

Katy Independent School District



SEVEN LAKES HIGH SCHOOL
2016-2017
STUDENT HANDBOOK

Katy Independent School District

High School Student Handbook

2016-2017

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 7-16



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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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.

GRADE LEVEL CLASSIFICATION		
GRADE	CLASSIFICATION	CREDITS
9	Freshman	0 – 5.0
10	Sophomore	5.5 – 11.5
11	Junior	12.0 – 18.5
12	Senior	19+

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 approved 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

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

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

- 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	Outstanding progress and mastery of subject matter
80-89	B	Above-average progress and mastery of subject matter
75-79	C	Average progress and understanding of material
70-74	D	Below-average progress and minimum passing
grade 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:	4th grading period	}	87	
	5th grading period		90	85% of
	grade 6th grading period		88	
	Semester exam grade	}	79	15% of grade
	Semester grade =			87 (88.3 x .85, 79 x .15)

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

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

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:

Algebra I	English I
English II	Biology
US History	

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.

Response to Intervention (RTI)

Response to Intervention (RTI) is a multi-tiered proactive approach to meeting the academic and/or behavioral needs of struggling students. It relies on collaborative, interdisciplinary teams that work together to 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.

Students with Physical or Mental Impairments Protected under Section 504

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

Each campus has designated one or more assistant principals as Section 504 Coordinators. The student's grade level assistant principal should be contacted to initiate a referral.

Summer Academic Term (KSAT)

Students may attend KSAT in order to make up work that has been failed during the regular term enabling them to graduate on schedule, to strengthen themselves in needed skill areas and to take certain courses for original credit that they may not be able to take during the regular term. If a student repeats a course to improve a grade, both grades are counted in computing class rank. Further information regarding summer term will be published prior to registration for summer term. Students must have the approval of their principal or counselor to take courses in KSAT, 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. 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 EHDE (LOCAL) policy.

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 2007-2013:** All students who entered high school between Fall 2007 and Fall 2013 are on the state’s Recommended High School Program or the Distinguished Achievement Program, both of which require 26 credits. See chart on page 14 and page 9 of the *2016-2017 Course Catalog* for information. Students who entered high school under the Recommended High School Program or the Distinguished Achievement Program may have the option to switch to the FHSP with endorsement if doing so will benefit their graduation progress. The counselor can advise the student and parent/guardian regarding the option to change plans.
- **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 the chart on page 15 and those on pages 10-11 in the *2016-2017 Course Catalog*.
- 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
English II

Algebra
Biology

U.S. History

- 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:

	1st Sem Grade	2nd Sem Grade	Credit	Points Earned	Courses Attempted
English I	100	100	1.0	8	2
Algebra I	80	80	1.0	6	2
Biology	77	77	1.0	4	2
W. Geo. PreAP	95	95	1.0	10	2
PE	100	100	1.0	8	2
Choir	100	100	1.0	8	2
Total			6.0	44	12
Total Points/Semester grades divided by 2				22	6

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

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. (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 Recommended High School Program (26 credits) or Distinguished Achievement High School Program 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.

	4th Grading Period of Senior Year	5th Grading Period of Senior Year	Projected Semester Average	Points Earned	Courses Attempted
English 4	90	94	92	4	1
Debate II	88	81	85	3	1
Economics	90	96	93	4	1
Choir	88	88	88	3	1
Physics	88	93	91	4	1
Precalculus	91	92	92	4	1
TOTAL				22/2 11	6/2 3

Graduation Ceremony GPA is calculated as:

$$\begin{array}{rclclcl}
 \text{Semester 1-7} & + & \text{Projected Semester 8} & \div & \text{Semester 1-7} & + & \text{Semester 8} \\
 \text{Quality Points} & & \text{Quality Points} & & \text{Courses Attempted} & & \text{Courses Attempted} \\
 80 & + & 11 & \div & 20 & + & 3 \\
 91 & & & \div & 23 & = & 3.9565 \text{ GPA}
 \end{array}$$

4 x 4 Graduation Plans

The following plans apply to students who entered high school in the fall of 2010 through the fall of 2013.
 Students entering high school in who enter high School in the fall of 2014 and thereafter should refer to the FHSP + Endorsement plan.

ENGLISH.....	4
Must consist of English I, II, III and IV (ESOL I may be substituted for English I for students with limited English proficiency)	
MATHEMATICS.....	4
Must include Algebra I, Geometry, Algebra II and at least one course from the following:	
<ul style="list-style-type: none"> o Math Models with Application - <i>must be completed prior to enrollment in Algebra II if selected.</i> o A math course with Algebra II as a prerequisite, including Precalculus, AP Statistics, AP Computer Science, Topics in Math or dual credit college math 	
SCIENCE.....	4
Three credits must consist of one biology credit (Biology, PreAP Biology), one chemistry credit (Chemistry or PreAP Chemistry), one physics credit (Physics or AP Physics I) and at least one course from the following	
<ul style="list-style-type: none"> o Integrated Physics & Chemistry - <i>must be completed prior to enrollment in Chemistry and Physics if selected.</i> o An additional lab-based course, including Aquatic Science, Anatomy & Physiology, Forensic Science, AP Biology, AP Physics II, AP Chemistry, AP Environmental Science, Environmental Systems, Earth & Space Science, Advanced Animal Science 	
SOCIAL STUDIES.....	4
One credit each of World Geography, World History and U.S. History; one-half credit each of Government and Economics	
OTHER LANGUAGES.....	2
Must consist of 2 levels in the same language	
FINE ARTS	1
Choir, Band, Orchestra, Dance, Art, Theatre Arts, Art History, or Music Theory I and II; Principles & Elements of Floral Design or Digital Art & Animation may substitute	
PHYSICAL EDUCATION.....	1
May include Athletics or PE (up to 4 credits), Foundations of Personal Fitness (.5 credit), Dance Team I; the fall semesters of Marching Band or the first year of Cheerleading may substitute.	
SPEECH.....	0.5
Professional Communications or Communication Applications	
HEALTH.....	0.5
Katy ISD Board-adopted requirement	
ELECTIVES.....	5
TOTAL CREDITS	26
College Board Advanced Placement and Dual Credit courses may be substituted in appropriate areas.	
STATE ASSESSMENT PERFORMANCE	
In addition to the credit requirements as listed above:	
<ul style="list-style-type: none"> o Students who first entered 9th grade in 2011 and after must meet passing standards on English I Reading & Writing, English II Reading & Writing, Algebra I, Biology, and U.S. History EOC exams. o Students who first entered 9th grade in 2010 or before must meet passing standards on all four sections of the Exit Level TAKS test (English Language Arts, Math, Science, and Social Studies). 	

ENGLISH.....	4
Must consist of English I, II, III and IV (ESOL I may be substituted for English I for students with limited English proficiency)	
MATHEMATICS.....	4
Must include Algebra I, Algebra II, Geometry and at least one math course with Algebra II as a prerequisite, including Precalculus, AP Calculus, AP Statistics, AP Computer Science, Topics in Math or a dual credit college math course	
<ul style="list-style-type: none"> o <i>Math Models with Application does not satisfy a math credit for DAP candidates.</i> 	
SCIENCE.....	4
Three credits must consist of one biology credit (Biology, PreAP Biology), one chemistry credit (Chemistry, PreAP Chemistry), one physics credit (Physics, AP Physics I) and at least one additional lab-based course, including Aquatic Science, Anatomy & Physiology, Forensic Science, AP Biology, AP Physics II, AP Chemistry, AP Environmental Science, Environmental Systems, Earth & Space Science, Advanced Animal Science	
<ul style="list-style-type: none"> o <i>Integrated Physics & Chemistry does not satisfy a science credit for DAP candidates.</i> 	
SOCIAL STUDIES.....	4
One credit each of World Geography, World History and U.S. History; one-half credit each of Government and Economics	
OTHER LANGUAGES.....	3
Must consist of 3 levels in the same language	
FINE ARTS	1
Choir, Band, Orchestra, Dance, Art, Theatre Arts, Music Theory, Music History & Literature or Art History, Principles & Elements of Floral Design or Digital Art & Animation may substitute	
PHYSICAL EDUCATION.....	1
May include Athletics or PE (up to 4 credits), Foundations of Personal Fitness (.5 credit), Dance Team I; the fall semesters of Marching Band or the first year of Cheerleading may substitute.	
SPEECH.....	0.5
Communication Applications or Professional Communications	
HEALTH.....	0.5
Katy ISD Board-adopted requirement	
ELECTIVES.....	4
TOTAL CREDITS	26
College Board Advanced Placement and Dual Credit courses may be substituted in appropriate areas.	
STATE ASSESSMENT PERFORMANCE	
In addition to the credit requirements as listed above:	
<ul style="list-style-type: none"> o Students who first entered 9th grade in 2011 and after must meet passing standards on English I Reading & Writing, English II Reading & Writing, Algebra I, Biology, and U.S. History EOC exams. o Students who first entered 9th grade in 2010 or before must meet passing standards on all four sections of the Exit Level TAKS test (English Language Arts, Math, Science, and Social Studies). 	
ADVANCED MEASURES	
DAP candidates must also submit four (4) advanced measures as outlined in Katy ISD regulation EIF from the following categories:	
<ul style="list-style-type: none"> o AP test score of 3 or above 1 – 4 measures o IB test score of 4 or above 1 – 4 measures o Qualifying PSAT score based on 11th grade test 1 measure o College course with a final grade of A or B (3.0 or above) 1 – 4 measures o Articulated course (ATC) with a final grade of A or B (3.0 or above) 1 – 2 measures o Original Research / Project 1 measure 	
Transfer students may petition for this.	

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	
ENGLISH	4
Must consist of English I, II, III (ESOL I may be substituted for English I for students with limited English proficiency), and an additional/advanced English course	
MATHEMATICS	3
Must include Algebra I, Geometry, and an additional/advanced math course beyond Algebra I	
SCIENCE	3
Must include one Biology credit, one credit selected from IPC, or Chemistry, or Physics; and one additional/advanced, lab-based science course	
SOCIAL STUDIES	3
Must include U.S. History, one-half credit Government, one-half credit Economics, and World History or World Geography	
OTHER LANGUAGES	2
Must consist of 2 levels in the same language	
FINE ARTS	1
Choir, Band, Orchestra, Dance, Art, Theatre Arts, Art History, or Music Theory I and II; Principles & Elements of Floral Design or Digital Art & Animation may substitute	
PHYSICAL EDUCATION	1
May include Athletics or PE (up to 4 credits), Foundations of Personal Fitness (.5 credit); Dance, Dance Team I, fall semesters of Marching Band or the first year of Cheerleading may substitute.	
HEALTH	0.5
Katy ISD Board-adopted requirement	
ELECTIVES	4.5
Must include a communication skills component, earned through Professional Communications, Debate, Oral Interpretation, Professional Standards in Agrusiness, Teen Leadership, Theatre, or Dual Credit Speech.	
TOTAL FHSP CREDITS	22
ADDITIONAL REQUIREMENTS FOR ENDORSEMENT	
MATHEMATICS	1
SCIENCE	1
ADDITIONAL ELECTIVES	2
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:	
<ul style="list-style-type: none"> o English I Reading & Writing o English II Reading & Writing o Algebra I o Biology o United States History 	

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 careers areas to which they correspond are as listed below:

- o **STEM** – Science, including computer science; Technology; Engineering and Mathematics (Algebra II, Chemistry, and Physics are required for the STEM endorsement);
- o **PUBLIC SERVICES** – Education and Training; Government and Public Administration; Health Science, Human Services; and Law, Public Safety, Corrections and Security;
- o **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;
- o **ARTS & HUMANITIES** – Social Studies; Languages other than English; Fine Arts; and English Language Arts;
- o **MULTIDISCIPLINARY STUDIES** – Allows students to take courses in several endorsement areas as listed above. Courses and sequences are to be determined.

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

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:

- o A fourth credit in mathematics, which must include Algebra II;
- o A fourth credit in science;
- o 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:

- o AP test score of 3 or above;
- o IB test score of 4 or above (*applies to transfer students only as the International Baccalaureate program is not offered in Katy ISD*)
- o Outstanding performance on the PSAT, the SAT or the ACT;
- o Completion of at least 12 hours' college coursework with final grades of A or B (3.0 GPA or above);
- o Bilingualism and biliteracy; and
- o Earning a nationally or internationally recognized business or industry certification or license

Recognition at 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:

2016 - 2017 Graduating Seniors			
Katy ISD Graduation Cord, Cowl & Medal Acknowledgements			
Organization	Honor Cord	Honor Cowl	Honor Medal
National Art Honor Society	X		
National Technical Honor Society	X		
Community Service Award (Campus Based)	X		
Core Subjects Honor Society (Math, Science, English, and History)	X		
Foreign Languages Honor Society (All District Sponsored Languages)	X		
High Honors/Honors	X		
Katy ISD Award of Excellence			X
International Thespian Society	X		
National Honor Society	X	X	
Salutatorian & Valedictorian		X	
Senior Class Officer		X	
State UIL Competition			X
Superintendent's Round Table-KISD	X		

III. Counseling

Counselors are assigned to help students, parents, and campus personnel. To schedule a conference with a counselor, the student should complete a counselor conference request form during the day. The counselor will send for the student as soon as possible. Parents are also welcome to request conferences. Counselors will meet individually with students each school year to develop and/or update required personal graduation plans, except for extenuating situations.

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

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, 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 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 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 a prior to 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, 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 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 and 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 admit for each class missed. If a student is absent for more than five consecutive days, a doctor's note is also required before an admit 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
- Date(s) of requested absence
- Reason for absence
- Parent (guardian) signature and phone number

The school administration will consider any need regarding special absence. However, in order to ensure continued academic progress and manage makeup workload, the following must be considered:

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, 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. In unusual circumstances the District may amend the number of allowable absences for a specific semester. 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 18 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 18 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

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

Child Abuse/Neglect and Sexual Abuse

KATY ISD 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 procedures. A student or parent may not present a formal complaint to the Board until all administrative remedies (appeal processes) have been exhausted.

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

Parents may also contact the District's Parent & Patron Assistance Center (PPAC) which is dedicated to helping parents and the community resolve concerns. The PPAC coordinator has direct access to district administrators and may address issues in an efficient manner. The PPAC acts as a neutral party to assure that student and parental rights are respected through the informal process. You may contact the PPAC at 281-396-2441 or ppac@katyisd.org.

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 [Copies may also be available at the campus.](http://www.katyisd.org/dept/sb/Pages/BoardPolicyManual.aspx)

<http://pol.tasb.org/Policy/Code/594?filter=FFI>.

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](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 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).

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 waiver.

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 281-237-2129. KATY ISD 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.

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 281-396-2503. Additional information can be found on the Katy ISD website.

The consumer information sheet can be downloaded from the Texas Structural Pest Control site: <http://www.spcbtx.org>

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.
- Create an account to access the Katy ISD on-line Home Access Center which provides access to campus e-News, MyPaymentsPlus, on-line grades, and Katy ISD updates.
- For all Returning Students to Katy ISD, the parent or guardian will be required each August, to electronically update their child's information. This process will replace the "First Day Packet" of information that each parent must review and sign in order to update and approve information. 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 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.

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.

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.

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.

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.

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;
- Have a signed consent for random drug testing on file.
- 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, curricular or extracurricular activities and/or media coverage of school.

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;
- 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

If a student should desire to go home with a friend or get off at any bus stop other than their own, he or she may do so if a note, signed by a parent and a school official, is presented to the Transportation Department via the bus driver.

Food Service

Students must eat lunch in the cafeteria/snack bar area whether the lunch is brought from home or bought at school. Glass containers are not allowed on campus. Breakfast and lunch are offered daily at all high school locations. A current student ID card is preferred to purchase food from the cafeteria. No student has permission to leave the campus. Students must clean up after themselves and deposit trays and trash in appropriate places to maintain a clean and appetizing place to eat. Student breakfasts are \$1.25 and student lunches are \$2.75. Free and reduced meals are available to those who qualify. Applications for free and reduced meals are available online. Parents in need of financial assistance can apply at any time during the school year for their students in Pre-K through 12th grade. Information relating to the process is available on the Katy ISD Nutrition and Food Service home page. Parents may place pre-paid funds in the student

food service account through MyPaymentsPlus. Visit the department website for additional information.

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 new standards, any and all secondary campus food sales during the school day must meet Smart Snack standards. This includes campus and PTA/PTO events and fund raisers. The District limits high school food fund raisers during the school day to once per week with one additional day biweekly with sales hosted outside of the area where student meals are consumed. 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.

Food Allergies: The school should be notified when a student has been diagnosed with a severe food allergy, especially those allergies 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 campus nurse 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, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a severe food allergy that places the student at risk for anaphylaxis, an individual health plan will 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. In order for the alert to be activated, the child's physician should complete the Katy ISD Diet Modification Form and the Food Allergy Action Plan detailing the student's 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 forms to the campus nurse to be shared with the Nutrition and Food Service Department. These forms are located on the district website.

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.

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. 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*.

IX. Medical

Clinic

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 call parents to pick them up. 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. If your child has a serious, chronic medical condition that could necessitate your child missing extended days of school, consult your campus nurse so appropriate documentation from a physician can be obtained in order to comply with attendance laws.

Taking Medication at School - No drugs of any type are to be carried on one's person, kept in one's locker or elsewhere on school grounds. Exceptions to this rule must be approved, and the approval must be documented in writing and on file in the school clinic. Medication must be in a properly labeled container with one medication per container. 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 or through the District website and must be renewed annually. In the interim, the medication must remain in the clinic. Students who are found to be in possession of their diabetes, asthma or anaphylaxis medication without the proper authorization on file will be subject to disciplinary action as written in the *Katy ISD Discipline Management Plan and Student Code of Conduct*. See previous section on Food Service for more information about food allergies.

- **Medication Less Than 15 Days** - Prescription or nonprescription drugs that need to be taken at school for 15 calendar days or less must be accompanied by a written request signed and dated by a parent or legal guardian.
- **Medication More Than 15 Days** - all prescription and nonprescription drugs to be administered at school for longer than 15 calendar days must be accompanied by a written request signed and dated by the prescribing physician and the parent or guardian requesting this service.
- Medication prescribed or requested to be given three times a day or less will not be given 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.
- Natural and/or homeopathic-like products, not FDA approved, will not

be dispensed in the school setting by school personnel.

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

24-hour Rule - Students who demonstrate signs and symptoms of illness or a possible communicable disease should be referred to the campus clinic for further assessment. Those with an elevated temperature of 100.0 degrees or above or those who vomit or have diarrhea must be isolated and sent home. The student must be fever free without fever-reducing medication for 24 hours before he/ she can be allowed back in school. Those excluded due to vomiting or diarrhea must also be free of symptoms without the use of preventative medications before being allowed back in school. The 24-hour period is used as the standard length of time to determine if indeed symptoms have subsided.

Immunizations

Students are required to maintain updated immunization records with the campus nurse. For a list of immunization requirements and exemptions, procedures for medication administration and other health related concerns, contact your campus nurse or the district website for further information.

Accident Insurance

Students may enroll in a special low-cost accident insurance at the beginning of the school year. Late registrants may inquire in the principal's office.

Nurse

A campus nurse is on duty in the clinic at each campus during regular school hours. First-aid supplies are available in each campus clinic.

Bacterial Meningitis

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

X. 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.

XI. 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:
 - Qualifications for the position sought
 - Requirements for fulfilling the position
 - Date, time, and location of the election
 - Campaign activities allowed (if any and when applicable)
 - 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.

Random Drug Testing Guidelines

Random drug screenings involve students in grades 9-12 who participate in competitive after-school extracurricular activities and/or drive a vehicle to and from school. This includes, but is not limited to, students who participate in:

- Academic Decathlon
- Art
- Band
- Baseball
- Basketball
- Business Professionals of America
- Choir
- Cross Country
- Dance Color Guard
- Dance Team
- Family, Career & Community Educators Leaders of America
- Football
- Future Business Leaders of America
- Future Farmers of America (FFA)
- Health Occupations Students
- Language clubs (e.g. Spanish Club)
- Officers (Class, NHS, & Student Council)
- Orchestra
- Skills USA
- Soccer
- Softball
- Speech & Debate Cheerleaders
- Student drivers
- Student Hospitality Organization
- Swimming
- Technology Student Association
- Tennis
- Texas Association of Future Educators Leaders of America
- Theatre Arts
- Volleyball
- Track Golf
- Wrestling of America

Each student who desires to participate in competitive after school extracurricular activities and/or parking permit privileges shall be provided with written information regarding the District's random drug testing policy and a Student and Parent/Guardian Consent to Random Drug Testing form, which shall be read, signed, and dated by the student, parent and/or person otherwise in lawful control of the student. The consent requires the student to provide a urine sample to be tested for illegal drugs, performance-enhancing drugs, and/or alcohol when chosen through the random selection process. No student shall be allowed to practice or participate in any competitive after school extracurricular activities and/or parking permit privileges until the Student and Parent/Guardian Consent to Random Drug Testing form is properly signed and returned.

Consequences of a positive result: Because the purpose of drug screening is to identify those students in need of assistance in dealing with drug and alcohol issues, students who test positive will not receive any disciplinary consequences. The only consequence is the loss of extracurricular privileges as explained below.

First Offense – The student testing positive during random drug-testing will be suspended in all competitive after school extracurricular practices, performances, competitions, activities and/or driving privileges for a minimum three-weeks. The assistant principal acting as the campus random drug testing (RDT) coordinator will arrange a conference with the student, parent/guardian, Counselor and appropriate sponsor (s) to discuss the positive result and consequences. The student will be required to participate in counseling with the school counselor or show proof of external counseling. Any costs resulting from outside counseling are the responsibility of the student and/or parent/guardian. During this period of suspension, the student will undergo drug-testing approximately once per week based on the campus's random drug-testing schedule. Once the student has three consecutive clear (negative) tests, the student will be eligible to practice and participate in performances, competitions, activities, and/or regain driving privileges. If the student has a second or subsequent positive result(s) in the weekly drug-testing, the campus RDT coordinator and counselor will determine the frequency of additional drug-testing and when the student can regain eligibility.

Second Offense – The student testing positive for a second time in random drug-testing will be suspended from all competitive after school extracurricular practices, performances, competitions, activities, and/or driving privileges for a minimum period of six weeks based on instructional days. The campus RDT coordinator will arrange for a conference with the student, parent/guardian, counselor, appropriate sponsor (s), and the assistant principal to discuss the second positive drug test result. The student will be required to participate in counseling with campus counselor or show proof of external counseling. Any cost resulting from outside counseling are the responsibility of the student and/or parent/guardian. During this period of suspension, the student will undergo drug-testing approximately once per week based on the campus's random drug testing schedule. Once the student has six consecutive clear (negative) tests, the student will be eligible to practice and participate in performances, competitions, activities, and/or regain driving privileges. If the student has a

second or subsequent positive result(s) in the weekly drug-testing, the campus RDT coordinator and counselor will determine the frequency of additional testing and when the student can regain eligibility.

Third Offense – The student testing positive for the third time in a random drug-testing shall be suspended from all competitive after school extracurricular activities and/or driving privileges for a period of one (1) calendar year from the date of the confirmation of the third positive drug test result. The campus RDT coordinator will arrange a conference between the student, parent/guardian, counselor, and appropriate sponsor (s). The student will be required to participate in counseling with the campus counselor or show proof of external counseling. Any costs resulting from outside counseling are the responsibility of the student and/or parent/guardian.

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 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.

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/distributed 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)

Katy ISD Instructional Calendar 2016-2017

Elementary -- Four Grading Periods

Secondary -- Six Grading Periods

July 2016							August 2016							September 2016												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
					1	2		1	2	3	4	5	6					1	2	3						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24						
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31						
31																										
4 Independence Day • Holiday							11-12 New Teacher Inservice Days 15-18 Professional Learning Days 19 Teacher Preparation Day 22 First Day of School 22 1st Grading Period Begins (Elem. & Sec.)							5 Labor Day • Holiday												
October 2016							November 2016							December 2016												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
						1						1	2	3	4	5							1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24						
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31						
30	31																									
3 2nd Grading Period Begins (Sec.) 17 2nd Grading Period Begins (Elem.) 21 Early Dismissal							4 Early Dismissal 7 3rd Grading Period Begins (Sec.) 23-25 Thanksgiving • Holidays							16 Early Dismissal 16 First Semester Ends 19-30 Winter Break • Holidays												
January 2017							February 2017							March 2017												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
1	2	3	4	5	6	7					1	2	3	4					1	2	3	4				
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11						
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18						
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25						
29	30	31					26	27	28					26	27	28	29	30	31							
2 Teacher Preparation Day • Student Holiday 3 Professional Learning Day • Student Holiday 4 3rd Grading Period Begins (Elem.) 4 4th Grading Period Begins (Sec.) 16 MLK Day • Holiday							10 Early Dismissal for Professional Learning 20 President's Day • Holiday 21 5th Grading Period Begins (Sec.)							13-17 Spring Break • Holidays 27 4th Grading Period Begins (Elem.)												
April 2017							May 2017							June 2017												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
						1						1	2	3	4	5	6							1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10						
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17						
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24						
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30							
30																										
13 Early Dismissal 14 Good Friday • Holiday 17 6th Grading Period Begins (Sec.)							29 Memorial Day • Holiday							1 Early Dismissal • Last Day of School 2 Teacher Preparation Day												

Symbol Keys

- [Begin Elementary Grading Cycle
-] End Elementary Grading Cycle
- < Begin Secondary Grading Cycle
- > End Secondary Grading Cycle
- ☐ Holiday (Students and Staff)
- ☑ New Teacher Inservice
- ☒ Teacher Preparation Day • **Student Holiday**
- ☓ Professional Learning Day • **Student Holiday**
- Early Dismissal -- All Students
- Secondary 7:25 a.m. - 11:35 a.m. (250 Minutes)
- Elementary 8:20 a.m. - 12:40 p.m. (260 Minutes)
- Early Dismissal for Professional Learning

ELEMENTARY INSTRUCTIONAL MINUTES

8:20 a.m. to 3:40 p.m. (440 Minutes)

Grading Period	Elem. Days	Actual Minutes
1st	39	17,160
2nd	42	17,940
1st Semester Totals	81	35,100
3rd	52	22,260
4th	46	20,320
2nd Semester Totals	98	42,580
TOTAL DAYS	179	79,660

TOTAL MINUTES Includes 1,380 waived minutes for six early release days and one professional development day.

SECONDARY INSTRUCTIONAL MINUTES

7:25 a.m. to 2:35 p.m. (430 Minutes)

Grading Period	Sec. Days	Total Minutes
1st	29	12,470
2nd	25	10,350
3rd	27	11,430
1st Semester Totals	81	34,290
4th	32	13,580
5th	33	14,010
6th	33	14,010
2nd Semester Totals	98	41,600
TOTAL DAYS	179	77,330

TOTAL MINUTES *Includes 1,440 waived minutes.

Bad Weather Make-Up Days:
Jan. 16 May 29

Note: 238-day employees
will need to work one additional day.



XII. Campus Pages

A Message From Your Principal

Dear Students:

Seven Lakes High School opened its doors in 2005 and we are now looking forward to our Twelfth year! In just one decade, SLHS has developed traditions that reflect excellence in academics, athletics, and fine arts. Seven Lakes began as a small 4A high school, and is now a large 6A school serving over 3,320 students. Over the past twelve years, SLHS has earned many honors, including several state championships, and national recognition in various academic competitions. In the past several years, SLHS has been rated “Exemplary” and “Recognized” by the Texas Education Agency. In 2015, Seven Lakes was ranked in the top 300 high schools in the nation by Newsweek magazine. More important than any accolade is the strength found in the quality faculty and staff who have been carefully selected, and in the outstanding students who demonstrate high character and academic focus. It is our pleasure to serve the Seven Lakes students and community, working to create a fun, rigorous, and challenging experience thereby preparing our students for a bright and successful future.

*Sincerely,
Ted Vierling
Principal*

Mission Statement

Seven Lakes High School is committed to creating a positive atmosphere that empowers students to develop strong character, achieve excellence, serve the community and become life-long learners in a diverse world.

Administration Information

SEVEN LAKES HIGH SCHOOL

9251 South Fry Rd. • Katy, Texas 77494

SEVEN LAKES HIGH SCHOOL	(281) 237-2800
Main Campus Fax	(281) 644-1785
9th Grade Campus	(281) 237-2950
9th Grade Campus Fax	(281) 644-1799
KISD Administration Building	(281) 396-6000
Athletic Director	(281) 396-7780
Tax Office-Harris County	(713) 368-2000
Tax Office Fort Bend/Waller County.....	(281) 341-3710
Executive Director of Transportation	(281) 396-2700
Katy ISD Police Department	(281) 237-4000

Personnel

Ted Vierling	Principal
Elisabeth Brodt.....	Associate Principal
Miche' Norris	Assistant Principal - Student Support
Ty Jackson.....	Assistant Principal - Grade 9
Rahsan Smith	Assistant Principal - Grade 10
James Morris.....	Assistant Principal - Grade 11
Mary Margaret Trieff-Jozwiak.....	Assistant Principal - Grade 12

Counselor 9th/10th Grade

Shannon Petersen	A-G
Dedrick Linwood	H-O
Mary Castelluci.....	P-Z

Counselors 11th - 12th Grade

Patti Morningstar	A-C
Vicky Mata.....	D-Ko
Patty Norrell	Kr-Rig
Theresa Janda	Rin-Z

Offices

Principal's office, grade level principals' offices, and counselors' offices are open 7:05 am to 3:05 pm each day.

Important Procedures to Remember

Be positive, have fun, study hard, Live Orange, and expect to have an awesome year!

1. Read your student handbook. A thorough knowledge of building and district policies will help keep you from making mistakes.
2. Have permission from your teacher or someone from an office any time you are not in your assigned place (must have a pass).
3. Any absence other than illness or family emergency must have prior approval from a principal in order to be excused.
4. Exemptions are based on absence totals. Excused absences are weighted the same as unexcused absences.
5. Administrative approval must be obtained prior to conducting surveys, passing out questionnaires, conducting fund-raising activities, displaying posters or bulletins, or distributing material of any kind. Flyers/posters must be approved by the Associate Principal. Following approval, student flyers/posters may be placed in designated locations only.
6. The students at Seven Lakes High School will follow all district guidelines regarding music players, paging, email, and cellular devices as outlined in the KISD Discipline Management Plan. This policy includes, but is not limited to: cell/smart phones, iPods, iPads, and other electronic devices used for communication and/or entertainment. Each teacher retains the right to determine appropriate usage in his/her classroom during each class period.
7. Student visitors will not be permitted in classes or on campus without prior permission from a principal unless here for official school business; this includes lunches. Family members (including siblings) unaccompanied by parent or guardian are not permitted.
8. All visitors are required to sign-in in the front office and display a visitor's Raptor badge. Any visitor violating this procedure will be asked to leave immediately.
9. Students who have excessive absences will be required to provide a doctor's note in order to receive an excused absence. Students with excessive absences from classes may be denied course credit in one or more courses.
10. On bad weather days and heavy traffic days: excused absences and excused tardies will not be given for students who provide their own transportation.
11. Suspension, ISS, or DAEP placement will exclude students from participation in all school related activities during the period of assignment and may exclude or terminate a student from extracurricular activities.
12. Hats, caps, or visors shall not be worn or in sight between 7:25 a.m. and 2:35 p.m. Students who bring these articles to school must keep them in their lockers during regular school hours. Students violating this policy will have the article confiscated. The article will be returned at the principal's discretion. Repeated offenses will result in appropriate disciplinary action. Bandanas are not allowed

13. Students who drive to and park on campus must obtain a valid SLHS parking permit and sticker, which must be affixed to their vehicle. Failure to obtain proper permission will result in a parking violation and subsequent consequences. When driving a vehicle other than that for which a permit was acquired, a temporary permit must be obtained prior to the day the vehicle is driven to school. Do not park in nearby neighborhoods or at Seven Lakes Junior High School. **Parking permits are issued to seniors and juniors only.**
14. A student leaving the building without permission and then returning to campus may be searched by school officials.
15. All attendance issues must be handled before 1st period.
16. Deliveries of flowers, balloons, gifts, etc. to students are not allowed. These deliveries will be kept in the main office until the end of the instructional day. Students are not to bring these items to school.
17. Seven Lakes High School will follow the KISD Student Dress Code Guidelines. Students who do not follow district guidelines will be asked to change, and may be assigned a disciplinary consequence by the grade level assistant principal.
18. Pay close attention to the tardy policy; tardies do affect exemptions and honors.

Student I.D. Cards

Each student is issued an ID card which is to be in student possession during the instruction day. If the card is lost or becomes unserviceable, a new card will be issued to the student at a cost of \$3.00.

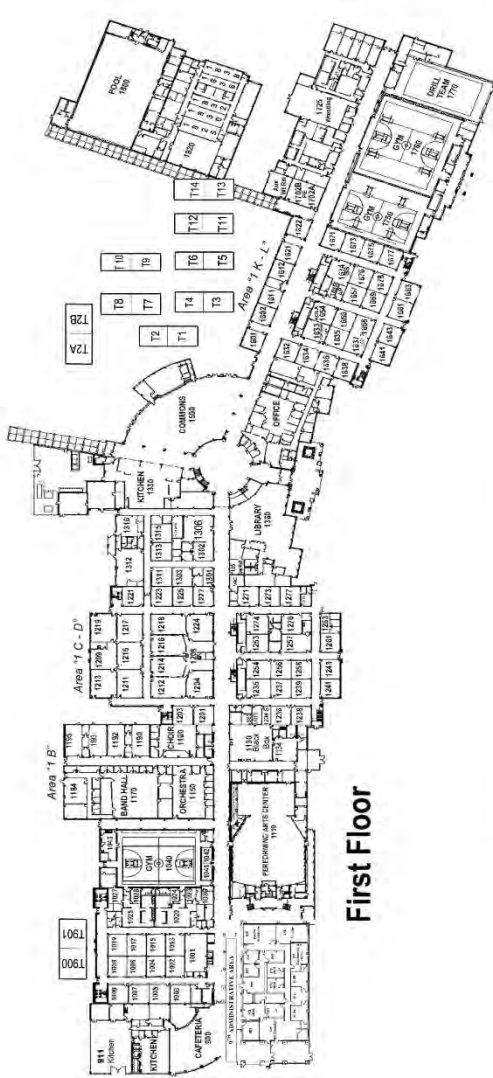
Important Dates

Sept. 7.....	School Pictures
Sept. 12.....	Open House - 6:00 PM
Sept. 15.....	Senior Parent Night - 6:30 PM
Sept. 20.....	9 th /10 th Grade Parent Night - 6:30 PM
Sept. 29.....	Homecoming Game
October 1.....	Homecoming Dance
October 19.....	PSAT
Dec. 5 - 9.....	STAAR EOC
March 28.....	STAAR EOC English I/II
May 1 - 4.....	STAAR EOC
May 1 - 12.....	AP Exams
May 20.....	Senior Prom
June 2.....	2017 Graduation

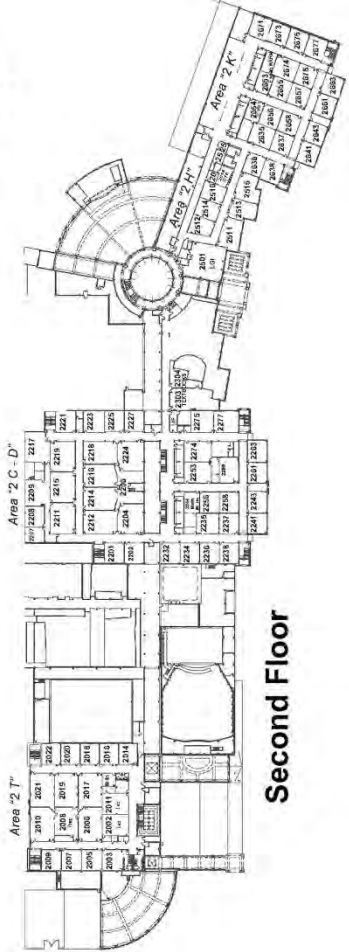
Major Exam Schedules

<u>Subject</u>	<u>Date</u>
Science, Social Studies	Even Dates (i.e., 2, 4, 6, etc.)
Foreign Language, Other	
<hr/>	
Math, English, Foreign Language, Fine Arts	Odd Dates (i.e., 1, 3, 5, etc.)
*Foreign Language	Not on Thursday

Map



First Floor



Second Floor

Bell Schedule

Regular Bell Schedule

1st	7:25 – 8:15	50
2nd	8:22 – 9:12	50
SLAMCast	9:19 – 9:26	7
3rd	9:26 – 10:16	50

A Lunch	10:16 – 10:46	30
4th4b/45	10:53 – 11:43	50

5th5b/56	11:50 – 12:40	50
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4th 4a/4b	10:23 – 11:13	50
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B Lunch	11:13 – 11:43	30
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5th 5b/56	11:50 – 12:40	50
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4th 4a/4b	10:23 – 11:13	50
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5th 45/5b	11:20 – 12:10	50
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C Lunch	12:10 – 12:40	30
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6th	12:47 – 1:38	51
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7th	1:45 – 2:35	50
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Spartan Time

1st	7:25 – 8:13	48
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2nd	8:20 – 9:09	49
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3rd	9:16 – 10:05	49
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Spartan Time	10:05 – 10:25	20
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A Lunch	10:25 – 10:55	30
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4th4b/45	11:02 – 11:50	48
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5th5b/56	11:57 – 12:45	48
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4th 4a/4b	10:32 – 11:20	48
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B Lunch	11:20 – 11:50	30
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5th 5b/56	11:57 – 12:45	48
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4th 4a/4b	10:32 – 11:20	48
-----------	---------------	----

5th 45/5b	11:27 – 12:15	48
-----------	---------------	----

C Lunch	12:15 – 12:45	30
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6th	12:52 – 1:40	48
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7th	1:47 – 2:35	48
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Pep Rally

1st	7:25 – 8:12	47
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2nd	8:19 – 9:06	47
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3rd	9:13 – 9:59	46
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Pep Rally	9:59 -10:24	25
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A Lunch	10:24 – 10:54	30
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4th4b/45	11:01 – 11:51	50
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5th5b/56	11:58 – 12:48	50
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4th 4a/4b	10:31 – 11:21	50
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B Lunch	11:21 – 11:51	30
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5th 5b/56	11:58 – 12:48	50
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4th 4a/4b	10:31 – 11:21	50
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5th 45/5b	11:28 – 12:18	50
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C Lunch	12:18 – 12:48	30
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6th	12:55 – 1:41	46
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7th	1:48 – 2:35	47
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EARLY DISMISSAL

1st	7:25 – 7:55	30
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2nd	8:02 – 8:32	30
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3rd	8:39 – 9:09	30
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4th	9:16 – 9:46	30
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5th	9:53 – 10:23	30
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6th	10:30 – 10:59	29
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7th	11:06 – 11:35	29
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Colors

Orange and Blue

Mascot

Spartan

Seven Lakes Alma Mater

Sacred are these halls of learning
Wisom taught with honor true
Loyalty for hallowed values
Striving to pursue
Seven Lakes is our fortress
Safe from battles new
We shall stand and face our future
Orange and true blue

Fight Song

Fight on for honored Seven Lakes High
Fight on for victory!
We are with you in ev'ry way
No matter what the goal may be!
Onward for sparta noble and true
Pride in everything you do!
And so we'll fight, for, victory
And we will win the day!

School Newspaper

The Torch

Communication

How to stay connected with Seven Lakes High School for news, comments, encouragement, reminders and much more! Sign up for grade level REMIND, Facebook and Twitter accounts.

Twitter @Ted_Vierling

12th Grade Twitter @SevenLakes17

eNews - The new Parentlink messaging system allows community members to subscribe to campus eNews messages, as well as District-level messages such as the KatyISD Update and Board Meeting Notices. The link (www.katyisd.org/dept/communications/Pages/subscribe.aspx) to subscribe to these messages is available on the home page in the box titled “Katy ISD Update.” This link also includes a box next to each campus, which allows community members to subscribe to individual campus eNews.

Katy on the Go Mobile App



Stay Connected with our NEW

KATY *OnTheGo*

Mobile Application

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

Home Access Center

How to log into the Home Access Center

1. Navigate to <http://www.katyisd.org/hac/>

2. Click on the icon

3. Input your username in the Username field and your password in the Password field. Passwords are case-sensitive,

Campus Web Site

<http://www.katyisd.org/campus/SLHS/Pages/default.aspx>







Katy Independent School District
Publications and Printing Department

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