where they are and remain calm. They should follow the directions of teachers and staff.

Severe Weather Alert
When severe weather threatens, students will be directed to move to certain areas to maximize their safety. Students should follow the “Severe Weather Alert” instructions posted in their area in a quiet and orderly manner. Students should listen only to official announcements, ignoring “announcements” from students.

Students in temporary classroom buildings and other outlying areas should follow any special instructions for a particular campus.

XII. Activities
Behavior Standards
All students are expected to adhere to the *Katy ISD Discipline Management Plan and Student Code of Conduct*. In addition, sponsors and coaches of extracurricular activities, including but not limited to honor societies, Student Council, cheerleaders, dance teams, theatre art groups, choirs, interscholastic athletics, and marching band, may develop and enforce standards of behavior that are higher than the *Katy ISD Discipline Management Plan and Student Code of Conduct* and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property.

Students assigned to in-school suspension (ISS), out-of-school suspension (OSS), the District’s disciplinary alternative education program (DAEP), or juvenile justice alternative education program (JJAEP) may not attend or participate in any school activity on or off campus during the period of the suspension or placement. This prohibition includes attending practice, sectionals, and rehearsals as well as participating in athletic competitions, concerts, etc. In some cases, these disciplinary consequences may result in the student being removed from office or prevent membership. Students suspended or placed in a DAEP or JJAEP are not allowed to participate in any activity until the day following the last day of the assignment. Students involved in extracurricular activities should review the guidelines for the specific organization to determine if there is any other impact related to a disciplinary consequence.

Higher standards of conduct are expected of students representing the district’s extracurricular activities which are considered a privilege. Students may be asked to sign a written contract agreeing to adhere to a higher standard of conduct as outlined by each individual group. Groups that will be affected will include, but not be limited to, cheerleaders, dance teams, athletes, National Honor Society, Student Council, and musical and theater groups.

Any student member of an extracurricular organization or campus club (e.g. band/dance team/cheerleader/athlete/Student Council, etc.) representing
themselves, or their organization, in an unfavorable, questionable or illegal manner through electronic media (i.e. Websites, personal home pages, blogs, text messages, chat rooms or similar Websites/files accessible through a server or Internet) or using electronic communication devices (i.e. camera phones, digital photos, electronic descriptions) in such a way as to bring discredit, dishonor, or disgrace on their organization or members of any other school organization including themselves will be subject to the disciplinary actions determined by appropriate school officials and/or organization sponsors/directors/coaches, including probation or dismissal from the organization.

Election Procedures
• All candidates, applicants, or students involved in an election shall be informed of the following procedures prior to the election:
  o Qualifications for the position sought
  o Requirements for fulfilling the position
  o Date, time, and location of the election
  o Campaign activities allowed (if any and when applicable)
  o Election procedures - Type of voting and run-off procedures
• Activity sponsors shall be responsible for checking the stated requirements on each candidate and certifying his/her eligibility for holding office, position, or membership to the principal before ballots are made or voting is conducted.
• All class or school-wide elections will require a committee of not less than three faculty or staff members working under the direction of the principal to count the votes and certify the winner.
• No students will be allowed to participate in or be present at the counting of votes or determination of the winners.

Eligibility - No Pass, No Play
At the beginning of the year high school students are eligible to participate in extracurricular activity based on credits earned. Incoming freshmen must have been promoted from 8th grade. Students in grades 10-12 must have earned a minimum of 5 credits the prior year or accumulated 5 credits as a sophomore, 10 credits as a junior, and 15 credits as a senior. All earned credits must count toward state high school graduation requirements.

During the rest of the year, a student may not participate in any extracurricular activity if a grade lower than 70 in any class, other than those exempted by the district (specified core, AP, or IHE dual credit courses at the high school level only), is earned at the end of the grading period. Katy ISD Virtual School online courses and online courses from external providers are included in UIL eligibility decisions. The student may continue in all practices and preparations as determined necessary by the coach, director, or sponsor of the organization during this time of ineligibility but may not participate in a competition or other public performance. This student may regain full eligibility status to participate in the extracurricular activity if at the end of the designated three weeks all grades in all classes (except those meeting exemption status as noted above) are equal to or greater than 70. Refer to the TEA/UIL Eligibility Calendar posted.
on the Katy ISD Athletic website under student and parent information for specific dates.

Note that an Incomplete (I) grade affects eligibility in the same manner as a failing grade. According to the TEA/UIL Side by Side, 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 [due to extended excused absences] 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. NOTE: An “I” assigned pending retake of a failed major test/grade, according to campus Retest Procedure, must be removed by the end of the seven day grace period or the student is ineligible until the next grade check. For more information, please check the Katy ISD Website.

Extracurricular Activities

Extracurricular activities are those activities that are associated with district approved, school-sponsored organizations. They support learning through leadership development and by providing venues for using skills and knowledge that will enrich student preparation for post-secondary experiences. The focus for student engagement and participation in extracurricular activities is to contribute toward the development of well-rounded citizens. Parents and students are reminded that participation in extracurricular activities and extracurricular organizations, including athletics, school clubs, and school organizations is a privilege, not a right. Since extracurricular activities are optional, those who elect to participate will be held to higher standards of behavior and performance in and out of school including academic eligibility.

An extracurricular activity may not necessarily be directly related to instruction and comprehension of the essential knowledge and skills, but may be indirectly related to various areas of the curriculum. Extracurricular activities may include, but are not limited to: public performances, contests, demonstrations, displays, and club activities. Any activity is considered extracurricular and subject to eligibility rules if any one of the following criteria applies:

• The activity is competitive;
• The activity is held in conjunction with another activity that is considered extracurricular;
• The activity is held off campus, except in a case in which adequate facilities do not exist on campus;
• The general public is invited; or
• An admission is charged.

Exception: A student ineligible to participate in an extracurricular activity who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance may participate in the performance only if the general public is invited to the performance and the requirement for student participation in public is stated in the essential
knowledge and skills of the course AND if the activity does not meet one of the other criteria stated above for an “extracurricular” activity. Therefore, the teacher may consider the student’s participation in the extracurricular activity when assigning the grade for the grading period during which the extracurricular activity occurred.

Assignment to or enrollment in a class does not entitle any particular student to selection for participation in the corresponding extracurricular activity or organization. For more information, please check the District’s Website.

Guidelines for Leadership Roles in Student Organizations
These guidelines shall apply to positions of leadership and/or responsibility in student organizations such as, but not limited to: flag corps, cheerleaders, dance team officers, and class officers.

The number of people in leadership roles in the various school organizations will be determined by the constitution and/or sponsors and principals each year. Should this number be dependent on the quality of candidates and/or judges’ ratings, contestants will be so advised prior to selection.
• The selection of students in leadership roles shall be done with a published set of criteria and rating scale (if needed) which shall be given to all candidates prior to selection.
• When used, judges shall be objective adults who are, or have been, employed in a profession related to, but not limited to, the leadership role being sought. Whenever possible, at least three judges shall be used. In most cases, judges shall not be associated with the campus in question.
• All candidates for leadership roles in an organization must have reached sophomore standing or higher (5.5 credits) to apply -- exception: freshman class officers.
• Prior experience or membership in an organization may be required for holding a leadership role.
• All candidates must have an overall average of C or higher to apply for a leadership role in the semester in which the application is made. An overall C average will be required to remain in the leadership role.
• A discipline infraction of Level II or higher may keep a student from running for a leadership role.
• Conduct grades must be satisfactory. No conduct grades of U during the year in which the application is made will be allowed. Assignment to the ISS class, out of school suspension, or assignment to district DAEP may be cause for dismissal from any leadership role or for that student being placed on probation within the organization(s) in which the student is a leader.
• Students should be aware that there may be special responsibilities in individual organizations. Leaders often have special responsibilities such as attending summer camps, fund-raising, uniforms, and group activities.
• Students who are on a court-assigned probation status cannot represent the school in any event, nor can they hold office. Students may not run for office after their fourth year in high school.
Membership
In general, the requirements for membership in categories of school organizations may be summarized as follows:

**Departmental Clubs:** All departmental clubs are open to any interested student without regard to grade level, grades, or conduct.

**National Honor Society:** National Honor Society is open to sophomores at certain campuses, juniors, and seniors having a cumulative GPA of 3.75 (number of semesters counting for GPA is determined by each individual high school). Students having 3.75 GPA and no N or U in conduct are eligible to apply for consideration for membership. A rating or comment form on each eligible candidate is distributed to each member of the faculty. The comment forms are returned to an NHS Advisory Council of three to seven members appointed by the principal. Using the completed comment sheets and student applications, the Council makes a determination of which candidates are selected for membership based on scholarship, character, leadership, and service. Students not selected for membership have one week to file an appeal.

**Student Council:** Membership is open to students in grades nine through twelve in two classes of membership: (1) election by peers and (2) auxiliary or “work ons”. Requirements for membership include those having no F’s the preceding semester, currently passing all classes, and having no U’s in the year preceding membership.

**Cheerleading and Dance Team:** Membership in these organizations is open to students at each high school campus, with the additional requirement that members of dance teams be female. Specific district guidelines as well as campus-related guidelines provide more in depth information as to the specific requirements and processes pertaining to the tryouts, minimum skill competency, and membership status. All students earning positions in these organizations are held to a higher standard of responsibility in both academic progress and personal behavior. Practice sessions are conducted by the sponsor to develop and determine minimum standards of technical skills prior to tryouts. The district guidelines providing information pertaining to these organizations may be found on the district website: HS Cheerleader Guidelines, HS Dance Team Guidelines, and the Katy ISD Discipline Management Plan and Student Code of Conduct. Please contact the high school campus of student’s attendance to obtain campus handbooks that will provide more specific information pertaining to the activities and responsibilities of the organization at that campus.

**Honorary Spirit Groups:** Any student interested in becoming a member of these organizations may make application for membership to the sponsor, provided he/ she has a C average and no U’s in conduct in the year of application. Selection for membership is determined by a committee of three faculty members appointed by the principal. Membership is limited.

**Academic Decathlon:** This program provides the opportunity for high school students to experience the challenges of rigorous academic competition through participation in ten tests of academic strength. These events include...
comprehensive written examinations in economics, English and literature, fine arts, mathematics, science, and social studies. In addition, students deliver a prepared speech, an impromptu speech, write a one-hour essay, communicate through conversation and interviews, and participate in the Super Quiz—a team event held before an audience. Interested students should contact the sponsor/coach. Team membership is determined by the sponsor/coach.

UIL Activities: Students wishing to participate in UIL competitive activities must meet the following standards of eligibility:

• Students must not be older than 18 years of age on September 1 of the current school year.
• Students must be legally enrolled in the school within the boundaries of the attendance zone of their residence unless otherwise approved by the UIL District Executive Committee.
• Students must have been promoted from the previous grade if in junior high school and must have met at the beginning of school the 5, 10, 15 credit rule if in high school or passed five (5) credits from previous school year, including summer term.
• Students must be living with their legal birth parents or with a court-appointed guardian.
• Students must comply with all mandates as defined in the UIL Constitution and Contest Rules Manual.

Sponsors
Each school sponsored curriculum-related club or organization has a faculty sponsor appointed by the principal. The sponsor will have a special interest in the activities of that club or organization and will usually be from the field most closely related to the student group. All activities of the student group must first be approved by the sponsor and then approved by the principal and placed on the school calendar, in advance of the activity.

Student Clubs and Organizations - Curriculum Related
Each campus provides a wide range of curriculum-related student clubs and organizations in which students can become involved. These student clubs and performing groups include bands, choirs, athletic teams, departmental clubs, etc. Participation is voluntary and considered a privilege. Each group has established guidelines and criteria for membership and/or participation. General guidelines are:

• Each organization in Katy ISD secondary schools shall operate under a constitution and/or formal written rules of procedure.
• Each school organization shall be supervised by a professional currently employed by Katy ISD and assigned to that campus.
• New organizations shall submit a written constitution to the principal for approval to meet, conduct business, or represent the school in any manner.
• Violation of the constitution or rules of operation shall be grounds for suspension or dissolution from the organization.
• Membership and participation in any school-related organization is voluntary and should be considered a privilege.
Membership, participation, and holding positions of leadership and responsibility in school organizations require acceptable academic performance, attendance, and citizenship. See individual organization for specific requirements.

Placement in out-of-school or in-school suspension automatically results in suspension from school organizations and any participation in or representation thereof until the day following the completion of the ISS or out-of-school suspension.

All organizational activities must be approved in advance by the principal and properly entered on the school’s calendar.

The raising of funds, money management, and all disbursements must have prior approval of the principal and be conducted in accordance with established District policy and procedures.

All activities must originate with the organizational sponsor who, in turn, will make appropriate arrangements.

Attendance requirements in order to participate in an after-school performance or practice that day are established by each sponsor/director/coach in conjunction with campus principal and published in organization materials.

Student clubs and performing groups such as band, choir, and dance and athletic teams may establish student codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Katy ISD Discipline Management Plan and Student Code of Conduct will apply in addition to any consequences imposed by the organization.

Student Clubs and Organization - Non-Curriculum Related

Each Katy ISD secondary school offers an opportunity for approved non-curriculum related student groups to meet on school premises during non-instructional time. Non-curriculum related student groups shall not be sponsored by the district and shall in no way imply to students or to the public that they are school-sponsored. District personnel shall not promote, lead, or participate in the meetings of non-curriculum related student groups. However, the group or club shall secure a professional staff member to attend and monitor each student group meeting held on campus. Monitors shall be present at meetings and activities in a non-participatory capacity to maintain order and protect school property.

All non-curriculum related student groups must be student-initiated, student-sponsored, and student-led. Failure of a student group to comply with applicable rules may result in loss of the right to meet on school premises. In addition, students who violate applicable rules are subject to disciplinary action in accordance with the Katy ISD Discipline Management Plan and Student Code of Conduct. Membership in each non-curriculum related student group must be open to all students and must not discriminate in any manner. Membership is restricted to students currently enrolled at the campus where the group plans to meet. In an effort to maximize instructional time, non-school related groups/clubs may not use the public address system to make announcements. Information may be
posted and placed in the area designated by the campus principal according to
district procedures.

Guests and/or outside speakers are not permitted at meetings of non-curriculum
related student groups or clubs.

Examples of non-curriculum student groups are: Chess Club, FCA Club,
Minority Heritage Club, etc.

Refer to FNAB (LOCAL)
Calendar Highlights

JULY
4 Holiday • Staff
AUGUST
1-2 New Teacher Professional Learning Days
6 Convocation
7 Secondary District Professional Learning Day
8 Elementary District Professional Learning Day
9 Campus Professional Learning Day
12 Campus Professional Learning Day
13 Teacher Preparation Day
14 First Day of Fall Semester
SEPTEMBER
2 Holiday • Students and Staff
18 Family Night (No Homework Assigned)
23 Second Secondary Grading Cycle Begins
OCTOBER
7 Early Dismissal - Elementary Parent Conferences and Secondary Professional Learning
12 Second Elementary Grading Cycle Begins
16 Family Night (No Homework Assigned)
23 Teacher Preparation Day
24 Convocation
NOVEMBER
4 3rd Secondary Grading Cycle Begins
25 Thanksgiving Break Begins • Holiday • Students and Staff
DECEMBER
4 Family Night (No Homework Assigned)
20 Early Dismissal, End of Semester
23 Winter Break Begins • Holiday • Students and Staff
JANUARY
3 Early Dismissal for Campus Professional Learning
15 Last Day of School for Graduating Seniors
16 4th Elementary Grading Cycle Begins
28 Winter Break Begins
FEBRUARY
18 5th Secondary Grading Cycle Begins
14 Early Dismissal for Campus Professional Learning
MARCH
3 Early Dismissal for Campus Professional Learning
19 Spring Break Begins
4 Family Night (No Homework Assigned)
MAY
6 6th Secondary Grading Cycle Begins
28 June Break Begins
JUNE - JULY
The District will be closed June 29 through July 3, 2020.
Bad Weather Make-Up Days: Jan. 20* Feb. 17*

Total Days of Instruction Include: E JH HS
Total Days of Instruction 177 177 177
Minutes Per Full Day 440 435 437
Minutes per Early Release Day 260 255 257
Total Minutes, Before Waivers 76,800 75,915 76,269
Waived Minutes 1,160 1,500 1,492
Total Minutes 77,960 77,415 77,761

Symbols Key:
End Elementary Grading Cycle
End Secondary Grading Cycle
New Teacher Professional Learning Day
Teacher Preparation Day • Student Holiday
Early Dismissal
Early Dismissal - Parent Conferences and/or Professional Learning
Holiday • Students and Staff
Convocation
Secondary District Professional Learning Day, Elementary Campus Professional Learning Day
Secondary Campus Professional Learning Day
Campus Professional Learning Day • Student Holiday
District Professional Learning Day
Family Night (No Homework Assigned)
Last Day of School for Graduating Seniors
District and Campuses Closed

Note: Adjustments may be necessary upon the final release of the 2019-2020 TEA testing calendar, specifically to possible testing dates in April and May of 2020.
Opportunity Awareness Center
Campus Information

Students, parents and guardians will be given information regarding OAC campus procedures, expectations and dress code during their intake orientation.