

KATY INDEPENDENT SCHOOL DISTRICT

WOODCREEK



JUNIOR HIGH SCHOOL

Student Handbook

2017 - 2018

Katy Independent School District

Junior High School Student Handbook

2017-2018

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against Katy ISD. 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 7/17



Katy Independent School District Supports a Heart Safe School Community
Automatic External Defibrillators are on-site at all campuses and major district facilities

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Directory Information

1. What information does Katy ISD consider “directory information?”

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

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

2. Is directory information confidential?

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

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

There are three privacy codes from which a parent/guardian may choose: Y – Yes, O – Other, and N – No. Please refer to the chart for the implications of each code.

Privacy Code Selections and Implications	“Y” Yes	“O” Other	“N” No
School-Confined Publications	YES	YES	NO
Programs for Performances	YES	YES	NO
Yearbook	YES	YES	NO
Professional School Group or Class Photos*	YES	YES	NO
Officially-designated vendors for school-related purposes	YES	YES	NO
The Public: Anyone making a public information request	YES	NO	NO
News Releases	YES	NO	NO
School Directories	YES	NO	NO
School Publications (Available to Public)	YES	NO	NO
District/Campus Webpage	YES	NO	NO
Photographs	YES	NO	NO
Social Media Platforms	YES	NO	NO

4. Under what circumstances may directory information be released?

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

5. Is a privacy code selection confidential?

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

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

Parents/guardians do have a right to change their student’s privacy code. However, it is not recommended that parents/guardians change their student’s privacy code after the school year has started because most campuses have a process in place whereby teachers are expected to become knowledgeable about the privacy codes of their individual students so that they can adhere to these codes consistently. Additionally, the District has no ability to recall information that was released prior to a change of code.

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

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

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

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

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

I. ABSENCES FROM SCHOOL

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

Attendance Requirements:

Compulsory Attendance

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

The parent/guardian commits an offense of criminal negligence under *TEC 25.093* if the student accrues voluntary unexcused absences for ten (10) or more days or parts of days within a six-month period. If a warning is issued as required by Section 25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section 65.003(a), Family Code [25.094], the parent commits an offense. (c) An offense under Subsection (a) is a [Class C] misdemeanor, punishable by fine only, in an amount not to exceed:

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

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include:

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

[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, e-mail, or fax 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 health care 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 health care professional, a note from the health care professional is always in the best interest of the student so that the absence can be specified as either a doctor (or health care) appointment (full day) or health care appointment (partial day) rather than for personal illness.**

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 a student must be in attendance for at least 90% of the days a class is offered in order to gain credit or be promoted. The 90% rule is calculated from the student's first day of enrollment. **All absences, excused and unexcused absences, 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% attendance threshold, the campus Attendance Review Committee will meet

to develop a plan for the student to complete in order to gain credit or be promoted. *TEC 25.092* and Board Policy FEC (LOCAL). If a student in 1st - 8th grade does not fulfill requirements to regain credit, the end of year report card will document no final grade(s) in the course(s) involving lack of promotion due to attendance issues.

Earning High School Credit Course Grades for Students who Enroll Late

Students who enroll late will have less flexibility before falling below the 90 percent threshold because they have less total days available.

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 to earn credit for junior high students who enroll in a high school credit course after instruction for the year a semester has begun:

1. 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 prior to the tenth day of the course, the grade will be based on work done during the remaining days of the course.
2. 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 passing average for all major exams of the course including those administered prior to his/her entrance into the course or he/she must pass a comprehensive test of the district curriculum objectives covered in the course prior to enrollment.
 - If the student has not completed all the major exams or the comprehensive exam by the end of the grading period, he/she will receive an incomplete. An incomplete must be cleared by the end of the student's first full grading period. An incomplete affects UIL eligibility until cleared.

Attendance Accounting

In an effort to ensure parents are adequately notified of all absences, report cards for students in Katy ISD will reflect all absences that affect either compulsory attendance or attendance for credit issues. The total number of absences for secondary students depicts the number of class periods affected by absences, not the number of days since attendance for credit deals with each course/class individually. All absences, including those for health care appointments and other specifically named absences for which the student cannot be penalized under compulsory attendance laws or for District incentives such as exemplary attendance, are counted on the report card because these absences are not exempt from attendance for credit.

Parents are able to access current attendance data at the on-line Home Access Center.

Common Absence Types

Since school attendance is compulsory, a reason must be given whenever a student misses school. Based on the reason, an absence can be coded as unexcused, excused, or non-absence (religious holy day of obligation with parent or church note). Typical excused and unexcused absence reasons follow:

Excused:

- Apply for VISA/INS (documentation requiring appearance and proof of attendance)
- Citizenship application appointment and/or participation in a US Naturalization Oath Ceremony for a student
- Death in immediate family or of person living in student's home
- Death/funeral of an individual who has had significant impact on family
- Health Care Professional appointment/medical excuse (with doctor's note)
- Nurse sent home from school
- Extracurricular events that occur within school day (UIL competition)
- School sponsored activity (Non-UIL)
- Family emergency (with principal/designee approval)
- Juvenile probation appointment (with verification)
- Removal by CPS/law enforcement and related days
- Lice (1 day excused)
- Personal illness (five (5) days without doctor note)
- Private therapy (ABA, OT, speech) for students identified on autism spectrum; on-going with healthcare professional note on file.
- Required court appearance (with documentation)
- Immunizations (with doctor's note)
- In-school and out-of-school suspension (assigned by campus administrator)
- Sounding taps for a military funeral in Texas
- Absences of up to five days will be excused for a student to visit with a parent, step-parent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

An unexcused absence is any absence for which required documentation is not provided as well as student absences including but not limited to the following:

Unexcused:

- Any absence without required and timely documentation
- Failure to bring required doctor's note related to excessive absence

- Death of someone other than immediate family
- Doctor's appointment for someone other than the child
- Appointment with DPS (Department of Public Safety)
- Private lesson, tutoring, counseling and other services:
Family vacation, reunion, wedding, family business (sibling graduation, award ceremonies, accompany parent on business trip, etc.)
- Non-school sponsored activities (for example most gymnastic events, dance competitions, 4-H activities, etc. Certain Olympic caliber competitions can be excused based on application to the principal.)
- Religious retreat or other non-obligated church events, scheduled prayer
- Runaway and/or truancy (skipping school, class, leaving campus or class without permission)
- Welfare/WIC appointments (except medical)
- Transportation issues (car trouble or no one available to drive)

Exemplary Attendance

To be eligible for exemplary attendance recognition during end of year ceremonies, a student must be enrolled on or before the 90% attendance for credit date. The attendance for credit and 90% rule begins when the student enrolls. Exemplary attendance will be calculated based on attendance for grading periods 1-5. Data from grading period 6 will not be included. There will be no special calculations/ deductions related to tardies and being checked out early, other than parameters already included in the attendance reporting system.

Late Arrival and Early Dismissal

Students must sign-in and out at the Attendance Office any time they come in late or leave early. If a student is leaving school early, a note signed by a parent/guardian should be brought to the Attendance Office in the morning. The note needs to state the reason and time the child is leaving. The student will be given an early dismissal slip. The student will show the early dismissal slip to the appropriate teacher and go to the Attendance Office at the designated time to meet his/her parent. If someone other than a parent/guardian is to pick up a student, the note should include the name of the person who will be picking up the student.

Parents (or a properly authorized person) must come into the Attendance Office to sign-out the student. Satisfactory identification (i.e. driver's license or picture ID) is required in order for an authorized person to talk with a student or take a student from school. An authorized person includes the parent, a person whose name appears on the emergency card for contact during an emergency when parents are unavailable, a person for whom we have received written authorization from student's parent/guardian, or someone authorized by legal order. Students are not allowed to wait at the curb to be picked up during school hours.

Make-up Work

Make-up work is available for students after an absence regardless of the reason for the absence. **It is the responsibility of the student to obtain and complete all make-up assignments in a satisfactory manner within the time allotted.** Teachers have a standard procedure which students should follow in order to identify the make-up work they need to complete. **Generally, students are allowed two school days for every one school day absent to make up work following unexpected absences.** However, assignments made prior to the absence(s) are due on the first return date, including tests. Students generally are not given assignments ahead of time for absences due to family trips or other pre-arranged events.

Make-up work can be requested prior to the student's return to school only for personal illness absences of more than two (2) days or for certain special approved absences. Please consider that if the student is ill, it is unlikely the student will be able to complete all missed new assignments while at home. The illness will generally deplete the student's energy levels and ability to concentrate. It is recommended that assignments for math and only one other course be requested. The new assignments for other courses can be requested upon return. Parents requesting assignments should contact the campus for assistance.

Notifying School of Child's Absence

- On the day that the student is absent, the parent/guardian should call the Attendance Office as early as possible to notify the school of the absence. If a parent/guardian does not make a telephone or personal contact with the Attendance Office, the student must bring a note signed by the parent or guardian on the date of return to school. The note must include the reason for the absence, the student's grade level, first and last name, and the dates of absence. **Telephone or personal contact by the parent with the Attendance Office is the preferred method of reporting a student absence.**
- If the school does not receive timely notification regarding an absence, the parent may be contacted by school staff or automated phone system to verify the absence.
- Failure to establish parent telephone or personal contact with the school on the date of an absence or to **provide a written note to the Attendance Office within three days of absence** will result in an unexcused absence. A lapse in notification may trigger a compulsory attendance notification and/or court warning notification.
- On the student's first day of return to school, the student will follow campus procedures related to class re-entry. Some schools issue permits and some schools do not. See campus section for your school's procedure.

Participation in/and Attendance at Extracurricular Activities

Students must be in attendance according to school and organization published

criteria in order to participate in an athletic contest, musical concert or contest, play production, team/squad tryout opportunities, or club/organization special trip or activity.

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 participate in or attend any extracurricular practice or event until the day following the last date of the placement or suspension.

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 homepages, blogs, text messages, chat rooms or similar websites/files accessible through a server or internet) or using electronic communication devices in such a way as to bring discredit, dishonor, or disgrace on their organization or members of any other school organization including themselves (i.e. camera phones, digital photos, electronic descriptions) 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.

Failure to Comply with Compulsory Attendance – School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, from required special programs; such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance laws and subject to disciplinary action.

II. ACADEMIC ELIGIBILITY

In order to participate in extracurricular and club activities, a student must have a 70 or better average in all classes posted to the report card. Extracurricular activities include athletics, band, choir, orchestra, theater, cheerleading, pep squad, etc. Club activities include but are not limited to Student Council, National Junior Honor Society, Destination Imagination, Robotics, local campus clubs, etc.

Students with a failing grade on a report card are restricted from participating in extracurricular activities for the next grading period. There is an opportunity to regain eligibility earlier if the student earns averages of 70 or above in all classes at the next three-week progress report. For specific dates regarding gaining and losing eligibility refer to the 2015-2016 TEA/UIL Eligibility Calendar posted to the Katy ISD Athletic website. Additionally note that *in junior high school, all courses are considered for eligibility status, including PreAP and GT classes. No classes are exempt from consideration.*

Loss of eligibility is based on averages below 70. **Students and parents should be aware that an “I” (incomplete) on a report card or progress report has the**

same impact on eligibility as an “F” (average below 70). According to the TEA/UIIL 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 (7) day grace period or the student is ineligible until the next grade check.

Some fine arts courses require demonstration of the mastery of the essential knowledge and skills in a public performance. For these courses, certain on-campus co-curricular performances are not governed by the academic eligibility rule. See organization handbook or director for more details. In addition to this state law, certain organizations require higher averages for membership or to hold leadership positions; some organizations conduct more frequent grade checks. These additional requirements are outlined in the organization constitution and operation guidelines.

III. RESPONSIBLE USE GUIDELINES

The Responsible Use Guidelines (RUG) determine appropriate use of technology at school. Some examples of violations include **but are not limited to**:

- Engaging in activities that are not related to an assigned school activity;
- Storing images and music on the network not related to a specific class assignment;
- Sharing passwords; and/or
- Vandalism or mischief.

Refer to *Katy ISD Discipline Management Plan and Student Code of Conduct* for a copy of the Responsible Use Guidelines.

IV. BEHAVIOR/DISCIPLINE

General Expectations

Katy ISD students are expected to behave in an orderly, respectful manner while at school. Students are made aware of expectations for behavior through classroom rules, school wide rules for hall, cafeteria, and assembly conduct, the *Katy ISD Discipline Management Plan and Student Code of Conduct*, and special announcements throughout the year. By enforcing these rules, schools are able to maximize the amount of time available for learning and appropriate student interaction. Parents and students should read the *Katy ISD Discipline Management Plan and Student Code of Conduct* carefully and discuss it at home. Each year there are some changes to the plan.

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. A student member of a team or organization who is assigned ISS or out of school suspension may be prohibited from participating in the next scheduled game/event/activity even if it is not on the same day or day following completion of the ISS/OSS according to team/organization procedures.

Parent Guidelines

The following guidelines are suggested to assist parents in fulfilling responsibilities in order to help achieve a positive learning environment.

- Ensure their child's compliance with school attendance requirements and properly report and explain absences and tardies to appropriate campus personnel;
- Review the *Katy ISD Discipline Management Plan and Student Code of Conduct* and discuss with their child; be responsible for negligent, willful, or malicious conduct of their child.
- Communicate with campus staff and participate in meaningful conferences; demonstrate courtesy and respect when communicating with campus personnel regarding concerns about their child's educational progress or conduct;
- Be knowledgeable of state, district, and campus policies, regulations, and requirements;
- Create an account to access the Katy ISD online Home Access Center;
- 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 telephone numbers at the school;
- Ensure their child's attendance at required tutorials;
- Supply all records required for enrollment;
- 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;
- Submit the signed "Falsification of Information and Parent/Student Acknowledgment" card from the *Katy ISD Discipline Management Plan and Student Code of Conduct*.

Bullying

Students who believe that they have been bullied are encouraged to promptly report such incidents to a teacher, counselor, assistant principal or principal. Failure to promptly report alleged bullying may impair an administrator's ability to investigate and address the bullying. Investigative guidelines are in place at each campus. If an incident of bullying is confirmed, the administrator shall promptly notify the parents of the victim and of the student who engages in bullying. Appropriate disciplinary consequences will result. Refer to FFI (LEGAL and LOCAL) and to the Katy ISD *Discipline Management Plan and Student Code of Conduct* for the state definition of bullying and other related information and policies.

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

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 [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-sponsored or 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 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 regarding discrimination, harassment, retaliation, the District will determine whether the allegations, if proven, would constitute prohibited conduct as defined by policy. If not, the District will refer to Board Policy to determine if the allegations, if proven, would constitute bullying, as defined by law and Board Policy FFI. If the alleged prohibited conduct, if proven, would constitute bullying as defined in law, an investigation of bullying would also be considered.

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

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law.

During the course of an investigation and when appropriate, the District will take interim action to address the alleged prohibited conduct. If the investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take appropriate disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

Complaints of harassment on the basis of disability will be addressed and resolved in a fair and expeditious manner. In accordance with District disciplinary procedures, appropriate disciplinary action shall be taken against students who are found to have engaged in disability harassment. In addition to these procedures, students and staff may have rights and procedural safeguards under other school policies or state and federal law. The District will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence against students, staff, or volunteers with disabilities. The District considers this behavior to constitute discrimination on the basis of disability in violation of section 504 of the Rehabilitation Act of 1973 and the Americans with

Disabilities Act (ADA). All parties will be notified of the outcome of the District's investigation within the parameters and limits allowed under the Family Education Rights and Privacy Act (FERPA).

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

Jurisdiction

The District does not have jurisdiction over situations occurring in the community even though an incident may involve students (including bullying, harassment or technology related communications – such as emails, texting, Facebook messages, etc., containing threats, bullying and/or harassment unless there is a direct impact to the education setting. District personnel may, however, conference with students regarding inappropriate behavior and effective ways to resolve conflict. In most cases if the matter rises to the level of a crime, it should be reported to a local law enforcement agency.

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.

Plagiarism/Cheating

Plagiarism, the use of another's ideas or products as one's own, shall also be defined as cheating. Plagiarism is any failure to give credit for information found and used. It may involve word-for-word copying, paraphrasing, or simply using ideas and information. Cheating shall be defined as giving or receiving information or help on a test; possession of any unauthorized material during a test; copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment; working with others on a project that is meant to be done individually; unauthorized possession of test or quiz questions and/or answer sheets; completing an assignment, test or quiz on behalf of another student; submitting duplicate work; having someone else complete an assignment, test, or quiz on behalf of the student, or accessing a teacher edition. Using electronic devices to send or receive information as described above is also classified as cheating.

The penalty for cheating will be a zero for work involved and the student will be subject to other appropriate disciplinary action which may include lowering the conduct grade one level. In cheating offenses, all students involved shall be subject to disciplinary action.

Tardies

A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. 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. Being tardy is an infraction of the Katy ISD *Discipline Management Plan and Student Code of Conduct*. Students who are tardy to class receive consequences as outlined in the campus tardy procedure. (See campus supplement)

V. CAFETERIA/ FOOD SERVICE

Basic Information

Answers to frequently asked questions specific to the serving of student meals in Katy ISD can be found on the District web page at the Nutrition and Food Service Department link <http://www.katyisdfoodserves.com> Topics include:

- MyPaymentsPlus (online prepayment system, General and Meal Account, low balance information, food purchase history)
- Automated Phone Calls (insufficient fund notification)
- Meal and A La Carte Pricing
- Prepaying for Meals
- Glass containers are not allowed on campus

Free and Reduced Meal Program:

Applications for free and reduced meal pricing are available online. Paper applications are available at each campus front office or the Nutrition and Food Service Office. Parents in need of financial assistance can apply at any time during the school year for their students in PreK through 12th grade. A new application must be submitted every school year.

Breakfast/Lunch

Breakfast and lunch is available for all district students each school day. The campus menus are available on the district website. The District cannot accommodate parent requests for specific restrictions or preferences on student accounts. Katy ISD student ID cards should be carried to be scanned for account information when purchasing meals. Students are expected to pay for meals purchased daily. Student breakfasts are \$1.25 and student lunches are \$2.75. Adult breakfasts are \$1.75 and adult lunches are \$3.50. Free and reduced meal prices are available to those who qualify. The “Meal” account may be used to purchase meals only while the “General” account may be used to purchase meals and a la carte options.

Charge Policy

District charge policy allows students without meal money to receive the menu choice with the expectation the parent will reimburse all meals charged. The secondary charge policy allows for the value of 3 breakfast meals and 3 lunch meals to be charged. Parents will be alerted when their child charges a meal by receiving a courtesy call and/or email through the district automated call out system, if the district parent information is correct and up-to-date. Parents are responsible for monitoring the amount of money in their child's account and paying back any borrowed money in a timely manner. If a student owes money, he/she will not be allowed to purchase snacks and/or a la carte on this account until the account is paid in full. If negative balances are not repaid, the student will be declined.

Cafeteria Rules

Students are to respect each other, cafeteria workers, and the dining area. Inappropriate conduct during breakfast or lunch will result in individual disciplinary consequences. A current student ID card is preferred to purchase food from the cafeteria. By having an ID card, students expedite the serving process and allow more time for students to eat.

- Proceed to a cafeteria line to purchase food or to your seat at a table upon entering the cafeteria, according to campus guidelines.
- Do not cut in line.
- Remain seated while eating lunch.
- Leave tables and floor clean in the area around your seat.
- Obtain permission from an adult on duty to leave the cafeteria for any reason (locker, nurse, library, restroom, etc.)
- Consume or discard all food at end of lunch - do not take food from cafeteria.
- Maintain appropriate behavior including, but not limited to, using food and utensils in the intended manner, and refraining from horseplay and running.
- Become quiet immediately and listen to announcements when asked.
- Dismiss and exit as directed.

MyPaymentPlus and Other Payment Options

Parents wishing to pay on-line can make deposits into their children's meal or general accounts via MyPaymentPlus or through KatyOnTheGo Mobile App. The MyPaymentsPlus prepayment system allows parents to make payments to their children's cafeteria accounts with a credit card (VISA, MasterCard or Discover) or a bank check card that has a VISA or MasterCard logo. MyPaymentsPlus is the fastest and easiest way to prepay for meals by using a credit card to assure money is in an account. Parents may set up automated payments using a certain threshold (example: if meal account falls below \$5, deposit \$25) if desired. A student's district ID number is required to register a child in MyPaymentsPlus system. Funds are placed in the student account within 48 hours. Student food service account history can also be viewed at the MyPaymentsPlus

website. Parents can access account history without adding funds to the account. Parents may set a low balance email message reminder, check the amount of money in the account and determine what the student has been purchasing, even without using a credit card to pay for meals. Parents may choose to make a deposit to a meal or general account with a check or cash. The meal account may be used to purchase meals only while the general account may be used for both meals and/or a la carte options. Checks must include full name, address, phone number and be signed. Checks and cash should be sent to the school in a sealed envelope with your child's name, teacher, and Katy ISD ID number noted. Make checks out to Katy ISD Food Service. If the check does not indicate the meal or general account, the funds will be deposited in the general account. Cash can be sent in the envelope or presented at the time of service. The Nutrition and Food Service Department cannot reimburse claims of lost cash payments.

Automated Messages

The Katy ISD Nutrition and Food Service Department uses an automated calling system and email system to alert parents when their child has a negative balance in the cafeteria. Alerts are sent out by both phone and email Monday through Friday. Low balance alerts and automated account replenishing can be set up on the MyPaymentsPlus system. Notification information is tied to the most current information provided to the registrar at your child's campus so it is important that any changes in home/cell phone numbers or email addresses are updated by parents on the Home Access Center or reported to the front office at your campus as soon as possible to be sure you receive all district alerts. Any questions regarding your student's cafeteria accounts can be directed to the cafeteria manager at your campus between 6:30AM to 2:30PM Monday through Friday or the Nutrition and Food Service Office, 281-396-6240.

Personal Food in the Cafeteria, Restricted Foods, Allergies

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

Smart Snacks Rules

The Smart Snacks in Schools standards published by the USDA will build on healthy meal changes through the National School Lunch Program and the School Breakfast Program. As of July 1, 2014, revised nutrition standards are in effect for all foods and beverages sold to students on campus during the school day with school day defined as from midnight to 30 minutes after the end of the instructional day. Related to these standards, any and all campus food sales during the school day must meet Smart Snack standards. This includes campus and PTA/PTO events and fundraisers. The District limits junior high food

fundraisers during the school day to once per week with sales hosted outside of the area where student meals are consumed. Fund-raisers cannot take place 30 minutes before meal periods to 30 minutes after meal periods. General program information is available on the [Smart Snack Brochure](#).

Exempt Fundraisers

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

Severe Food Allergies

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

The District has developed and annually reviews a food allergy management plan. When the district receives information that a student has a severe food allergy that places the student at risk for anaphylaxis, 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/cashier's computer system. In order for the alert to be activated, the child's physician or other recognized medical authority must complete the [Katy ISD Diet Modification Form](#) and the [Food Allergy Action Plan](#) detailing the student's diagnosed disability or life-threatening allergy, the food or foods to be omitted, and the food choices that can be substituted. The parent should return the completed form to the school nurse to be shared with the Nutrition and Food Service Department. The United States Department of Agriculture (USDA) requires school districts to ensure that they have the most current information on a student's dietary needs. If there is a change made to a student's life threatening food allergy or diagnosed disability, an updated diet modification form must be submitted to reflect the changes. To ensure the district has the most current information on a student's dietary needs, a new dietary modification form must be submitted at minimum every three (3) years for every student currently receiving a modification from the cafeteria.

VI. CLINIC HEALTH TOPICS

Clinic Procedures

Students who need to go to the clinic during the day must request a clinic pass from their teacher. Students must sign-in upon arriving at the clinic and sign-out when leaving. Visits should be limited to sudden illnesses and injuries occurring during the day. Doctor notes specifying that a student be excused from participating in PE must be brought to the clinic before the start of the school day in order to be approved and communicated to teachers.

Health Screening

Texas state law requires that the following screening tests be done for students in any Texas public school. The school health care professional will conduct these screenings.

Vision and Hearing	All 7th grade students, and all students new to Texas
Acanthosis Nigricans	All 7th grade students
Scoliosis	All 6th grade students

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. Please see the campus nurse and District website for information regarding immunizations and documentation requirements.

Medication at School

The following policies and procedures are required for students needing to take medication during the school year. Any type of medicine prescription/non-prescription falls into this category. All medicine must be administered by the campus nurse or designee and stored in the clinic. It is the position of Katy ISD that natural and/or homeopathic-like products, not FDA approved, will not be dispensed in the school setting by school district personnel. Parents must deliver any drug classified as a controlled substance to the clinic. Other medications may be brought to the clinic by the student; however, in this case, the student must report directly to the clinic when arriving at school to deliver the medicine and cannot be kept on the student's person or in his/her belongings.

- A written request from the parent for the campus nurse or designee to administer the medication must accompany the medication. Medication forms are available in the clinic and/or on the District website.
- Prescription and non-prescription medications must be in their original container with a current label. Non-prescription medication must also be in its original container. Parents should check the expiration date to ensure the medication is current and usable before sending it to school. Baggies or unlabeled bottles will not be accepted.
- If any medication (prescription or non-prescription) is to be taken at school

for 15 calendar days or more, the prescribing physician's signature is required to be on file.

- A student with diabetes, asthma, or anaphylaxis is entitled to possess and self-administer his/her own medication while on school property or at a school related event. Before a student can possess and self-administer the medication, forms must be obtained from the campus nurse or designee and kept on file in the clinic. Students without proper authorization on file will be subject to disciplinary action.
- Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the campus nurse determines that a special need exists for an individual student.
- At no time is it permissible for one student to allow another student to take his/ her prescription or nonprescription medication. Students who are found to have medication of any type in their possession, rather than stored in the clinic, are subject to school disciplinary consequences.

Please call the campus nurse with any questions about the District's medication procedures.

Student Illness

Children who become ill at school are sent to the clinic for evaluation. The campus nurse or designee will call the parent if a child needs to go home or needs to talk personally to the parent. An ill student must leave school through the clinic. It is essential that an ill student be dismissed through the clinic for purposes of attendance accounting and student safety. 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.

To help control the spread of communicable disease, the following health measures must be followed:

- Remind your student to practice good hand washing techniques at all times and to avoid drinking from containers used by others.
- Keep your child at home if he or she is exhibiting signs and/or symptoms of illness, but not as a preventative measure. Do not send a sick child to school just to take a test; performance is generally lower when a child is ill.
- Students with a fever of 100.0 degrees or higher cannot be at school until they have been fever free for at least 24 hours without fever-reducing medicine.
- Students with a fever of 100.0 degrees or higher while at school must be sent home (24-hour rule begins when the student is signed out from school).
- Students who experience diarrhea and/or vomiting cannot be at school until they are symptom free for 24 hours without the use of preventative medicine.
- Students who experience diarrhea and/or vomiting at school must be sent home (24-hour rule begins when the student is signed out from school).

- Encourage students to dress appropriately for the activity and weather conditions.
- Set a routine which allows adequate rest and sleep.
- Let the campus nurse know if your child has been diagnosed with any communicable disease.

Should any campus experience an unusually high number of students with the same illness Katy ISD will follow the Texas Administrative Code Title 123, Part 1, which states that notifiable conditions will be reported to the public health authority of emergencies and suspect cases.

See section on Cafeteria Services for information about food allergies.

VII. COMMUNICATION BETWEEN HOME AND SCHOOL

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.**

Emergency School Closing or Late Start

Inclement weather, power failure or other conditions beyond the control of Katy ISD may make it necessary to alter the school day. Should inclement weather or other conditions necessitate the closing of schools or a delayed start, all major Houston metro-area media will be notified and a message will be posted to 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.

General Communication Tools

Student success depends greatly on home-school communication. The following may be used to enhance the exchange of important information between school and home:

Campus:

Student Daily Planner

Campus Newsletter/Parent letters
Calendar

eNews

Campus Web site

Progress Reports/Report Cards

Conferences

District:

Katy ISD Discipline Management Plan and Student Code of Conduct

Katy ISD Website (www.katyisd.org)

Katy ISD topical brochures and information sheets

Katy ISD phone messaging (automated calling system)

Home Access Center

Katy ISD Update

Katy ISD utilizes a parent access site called the “eSchoolPLUS 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. Go to www.katyisd.org and select Home Access Center.

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.**

Katy OnTheGo Mobile App

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

How to Download the App:

- Go to the App Store or Google Play
- Search “Katy ISD”
- Select “Free” and then “Install”
- You will need to know your Apple or Google account password
- After it has installed select “Open”
- You have now downloaded the app

SnapCode:

For all 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.

Remind App

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

Safety Net Form

Safety Net forms are available for students to use to report a safety concern, personal problem, or some type of crisis. The student can pick up a blank form (without asking a teacher) from each teacher's classroom and the school offices. Safety Net forms may be submitted anonymously if desired. Completed forms are placed in a designated location or given to a teacher or staff member. Students are encouraged to share information of a serious nature by telling an adult personally and/or by completing one of these SafetyNet forms. By being well informed, the school can prevent most problems from happening.

Student Directories

Campuses or parent organizations may choose to create and publish a student directory to help students and families stay connected. Students for whom a parent has selected a privacy code of "A" will automatically have their name, address, and primary phone number included in the student directory unless a parent specifies otherwise. However, since email addresses are not considered standard directory information, written consent must be obtained from each parent wishing to have this information included. Students for whom a parent has selected a privacy code of "O" or "N" may be included in the student directory if the parent completes and submits a form allowing for a one time exception to the privacy code specified on the student's enrollment card. The one time exception will prevent student directories from being released in response to a public information request. While parent organizations can also elect to publish a student directory, these organizations operate separately from a campus. A student's name, address, and primary phone number can be provided to a parent organization without parent consent if the parent has selected a privacy code of "A" on the student's enrollment card. The organization will have to obtain directory information and written consent from all other parents before including their child's directory information in the student directory. The inclusion of emails will require written consent from all parents who wish to

have this information included. Parent organizations are not subject to a public information request.

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

VIII. INSTRUCTIONAL TOPICS

Course Offerings

The junior high course of study includes core courses (reading, English, math, science and social studies), elective courses, and physical education courses. A comprehensive list of courses offered is published yearly in the *Course Catalog*. This publication is posted on the District website. In addition the school counseling office has copies available for review.

Credit By Exam (CBE)

CBEs are offered during four (4) windows annually for approved students. Campus administrators must approve each application in order for a student to become eligible to test. To accelerate an entire grade level, students must pass four (4) subject area exams at 80% each. To accelerate to the next course, student must pass the exam at the passing standard of 80%. Katy ISD only offers advancement in the math curriculum at the Junior High level. Advancement in Languages Other Than English (LOTE) courses occur in the summer following 8th grade completion. Students may not take a CBE exam more than twice in one calendar year and administrators must approve the second administration of a CBE. Students will be assessed with exams offered by vendors approved by TEA.

Extended Learning Opportunities

Tutorials: Students who fail a core course for a grading period are expected to attend tutorials in that course. These tutorials are designed to give students additional instruction and practice opportunities. Students who are not failing a class, but who have a question or need clarification, are encouraged to ask the teacher for extra help at the end of class, before/after school, or during advisory period when offered.

Prescribed Courses: Students who do not meet district standards for core curriculum and/or state assessments may be required to take specialized courses the following year to develop their reading and/or math skills. These classes, Math Lab, Math Block, and Reading Elective, occur during the school day and students receive grades and core or elective credit for them.

Summer Academic Term (KSAT): Students who do not meet the promotion standard for their grade level based on final averages at the end of the year may be required to attend summer term or may be retained. Students who must attend

summer term due to failing class averages will be notified by the campus at the end of the school year and will be informed which courses must be successfully completed. Summer term is held at a designated junior high school in the District. There is a fee for summer term courses. The school counseling center disseminates information about summer term each spring. In 2017-2018 students who do not meet standards on state reading and math assessments will be required to attend KSAT. **High School Credit Courses** available to junior high students for high school credit are limited. These courses include Algebra I, Algebra I GT, Art I, specified Spanish courses and CTE electives of Principles of Human Services, and Concepts of Engineering and Technology. See the 2017-2018 *Course Catalog* for more information. Access to high school credit courses beyond these is addressed on a case by case basis.

Student Success Initiative (SSI)

Summer Acceleration – 8th grade students by law must pass the STAAR Reading and Math exams in order to advance to the next grade level. Any student who has not passed either exam after two (2) attempts must attend the SSI Summer Acceleration program and test a third (3rd) time.

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.
- 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 or yearbooks.
- 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.
- 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). [Policy FP (LEGAL)]

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 [see Policy FP (LOCAL)].
- 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.

Grade Reporting

Progress Reports, Report Cards: Progress reports are issued after the third week of each grading period for all junior high students. These reports indicate the numerical average of the student after approximately the 15th day of instruction. Progress reports are sent home with students. One copy of the report is to be signed by a parent and returned the next school day. Report cards are issued after each grading period. The report card includes a numeric average for each class, conduct status, and absences. The report card is generally distributed one week following the end of a grading period. Report cards for the first and last grading periods are mailed home by the District. Report cards for the second through fifth grading periods are distributed in a manner determined by each campus. All report cards except the final one should be signed by a parent and returned to school the next school day.

Parents have the option to view their child’s grades online through the Home Access Center available through the District website at www.katyisd.org. This tool allows parents frequent communication regarding their child’s progress. The grade information presented in the assignment grade within this system is subject to change and may not be the official grade. The official grade is always the grade as printed on each report card.

The numeric grades on progress reports and report cards indicate the following:

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
Below 70	F	Class requirements have not been met
	I	Incomplete
	EX	Exempt from semester exam (high school) and for non-English/limited English students for the grading period

The student is also graded on conduct by each teacher. This grade gives the student and parents an indication of the progress the student is making toward the development of citizenship skills, work habits, and good conduct. The following letter system is used in reporting student conduct:

- E Excellent conduct characteristics
- S Satisfactory traits and characteristics in conduct
- N Conduct traits need improvement
- U The student has not developed as he/she should in some traits of conduct. For the grading period, conduct was unsatisfactory.

Numeric averages and conduct grades earned at the end of a grading period can impact the student’s ability to participate in school activities. A student may not participate in any extracurricular activities if one or more course average is below 70 (see section on eligibility). In addition, satisfactory or above conduct grades frequently are a requirement for holding club/organization positions such as officer, cheerleader, etc.

Grade Point Average: Grade point average (GPA) is used in junior high school only to determine entrance into the National Junior Honor Society and establishing Honor Roll. In order to be invited to join National Junior Honor Society a student must have a GPA of 3.75 or above. Entrance requirements for this organization are included at the back of this handbook.

Honor Roll: Honor roll is calculated as follows: A student who has a GPA of 3.5 or above and passing averages in all courses for a grading period will be named to the Honor Roll.

Grading Templates: Katy ISD has developed a uniform system to be used in calculating averages for each grading period and semester. Calculation of such averages is not merely a matter of adding up all grades taken and dividing by the number. Categories of grades (major tests, daily work, homework, etc.) are weighted differently. This system is reviewed annually at the district level and may change from year to year. Information about the grade template for each course is shared at the beginning of the year.

Mandated Assessments

The State of Texas requires annual assessments of the State of Texas Assessments of Academic Readiness (STAAR) in junior high schools:

- 6th grade: STAAR reading, math
- 7th grade: STAAR reading, math, writing
- 8th grade: STAAR reading, math, social studies, science

Scores are considered in promotion/retention decisions. For the 2017-18 school year, by law students in grades 5 and 8 must pass the STAAR reading and mathematics assessments in order to be promoted to the next grade. Eighth (8th) grade students who do not pass the first spring administration are given two opportunities to retest. Concerns regarding grade placement for 8th grade students who do not pass are addressed by the required campus Grade Placement Committee. Students enrolled in Algebra I must take the STAAR End-of-Course (EOC) Algebra I assessment. Students must meet state standards on the Algebra

I EOC and other STAAR EOC assessments for specified high school courses as part of the graduation requirement regardless of the grade in which they take the course.

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 Tests

Parents may request that their child be excused from participation in daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow students to be excused from participation in the required minute of silence or silent activity that follows. However, each student is allowed to use this time to reflect on his or her day or some other silent activity during this time.

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

Promotion/Retention

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. At the junior high level, to be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in which all courses were taken. The overall average shall be derived by averaging the final numerical score for all courses taken. In addition, students shall attain an average of 70 or above in three of the four core academic areas: language arts, mathematics, social studies, and science. At the high school level, promotion is dependent entirely on the number of credits earned by passing courses with a grade of 70 or above. The district shall notify, as soon as practical, the parent or guardian of each student who has not successfully completed a course(s) for any semester of any summer program available in the District that may permit the student to complete successfully the failed course(s) [Katy ISD Policy EIE (LOCAL)].

Eighth (8th) grade students must also perform satisfactorily on both the mathematics and reading STAAR assessments in order to be promoted to Ninth (9th) grade.

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 instruction is provided in a manner to meet varied learning needs of a diverse student population. To achieve this goal, school personnel enrich and supplement the curriculum through analysis of individual student performance, consultation/collaboration, and differentiated instruction.

An RTI committee also serves as the referral committee when response to intervention is not producing the desired results. The committee will consider whether there is evidence to support the need for a student's referral to either Special Education or 504 or whether the student needs more intensive interventions.

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. In these instances an RTI committee will be formed to review the data and determine if a referral to RTI is appropriate.

Each campus has designated one or more assistant principals as Section 504 Coordinators. Only a designated campus 504 coordinator can receive and process a 504 referral.

Semester Exams

Semester exams are comprehensive tests which include material covered from the first day of school through the third grading period and the first day of the second semester through the sixth grading period. Teachers will help prepare students for the prior study needed. Parents can assist their students by helping them review all previous notes, study guides, chapter questions, etc.

Eighth grade students will take semester exams in their core courses at the end of each semester. Students in high school credit courses take semester exams regardless of grade level. Some junior high schools elect to give semester exams in 7th grade core subjects as well.

Semester exams 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 campus time window for semester exams.

The semester exams for junior high courses and high school credit courses will count 15% of the semester grade.

Exam exemptions are a privilege extended each semester only to students in grades 9-12 who meet district specified grade and attendance criteria.

DISTRICT SCIENCE SAFETY AGREEMENT

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

IX. LIBRARY SERVICES

The Katy ISD school 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 centers may contain print and non-print materials that some parents may not find suitable for their child. Students have unrestricted access to most materials in the library media centers, and the library staff will not restrict the child's choice of library materials. Self-selection is encouraged. Parents should familiarize themselves with the materials their children borrow from the library media center. It is the parent's responsibility to determine any restrictions limiting access to materials for his/her child and to discuss those restrictions with the child.

Computers are available for student use if the student has the proper permissions (enrollment card specification regarding Internet access). Library computers are intended to be used for curriculum-based activities. Katy ISD subscribes to several resource databases that students may utilize via the Internet to enhance their research. These databases provide online access to encyclopedias, magazine/newspaper databases, reading lists of award winning books, and links to public, state, and university libraries. The campus librarian will provide students with log-in information needed for home access at the beginning of the school year.

Students are expected to behave in a manner appropriate for the library setting at all times. Students must respond respectfully to all adult directions and behave in a manner which does not disrupt other library clients or library business. Inappropriate behavior may result in loss of library access and other disciplinary consequences. The school library media center is open from 7:10AM to 3:10PM.

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

X. PROCEDURES/ROUTINES

Backpack Use

Students are allowed to carry moderately sized backpacks to and from school. Backpacks must be of a size to fit in student lockers. Therefore, the maximum size allowed for backpacks is 12" x 18" x 6". Backpacks with wheels are too large for lockers and should not be purchased for school use. All other types of carry-all bags - duffel bags, tote bags, gym bags, and purses - must adhere to the maximum size specification. There is no restriction on color or type of material for backpacks. Students must follow campus procedures regarding placing backpacks in lockers and when/if it is permissible to carry a backpack to class or common area.

Balloons and Flowers

Students are not permitted to carry balloons or flowers with them from class to class. Balloons and flowers (or other such items) **should not** be brought or delivered to school. In the event a student brings or receives these items, the student will be required to store them in the front office until the end of the day.

Balloons and flowers (or other such items) are not delivered to students. If deliveries of this type are received in the office, the student is notified to pick-up the items after school.

Cell Phones

See the *Katy ISD Discipline Management Plan and Student Code of Conduct* or District policy for the most up-to-date cell phone 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 person in a position of authority, including school employees such as a teacher, counselor, nurse, or administrator. *Texas Education Code 38.004 and 38.0041*

Delivery of Items to Students/Student Messages

Delivering items and messages to students interrupts the class in progress and, depending on the item, can cause a distraction in the room. However, it is recognized that for an occasional emergency a parent may need to get a personal safety/security item or written message to a student. Items of this type include house keys, purses, message about a change in pick-up arrangements, and lunch money. Students will not be pulled from class to speak to a parent/visitor.

In the event an item which a student needs is brought to school by a parent, a message will be delivered to the student notifying the student that there is an item to be picked-up in the front office or attendance office between classes or at lunch. It is the student's responsibility to claim the item during the day. The school cannot guarantee that a message/pick-up notification will be delivered immediately nor can the school guarantee that the student will claim the item. The best course of action is to make sure that your child has personal items, homework, and school supplies before leaving home and that after school arrangements have been thoroughly discussed.

Food and Open Containers

Food in open containers in the classrooms, gyms, or hallways are not permitted and will be confiscated. Food items may not be removed from the cafeteria.

ID Badges

Each student will receive a photo ID badge at the beginning of the year. The badge and its unique student ID number will be used to check out library books and textbooks, to purchase food items in the cafeteria, to permit passage to certain club meetings, and to provide easy identification of students in common areas of the school. Students must have the ID badge in their possession each day and follow campus procedures related to wearing the ID badge. If a student loses the ID, a replacement must be purchased promptly from the designated school office/location.

Lockers

Under no condition is any student to change lockers or use in any way a locker not assigned to the student. Each student is expected to keep the locker combination confidential. Students are expected to keep their assigned lockers neat and clean. No signs are to be attached to the locker either inside or out, without permission from the office. Students are not permitted to enter any locker not assigned to them, regardless of the situation or purpose. Lockers are owned by the District. Students should not have an expectation of privacy for their locker.

Lockers may be searched by school officials and the student to whom the locker is responsible for its contents.

Lost and Found

Lost books, binders, and clothes are collected each day and placed in a Lost and Found location that is accessible to students at posted times. Lost purses, jewelry, and glasses are turned into the main office. Hundreds of items are lost or misplaced each year. Students should not bring valuable, sentimental, or irreplaceable items to school. Normal school supplies, textbooks, jackets, and purses must have a name in/on them.

Morning Drop-Off/After school Pick-up

Students should report to the designated area upon arrival at school. **Parents who drop-off students should be aware that school staff is not on duty to supervise students before 7:10AM.** Students are expected to leave campus promptly at the end of school or after a school event. Parents must pick-up students promptly at the time designated.

Personal Property, not Required for School Activity

Candy, gum, radios, CD players, MP3 players, iPods, laser pointers, toys or any other items that are not specifically requested by a teacher should not be brought to school. Such items will be confiscated by school employees and turned in to the office. The student will be informed when and under what conditions the item can be reclaimed. Unrelated books and magazines, combs, hairbrushes, makeup, and other beauty care items and products are not allowed in class. Please refer to the complete *Katy ISD Discipline Management Plan and Student Code of Conduct* for additional information. The school is not responsible for lost or stolen items.

School Related Posters/Flyers

Students may not display posters or distribute fliers of any kind unless the poster/flier has been approved in advance by the principal or designee. Students involved in club, spirit, and service activities for the school may prepare posters to promote a special event at the direction of the officers and sponsors. These posters must be approved by the sponsor and must bear the sponsor's initials on the side facing the reader before they may be displayed at school. They must be affixed to walls/windows in a manner which will not damage paint or finish.

Non-School Related Student Clubs Flyers

Principals will designate a location on campus where approved non-school related student groups can place a poster or flyers about their clubs for access by students who are interested. These clubs will not be allowed to use the campus' public address system to advertise their meeting or activities.

Selling Items at School

Students are not permitted to sell items at school for personal gain or for outside

organizations. School-approved fund-raiser sales will be governed by the local campus administration.

Valuable Items at School

Students should not bring valuable, sentimental, or irreplaceable items to school. Students are cautioned against and encouraged not to bring more money to school than is absolutely necessary (meal money). There is always the possibility that money or other valuables may be lost or stolen. Checks should be made for amount of purchase only. No change will be given. Personal checks will not be cashed in the office. The school is not responsible for lost or stolen items.

The school will take reasonable efforts to return lost items to students and to investigate situations in which a valuable is lost or allegedly taken. However, the campus is not responsible for the replacement cost of lost or stolen items.

Visitors to Campus

Parents are always welcome to visit school for events, assemblies, to eat lunch, and to attend conferences. We also welcome parents who wish to visit classes on a prearranged basis. Contact a campus administrator/counselor at least 24 hours in advance to arrange a classroom visit. Visitors including siblings are severely restricted. Please contact the appropriate principal if you have a question regarding a visitor.

All parents and visitors must check in at the designated area upon arrival at school. A visitor badge will be issued through the District's electronic visitor system, Raptor, and must be worn at all times while at school. Parents and visitors are required to show a current driver's license or photo ID when signing in. Only individuals listed on a student's enrollment card or for whom the parent has issued special written permission will be allowed to have contact with a student. See also Policy GKC (LOCAL)

Visitors at Lunch

All lunch visitors must follow established check-in and check-out procedures. Due to space and safety concerns at the secondary level, lunch visitors will be restricted to parents/guardians, grandparents (with written permission from a parent), and campus mentors (unless individuals are a part of a limited public forum). Secondary mentors may not use visitation at lunch with an assigned student mentee as an opportunity to create a limited open forum or limited public forum. A violation to this restriction may result in the mentor losing the privilege of visiting during lunch.

Limited public forums held during the instructional day may only take place during scheduled lunch periods at the secondary level. Community members are allowed to meet with students in public forums during lunch periods on a very limited basis, if the students have written parent consent to participate. However,

both students and community members must abide by the guidelines outlined in Policy FNAB (LEGAL, LOCAL). Community members must follow the same check-in and check-out procedures as any other person accessing the campus.

Field Trip Chaperones

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.

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)

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 general 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.

XI. 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.

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, www.katyisd.org.

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

XII. TEXTBOOKS

All textbooks are property of Katy ISD. Some textbooks are issued as home copies and some textbooks must be carried back and forth for use at school and home. Students are responsible for the return of home textbooks at the end of the year in good condition (or a condition equal to the documented condition when issued.) Textbooks are very expensive (ranging in price from \$25.00 to \$100.00). It is important that textbooks be well cared for in order to avoid substantial cost to the family.

Textbooks must be properly covered at all times. Failure to maintain a proper cover on a textbook, or failure to have the student's name entered in ink in the proper place inside the cover of the textbook makes the student subject to a fine or consequence. The student may also be charged a fine for any damage that occurs to the textbook beyond normal use, including marks on pages. These fines will be assessed and collected throughout the school year. Forms to record any marking or damage already existing in the book will be provided for each student when a book is issued. It is the student/parent responsibility to return these forms to the teacher so that existing damage is documented. Without this documentation the student will be held responsible for any damage. Textbook checks will be held throughout the year.

The student is responsible for the full replacement cost for any lost books or books not returned at the end of the year. If a book is damaged beyond use, the student will be assessed full replacement cost.

Failure to return or pay for lost books may result in the student forfeiting his/her privileges of having textbooks assigned to him/her until the books are paid for or returned.

XIII. TRANSPORTATION

Bike Riders

Students who ride bikes must obey all traffic laws and adult directions. Students are to walk bicycles while on campus. Bicycles should be secured with a lock at the bike racks. The school is not responsible for stolen bicycles. Students who ride bikes are expected to leave campus promptly after the dismissal bell.

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. Specific rules for student behavior on the bus are listed in the *Katy ISD Discipline Management Plan and Student Code of Conduct*. If a student violates the rules of conduct on school transportation, parents will be notified and the student will be disciplined. 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 Safety/Notes

From time to time it is necessary for a student to ride a bus other than the one to which the student is assigned. Before students may ride any bus other than their own or get off at a different stop, the principal/designee must approve a note from the parent requesting that a different bus be ridden. The note must include the student's name, the number of the bus to be ridden, the date the student needs to ride the bus, and the reason for the request. The note must be signed by the parent and include work and home phone numbers. The student must turn the bus note in to the front office before noon.

Generally, a request to ride a different bus is for one day only. If the request is for an extended period, the transportation department must also approve it.

Student Trips

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

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

All designated chaperones are required to ride the school bus or other district approved transportation. Chaperones are expected to help maintain order and appropriate student conduct.

Chaperones and school personnel whose purpose is to provide adequate supervision will not bring family or friends. Adults traveling with the group must be designated chaperones

Walkers

Students who walk to school must walk on sidewalks and must cross streets in the crossing zone or at the intersection. Students must adhere to the directions of the crossing guard or other adults. Students who walk home are expected to leave campus promptly after the dismissal bell. According to *Katy ISD Discipline Management Plan and Student Code of Conduct* skateboards and roller blades are not permitted on campus.

XIV. ADDENDUMS

Revised 6/22/2014

The By Laws for
Katy ISD Junior High School Chapter: _____ Junior High School
National Junior Honor Society
Katy, Texas

Article I: Name and Purpose

Section 1: The name of this chapter shall be the _____ Junior High School Chapter of the National Junior Honor Society.

Section 2: The purpose of the chapter shall be to create an enthusiasm for superior scholarship; to develop citizenship; to stimulate a desire to serve; to promote leadership; and to instill exemplary qualities of character.

Article II: Membership

Section 1: Membership in this chapter shall be based upon scholarship, character, leadership, citizenship, and service. Members shall be selected by the Faculty Council as described in Article V.

Section 2: Candidates are eligible for membership at the end of their seventh grade year and once during the eighth grade year. Students must have attended a Katy ISD Junior High School for a period equivalent to one semester prior to membership application in order to be considered.

Section 3: Candidates must have a minimum cumulative grade point average of 3.75 in order to be eligible for consideration. [Cumulative GPA refers to the total academic performance (excluding student aide) as demonstrated by the grading period grades earned by the student for the current year of attendance.

All subjects are counted toward grade point average except student aide. Semester exam grades and semester averages are not included in cumulative GPA calculations for NJHS.]

Candidates must currently be in attendance at the school where the chapter is found and have attended the school or another Katy ISD junior high school for the equivalent of one semester in order to be considered for membership in NJHS. These students must have a cumulative GPA of 3.75 for the required time of attendance; the GPA will be calculated using grades earned at the chapter school as well as transfer grades earned from a Katy ISD junior high school during the required time frame.

The GPA calculation for NJHS will use weighted grade points for PreAP/GT courses as well as Algebra I.

Section 4: To be eligible for membership, candidates must not have received a U in conduct or more than 1 N in conduct during the school year of application.

Section 5: Candidates will be screened for adherence to the Katy ISD Student Code of Conduct prior to acceptance into the National Junior Honor Society. The Faculty Council will review discipline records of students who have been reported for one Level III or above offense or two or more Level II offenses during the year of application. The Faculty Council may deny membership in NJHS based on a student's discipline record in keeping with the national membership criteria of outstanding character, service, leadership, and citizenship.

Section 6: Candidates recognize the need to exhibit service and leadership characteristics while in NJHS and agree to demonstrate service and leadership as specified by the campus.

Section 7: A member of the NJHS who transfers to _____ Junior High School will be automatically accepted for membership in this chapter, upon presentation of a letter, or a membership card, signed by his/her former principal or sponsor certifying membership. In order to retain membership, a transfer member must then maintain the membership requirements for this chapter.

Section 8: A member of the NJHS who transfers from _____ Junior High School will be given, upon request, a letter indicating the status of his/her membership signed by the principal or a sponsor.

Section 9: Students are inducted into the National Junior Honor Society through a suitable induction ceremony. The format of the ceremony is decided at each individual campus. New inductees must participate in the induction ceremony.

Article III: Probation

Section 1: Definitions

Probation is defined as being warned of potential actions that may lead to dismissal. Students on probation for academic, service, or leadership reasons may participate in NJHS activities unless they are otherwise not approved to

do so due to disciplinary actions.

Academic Probation is defined as being placed on probation for the next grading period due to the student's cumulative grade point average for the current school year dropping below 3.75.

Disciplinary Probation is defined as being placed on probation for the next grading period for classroom misconduct and/or campus discipline infractions. (See Sections 3 and 4 below.) Conduct probation may include removal from participation in NJHS activities as specified by the Faculty Council.

Section 2: Any member whose cumulative grade point average for the current school year drops below 3.75 shall be placed on probation for the next grading period. A grading period is defined as a six week grading period.

Section 3: Any member who receives an N in conduct on his/her report card after induction shall be placed on probation for the grading period which follows the period in which the N was received.

Section 4: Any member who is reported for one Level III discipline offense or two Level II discipline offenses after induction will be reviewed by the Faculty Council. The review may result in either probation or dismissal. Conditions of probation for disciplinary infractions/ classroom misconduct may include removal from participation in NJHS for a time specified by the Faculty Council.

Section 5: Members are expected to maintain leadership activities and service to the school/community by documenting a minimum of 10 hours of outside service activities. Verification of such will be submitted to the chapter sponsor according to campus procedure. Failure to fulfill these obligations may result in probation and if not corrected may lead to dismissal.

Section 6: In all cases of probation, a letter of probationary status will be sent to the parents of said member.

Article IV: Dismissal

Section 1: Any member who, after being placed on probation for GPA, does not raise his/her cumulative grade point average to 3.75 or better shall be reviewed by the Faculty Council for additional probation or possible dismissal.

Section 2: Any member who fails to fulfill leadership and service responsibilities after being placed on probation for such by the Faculty Council may be dismissed.

Section 3: Any member who receives a U in conduct on his/her report card after induction into NJHS shall be dismissed from the NJHS.

Section 4: Any member who receives a second N in conduct on his/her report card after induction into NJHS shall be reviewed by the Faculty Council for additional probation or possible dismissal.

Section 5: Any member who is reported for more than one Level III discipline offense or more than two Level II discipline offenses, after induction into NJHS, shall be dismissed.

Section 6: Any member who is disciplined for a Level IV or higher infraction

shall be dismissed.

Section 7: In all cases of impending dismissal, a member and/or his parent or guardian shall have a right to a hearing before the Faculty Council. The member must request this hearing in writing and address it to the sponsor(s) within seven (7) calendar days.

Section 8: A member who is dismissed from this chapter is not eligible again for membership in the NJHS.

Article V: Faculty Supervision

Section 1: The principal shall appoint a teacher(s) who will serve as chapter advisor. The chapter advisor(s) shall be responsible for the direct, day to day supervision of the chapter and act as liaison between faculty, administration, students and community in accordance with Article VI of the national constitution. The chapter advisor shall be responsible for checking grade, conduct and service records for each member.

Section 2: The Faculty Council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the Faculty Council. The council shall be governed by Article VII of the constitution of the National Junior Honor Society.

Section 3: The Faculty Council (a) selects members for NJHS based on Article II requirements and (b) meets as needed to review probation and dismissal decisions as specified in Articles III and IV.

Section 4: The principal shall reserve the right to approve all activities and decisions of the chapter and shall be governed by Article V and VII of the national constitution.

Student Council Constitution for all Junior High Schools

Constitution of the Student Council

_____ Junior High School Katy, Texas

We, the students of Junior High School, in order to promote harmony among the student body and the various intra-school and inter-school organizations, to maintain a better relationship between this school and all others of this kind, and to raise the standards and ideals of students themselves, do ordain and establish this constitution for the Junior High School Student Council to promote activities for the betterment of the school, community, state, and country.

Article I: Name and Purpose

Section A.

This organization shall be known as the _____ Junior High School Student Council.

Section B.

As representatives of the student body, the purposes of the organization shall be

1. to bring about closer cooperation between the faculty and the student body and the students among themselves.
2. to cooperate with the administration when solving problems concerning the

school and the student body.

3. to promote in each individual of Junior High School a desire for good citizenship based on democratic processes.
4. to create and maintain school interest, school spirit, and school loyalty.
5. to provide a forum for student expression.

Article II: Membership

Section A. Representatives

1. Two representatives shall be elected in each designated class by the end of the first grading period of each school year.
2. In addition to the elected representatives, each campus may choose to appoint up to _____ at large representatives in a manner determined by the faculty sponsor. At large representatives are students who expressed interest in serving on Student Council and who would contribute positively to the council's efforts but were not elected. They must also meet qualifications in Section B.

Section B. Method of Electing Members

1. All candidates for representative must submit a letter of interest by the designated deadline.
2. All candidates shall be passing all subjects with a grade of 70 or above during the school year of application.
3. All candidates shall have no office referrals for disciplinary infractions during the school year of application.
4. An election day shall be designated and announced to occur within the first grading period of the year.
5. An election shall then be held in the designated class to select the representative with the teacher acting as chairperson over the selection.
6. The vote shall be taken by secret ballot.

Section C. Qualifications for Maintaining Membership

1. All representatives of the Student Council must have and maintain a grade average of 70 or above in each of his/her classes each six weeks period. Any representative who receives a grade lower than a 70 shall be placed on probation for the remainder of the six weeks period. If the student receives a second grade of less than a 70 for any course in any grading period he/she will be removed.
2. All representatives must have and maintain an E or an S in conduct for each six weeks period. A representative who receives two N's for a six weeks shall be placed on probation for the following six weeks. A third N shall result in dismissal. (Note: 1 N = no action, second N = probation, third N = dismissal)
3. If any representative receives a "U" on his/her report card during any six weeks, he/she shall forfeit membership in the Student Council.
4. Any representative who is reported for one Level III discipline offense or two Level II discipline offenses after election to Student Council will be reviewed by the Discipline Review Committee. The review may result in either

probation or dismissal. Conditions of probation for disciplinary infractions/classroom misconduct may include removal from participation in Student Council for a time specified by the Discipline Review Committee.

5. Attend all meetings or have an excused absence. Two or more unexcused absences from regularly scheduled Student Council meetings will result in dismissal.
6. In all cases of probation, a letter of probationary status will be sent to the parents of the representative.

Section D. Powers and Duties of the Representatives

1. Each representative shall report Student Council minutes to his/her designated class on the assigned day after each meeting.
2. He/she shall attempt to express the desires and opinions of the student body at Student Council meetings.
3. Each representative shall work to the best of his/her ability to achieve the stated purposes of this organization.
4. Each representative may be assigned to committees as needed.
5. Representatives (elected and at large) are required to attend all meetings of the Student Council unless they have an excused absence.
Excused absences include
 - a. absence approved by the school.
 - b. a tutoring conflict.
 - c. special requests which have been cleared with a sponsor prior to the meeting.

Section E. Meetings

1. The general meetings of the council shall be held on a regular schedule created by the sponsor, unless special sessions are called.
2. Officers and committee chairs will meet as needed.
3. Elected and at large representatives are expected to attend general meetings unless excused.

Article III: Officers

Section A. Executive Officers may include:

1. President
2. Vice-president
3. Secretary
4. Treasurer
5. Historian
6. Reporter

Section B. Election of Officers

1. Elections will occur during the last six weeks of the school year as officers are needed for school functions during the summer. Note: The first year that a school is open officer elections will occur during the first six weeks of the year and will adhere to all requirements below except 2. c. In this circumstance requirements 2a and 2b will be assessed using the prior year report card.

2. Candidates for office must meet the following criteria for the current school year in order to be eligible to stand for election:
 - a. Have an 80 or above cumulative average for the current school year.
 - b. Have no U's in conduct on the current year report card and no more than 2 N's.
 - c. Have no more than one Level II office referral and no Level III or above referrals for the current year.
3. Current membership in the Student Council is not a prerequisite for running for an officer position.
4. A student may neither run for nor hold more than one office concurrently in the Student Council.
5. The president and vice-president shall be an eighth grade student during his/her term of office.
6. Election of officers will be by secret ballot. All other election procedures shall be worked out by the sponsor(s) and campus administration.

Section C. Requirements of Officers once elected

1. All officers shall maintain an overall average of 80 or higher for each six weeks throughout their entire terms of office and must be passing all subjects at each six week reporting period. Failure to maintain the 80 or above overall average will result in academic probation for the following six weeks.
2. Officers shall maintain good conduct throughout the entire term of office. Any officer who receives one "U" on his/her report card will be removed from office. An officer who receives an "N" in conduct will be warned of the disciplinary consequences for subsequent "N's." Any officer who receives two "N's" in conduct (in one six weeks period or cumulative) will be placed on disciplinary probation. An officer who receives three "N's" in conduct will be dismissed from office.
3. Officers are expected to maintain exemplary behavior and are held to a higher standard than members. Any discipline referral to the office will be reviewed by the Discipline Review Committee. Level II offenses may result in probation or dismissal. Any Level III or above offense and more than one Level II offense will result in dismissal from office and probation or dismissal from membership in Student Council.
4. Conditions of disciplinary probation will include removal from participation in officer activities and council activities during the period of probation. Academic probation (average < 80 for a six weeks) will include a warning of upcoming dismissal if a student does not earn an overall average of 80 or better in future six week periods.

Section D. Duties and Powers of Officers

1. President shall, with guidance from the sponsors,
 - a. preside over all meetings of the Student Council, the student body, and the executive board.
 - b. call specific meetings with permission of the administration and/or all sponsors.
 - c. be responsible for carrying out the purpose of the council.

- d. be the official representative of the student body.
 - e. be aware of all committee proceedings.
 - f. prepare the agenda for each general meeting and executive board meeting.
2. Vice-President shall, with guidance from the sponsors,
 - a. serve as a presiding officer in the absence of the president.
 - b. serve as president if the office is vacated.
 - c. be aware of all committee proceedings and keep a record of all committee reports.
 - d. act as parliamentarian.
 3. Secretary shall, with guidance from the sponsors,
 - a. keep the minutes of all Student Council meetings.
 - b. be aware of the order of business.
 - c. conduct all correspondence as directed by the Student Council or sponsor
 - d. preside in the absence of the president and vice-president.
 - e. maintain attendance records for all meetings
 - f. distribute minutes to representatives.
 4. Treasurer shall, with guidance from the sponsors,
 - a. report on the financial status of the Student Council a Council meeting.
 - b. promote ideas relating to money or fund raising.
 - c. preside in the absence of the president, vice-president, and secretary.
 5. Historian shall,
 - a. keep a scrapbook and/or video record of Student Council activities for the school year.
 - b. present such record of school activities at the last meeting of the school year.
 - c. preside in the absence of the president, vice-president, secretary, and treasurer.
 6. Reporter shall,
 - a. publicize Student Council activities within the school and in the local public newspapers.
 - b. have all publicity approved by the Student Council sponsors prior to submitting for publication.

Article IV: Removals and Vacancies

Section A. If a representative is removed from the Student Council, he/she may not hold a position in the council for the remainder of the school year.

Section B. If the president is removed from office for any reason, the vice-president automatically takes his/her place and the Student Council shall elect another member as vice-president.

Section C. In the case of a vacancy in the office other than that of president, the Student Council membership shall elect another member to fill the vacancy.

Article V: Committees

Section A. Committees

1. The sponsor and officers will determine the types of committees necessary to conduct the activities of the Student Council.
2. The sponsors shall have the power to appoint the representatives that will serve on committees. All appointments must have prior approval of the sponsors. Student officers may chair one or more committees.
3. Unless otherwise directed by the entire council, the minimum and maximum number of members of each standing committee shall be determined by the executive board and the sponsors.

Section B. Powers and Duties of Committee Chairpersons

1. Committee chairpersons may be 8th graders or 7th graders, unless specified otherwise by the sponsor.
2. Each committee chairperson shall be responsible for making a report in writing to the secretary of the Student Council and to the council proper (may be the same copy) on the activities of his/her respective committee. The chairperson shall also keep a written record of all activities of his/her committee.
3. Each committee chairperson shall see to it that his/her committee fulfills the duties for which the committee was established.
4. Each committee chairperson shall be responsible for notifying each member of his/her committee of the times of the meetings and for assigning various duties to each member.



Katy ISD Instructional Calendar 2017-2018

Approved by the Katy ISD Board of Trustees on February 27, 2017

-- Elementary --
Four Grading Periods
8:20 a.m. to 3:40 p.m.
(440 Minutes)

-- Secondary --
Six Grading Periods
7:25 a.m. to 2:35 p.m.
(430 Minutes)

Calendar Highlights

JULY
4 **Holiday • Staff**

AUGUST
3-4 New Teacher Inservice Day
7 Teacher Preparation Day
8 Convocation • Secondary a.m./Elementary p.m.
9 Secondary District Professional Learning Day
10 Elementary District Professional Learning Day
11 Campus Professional Learning Day
14 Campus Professional Learning Day
15 Teacher Preparation Day
16 First Day of Fall Semester

SEPTEMBER
4 **Holiday • Students and Staff**
13 Family Night (No Homework Assigned)
25 2nd Six Weeks Begins (Secondary)

OCTOBER
9 Early Dismissal for Elementary Parent Conferences and Secondary Professional Learning
16 2nd Nine Weeks Begins (Elementary)
18 Family Night (No Homework Assigned)
20 Early Dismissal for Elementary Parent Conferences and Secondary Professional Learning

NOVEMBER
1 3rd Six Weeks Begins (Secondary)
20 Thanksgiving Break Begins
29 Family Night (No Homework Assigned)

DECEMBER
15 Early Dismissal, End of Semester
18 Winter Break Begins

JANUARY
1 **Holiday • Students and Staff**
2 Teacher Preparation Day
3 First Day of Spring Semester
15 Campus Professional Learning Day • Student Holiday
24 Family Night (No Homework Assigned)

FEBRUARY
16 Early Dismissal for Campus Professional Learning
19 District Professional Learning Day, • Student Holiday
20 5th Six Weeks Begins (Secondary)

MARCH
7 Family Night (No Homework Assigned)
12 Spring Break Begins
19 4th Nine Weeks Begins (Elementary)
30 **Holiday • Students and Staff**

APRIL
13 Early Dismissal for Campus Professional Learning
16 6th Six Weeks Begins (Secondary)

MAY
2 Family Night (No Homework Assigned)
24 Early Dismissal, Last Day of School
25 Teacher Preparation Day
28 **Holiday • Staff**

Grading Period	Elem. Days	Elem. Mins.	Sec. Days	Sec. Mins.	Total Days
1st	42	18,300	27	11,610	
2nd	40	17,240	27	11,250	
3rd			28	11,860	
First Semester					82
3rd	46	20,060			
4th	48	20,760	32	13,580	
5th			33	14,010	
6th			29	12,290	
Second Semester					94
Total Days					176
Total Minutes		78,160*		76,640*	

*Includes waived minutes for six early release days and two professional development days.

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

S	M	T	W	T	F	S
		1	2			5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Symbol Keys:

- [Begin Elementary Grading Cycle
-] End Elementary Grading Cycle
- < Begin Secondary Grading Cycle
- > End Secondary Grading Cycle
- ☒ New Teacher Inservice Day
- ☒ Teacher Preparation Day • Student Holiday
- Early Dismissal • Secondary 11:35 a.m./Elementary 12:40 p.m.
- ⊗ Early Dismissal for Parent Conferences and/or Professional Learning
- **Holiday • Students and Staff**
- Convocation • Secondary a.m./Elementary p.m.
- ⊙ Secondary District Professional Learning Day, Elementary Campus Professional Learning Day
- ⊕ Elementary District Professional Learning Day
- ⊖ Secondary Campus Professional Learning Day
- ⊗ Campus Professional Learning Day • Student Holiday
- ⊕ District Professional Learning Day • Student Holiday
- ◆ Family Night (No Homework Assigned)

Bad Weather Make-Up Days: Jan. 15* Feb. 19*

*If used, employees will need to make up the day on a Saturday. This calendar contains enough minutes to cover bad weather days.

Note: 238-day employees will need to work three (3) additional days.



XII. Campus Pages

Administration Information

WoodCreek JH

1801 Wood Creek Bend Lane • Katy, Texas 77494

WoodCreek JH	(281) 234-0800
Main Campus Fax	(281) 644-0860
Attendance Office	(281) 234-0923
Attendance Fax	(281) 644-1863
Clinic	(281) 234-0825
Clinic Fax	(281) 644-0861
Executive Director of Transportation	(281) 396-2700
South Transportation	(281) 396-2115
West Transportation	(281) 396-7560
KISD Administration Building.....	(281) 396-6000
Katy ISD Police Department	(281) 237-4000

Personnel

Dr. Melinda Stone.....	Principal
Dr. Kari Torres	Student Support Assistant Principal
Tim Chesser.....	Assistant Principal – Grade 6
Tanya Carrejo	Assistant Principal – Grade 7
Kim Vrana	Assistant Principal – Grade 8

Counselors

Jessie Clay	6 th Grade
Tanya Marshall	7 th Grade
Jodi Darcey	8 th Grade

Offices

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

Advisory

Advisory period is a structured, supervised time during the day. During this time, students engage in silent reading, organize and begin their homework, access extra help from teachers, and re-teach and re-test. Advisory period teachers expect students to be well-behaved, prepared to work, and focused each day. This time can be extremely beneficial to student learning when approached responsibly by the student.

Attendance Information

Attendance Requirements

Parents must come in to the Attendance Office window in the front office to sign out their child. Satisfactory identification (i.e., driver's license or picture ID) is required in order for an authorized person to talk with a student or take a student from school. An authorized person includes the parent and /or guardian of the student or someone authorized by legal order. Students are not allowed to wait in the front office or outside for parent pick-up during school hours.

Students who have unexcused, voluntary absences for ten (10) or more days or parts of days within a six-month period or three (3) or more parts of days within a four-week period from school will receive a compulsory attendance notification.

Absences for vacations, business trips, babysitting, working and other such reasons shall be considered unexcused.

Students who reach eight (8) absences in the school year, excused or unexcused, will be placed on an Attendance Intervention Plan (AIP) with the Assistant Principal. The purpose of this plan is to ensure satisfactory attendance for the remainder of the year.

A student must also be in compliance with the attendance for credit stature 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. 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 (or designee) 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 for the student to complete in order to gain credit or be promoted.

Notifying WCJH of Child's Absence

On the day that your child is absent, the parent/guardian should notify the Attendance Office as early as possible of the absence. The preferred method for reporting an absence is the *Absence Reporting Form*, which is available on the WoodCreek Junior High attendance webpage:

<http://www.katvisd.org/campus/WCJH/Pages/Absence-Reporting.aspx>.

Parents may also call the attendance office to report an absence. Please remember to give the following information:

- Student Name,
- Your relationship to the student
- Grade of the student
- Symptoms or detailed reason for the absence (Insufficient information can result in your child's absence being considered unexcused.)

Returning to School after an Absence

Students must report to the Attendance Office window in the Rotunda to receive an admit slip immediately when they return from being absent. Doctor's notes should be presented at this time

Awards

All A Honor Roll and A/B Honor Roll will be recognized every six weeks. The end-of-year award ceremony will recognize the following accomplishments:

- All As all year – Grades 6, 7, and 8
- Perfect Attendance – Grades 6, 7 and 8
- Duke TIP – Grade 7
- Content Awards – Grades 6, 7, and 8
- Outstanding Citizenship Award – Grades 6, 7 and 8 - Boy and Girl per grade level
- Leader of the Pack Award – Grade 8 - Boy and Girl

Back Packs

Backpacks may be carried throughout the day. Students will not be able to bring wheeling back packs.

Bus Rider Rules and Regulations

Katy ISD West Transportation Center Phone Number is (281) 396-7560. Bus safety rules shall include, but not be limited to, the following:

- The driver is in charge of all students on the bus.
- Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
- Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
- Students shall load and unload at their designated bus stop only. Students will wait for a bus by remaining on the sidewalk. If there is not a sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
- Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
- Students must keep their hands, head, feet, and personal objects inside the bus at all times.
- Scuffing, shoving or fighting is prohibited on the bus and at established bus stops.
- Littering or throwing items inside or from the bus is prohibited.
- Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
- Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
- Students are not to engage in loud talking, yelling, use of profanity, inappropriate language, or gestures on the bus.
- Students are not allowed to bring animals or harmful objects on the bus (i.e., weapons, drugs, alcohol, vape cigarettes, fireworks, etc.).
- Students are not to engage in any other conduct that disrupts the safe operation of the bus.

- Electronic devices such as CD players, Gameboys, Walkman, cell phones, etc. are not permitted.

Be aware, video camera surveillance may monitor your children.

Students planning to ride a bus other than the one they are assigned must bring a note signed by a parent including the phone number of where the parent may be contacted for verification to their grade level Assistant Principal before the end of day dismissal. The note will be verified and signed. The student must pick the verified note up from the front office before getting on the bus.

Failure to abide by the above stated rules may lead to loss of bus privileges or additional consequences.

Community Communication

Student success depends greatly on parent communication. The following mediums will be used to enhance the exchange of important information between school and home. Most handouts and flyers will be sent home via first period.

Student Daily Planner/Canvas:

Each student is required to use a student planner or Canvas to record assignments, homework, projects, reminders, etc.

WCJH Parent and Student Calendar:

An up to date school calendar is available on the website.

Enews:

WoodCreek JH will send out a community-wide e-mail to the families who have signed-up to receive the Enews e-mail and reminders. You may sign-up for the WCJH Enews eGroup using the link on our campus website.

Campus Website and Teacher Web Pages:

The campus website can be accessed for current information from all content and extra-curricular areas. Teachers, students, and parents use Canvas, a learning management system, which allows teachers to provide instructional support, class calendars, assignments and resources for students in a safe online environment. Parents can access Canvas to assist their child and view the calendar.

WCJH Marquee:

WCJH will post important news and reminders on the marquee located in front of the school.

School Messenger:

A phone call will be made to the students' home to share valuable information.

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,

ID Badges

Each student will receive a photo ID badge as a safety measure at the beginning of the year. Additionally, this badge and its unique student ID number will be used to check-out library books and textbooks, to purchase food items in the cafeteria, to access the computers, to permit passage to certain club meetings, and to provide easy identification of students in common areas of the school. Students must have their ID in order to purchase snacks or the hot lunch tray in the cafeteria. Students are expected to wear their ID badges each day where it is visible to all staff. If a student loses his/her ID, a replacement must be purchased. A replacement ID may be obtained through the library for a fee.

Hallway Infractions

Teachers must correct students in the halls and use a hallway infraction form if necessary.

- After receiving three hallway infractions, the student will be seen by the Assistant Principal and receive a 1.5 hour ASD. The parent will be notified.
- A 1.5 hour ASD will be given for every hallway infraction that follows during the six weeks period. The parent will be notified.

ISS may be used for persistent misbehavior in the halls.

Late Assignments

There will be an academic point penalty assessed for late assignments.

It is understood that extenuating circumstances sometimes prevent a student from completing assigned homework on time. Teachers may use their discretion in extending time to those students and for special education students according to their IEP. If core area teachers assign a project, the guidelines for acceptance of late work should be announced at the time that project assignment is made.

Class assignments are due at the end of the class period as announced by the teacher. Homework is due on the day announced by the teacher.

Late work will be completed in advisory or tutorials.

See the campus website for the detailed Late Work Policy.

Students are expected to complete all assignments on time.

Lost and Found

Lost textbooks should be returned to the textbook clerk. Library Books should be returned to the library. Jewelry/purses/eye glasses/phones/electronics will be found in the front office. Clothing will be found in the Commons/stage area.

Personal Computers/Devices at School

Students have access to school computers in every classroom, the computer labs and library. If personal devices are brought, the school is not responsible for loss or theft.

The use of electronic devices at school should only be for educational purposes, and teachers and the administration reserve the right to restrict their use.

Items such as iPods, hand-held games, etc. should not be brought to school unless allowed by the Administration. At any time a student brings such a device to school, the parent assumes responsibility of replacement/repair cost if such is necessary.

Report Cards/Progress Reports

Report Cards will be issued every 6 weeks during first period. Students should return a signed copy to their first period teacher the next day. Progress Reports will be issued at the 3 week point of a six weeks period. Progress Reports will be handed out during 1st period so that teachers may attach further information if necessary. A signed copy must be returned to their first period teacher the next day.

Student Arrival and Departure

Except in unusual circumstances, students should not be dropped off at school before 7:00 a.m. Prior to this time the school staff is not available to monitor student activity in the building. Parents should pick students up from school by 2:35 p.m. (11:35 on early dismissal days) or at the stated ending time of a special activity. Timely pick-up will ensure that adequate school personnel are available to supervise our students as they wait. Upon arrival in the morning, students will report to the gyms or cafeteria as specified for their grade level. Students will be released from these areas in ample time to get to first period on time. Students will not go to the fine arts hall until the 7:20 bell unless requested by the teacher.

Students who are walking home or riding bicycles must stay on the sidewalks and cross only at corners. Students are expected to display safe walking practices so as not to endanger themselves or others. Students who are waiting for parent pickup should stand on the sidewalk in front of the school. If a student needs to cross the parking lot in order to reach the car, he/she should use the marked crosswalk and be aware of moving cars before stepping off the curb.

Parents should not park in the front parking lot unless they have business in the building at that time. The handicapped drive in the front parking lot is for buses and handicapped students only.

Tardy Policy

Students are counted tardy if they are not in the classroom at the time of each tardy bell.

The following Tardy Sweep System will be followed:

- Students who do not make it into class before the tardy bell will report to 1 of 4 tardy stations or the attendance window. The students tardy will be recorded at the tardy station.
- After receiving three unexcused tardies, the student will be seen and warned in the AP office and the parent will be notified.
- After receiving four unexcused tardies, the student will receive a 1 hour after school detention (ASD) and the parent will be notified.
- After receiving seven unexcused tardies, the student will receive a 2 hour ASD and the parent will be notified.
- After ten unexcused tardies, the student is considered to have persistent level II infractions. Appropriate application of the Katy ISD Student Code of Conduct will be considered as a level III discipline infraction.

The system is designed to reset at zero at the beginning of each grading period.

Textbooks

Students should keep all textbooks at home.

Traffic Safety

As more houses and schools are built in the immediate vicinity of WCJH, motor vehicle and construction traffic is increasing at a steady pace. All drivers need to be vigilant about checking for pedestrian traffic and bike riders before moving. Pedestrians always have the right of way.

All vehicle traffic to/from WCJH must adhere to the following guidelines:

Between the hours of 7:00-7:30 a.m., WCJH traffic pattern is *right turn only* into the drop off land and *right turn only* as you exit.

1. If you have business at school, please do not park along the front entrance curb between the hours of 7:00-7:30 a.m. or 2:00-2:35 p.m. Visitor parking is available in the front or rear parking lots.
2. Please do not drop your child off in the bus lane in the back of the school, the special education bus circle drive, or the front parking lot or handicap parking spots. The carpool drop-off lane is in the front of the school.
3. Do NOT drop your child off by stopping your motor vehicle on WoodCreek Bend Lane or Katy-Flewellen. No parking signs are posted and you may be ticketed by Fort Bend Constables. Please use the carpool drop-off circle drive.
4. Have your child ride the bus if available.
5. At all times be acutely aware of pedestrian traffic. Never begin to drive forward without looking carefully for pedestrians crossing the lot or drive lane. Make sure you talk to your children about looking for moving cars before they walk into the lot to enter your car.
6. Instruct your students to use the crosswalk to cross Katy-Flewellen or WoodCreek Bend Lane.

Drivers bear the biggest responsibility for safety on our streets and parking lot. Always choose the safest course of action, even if it costs you some extra time. Please report all unsafe motorists, pedestrian traffic, or bike riders to the front office.

Tutoring/Academic Academies

Tutoring will be provided during advisory and/or before or after school. Academic Academies will be provided for students showing the need for extra support. You may also contact your child's teachers for tutoring opportunities for their classes.

Bell Schedule

1st Period	7:25-8:13
2nd Period	8:18-9:04
3rd Period	9:09-9:55
4th Period	10:00-10:55

6th Grade- A & B Lunches (during 4th Period)

6A Lunch	9:55-10:25
6A Advisory	10:28-10:55
6B Advisory	10:00-10:25
6B Lunch	10:25-10:55

5th Period	11:00-11:55
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7th Grade- C & D Lunches (during 5th Period)

7C Lunch	10:55-11:25
7C Advisory	11:28-11:55
7D Advisory	11:00-11:25
7D Lunch	11:25-11:55

6th Period	12:00-12:55
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8th Grade- E & F Lunches (during 6th Period)

8E Lunch	11:55-12:25
8E Advisory	12:28-12:55
8F Advisory	12:00-12:25
8F Lunch	12:25- 12:55

7th Period	1:00-1:45
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8th Period	1:50-2:35
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Katy Independent School District
Publications and Printing Department

It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities including career and technology programs, nor in its employment practice.