



KEYS

MENTORING

KATY INDEPENDENT SCHOOL DISTRICT

2023

MENTOR

2024

MANUAL

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Dear KEYS Mentor:

On behalf of Partners in Education and Katy ISD, welcome to the KEYS mentor family. Your decision to become a mentor reflects your commitment to supporting and guiding the educational and personal growth of youth in our community.

Mentoring in the Katy Independent School District is a rewarding, challenging, and exciting experience! Being a mentor is about building relationships and being *present* more than being *perfect*. It's the power of ONE caring adult gifting their time to make a difference in the life of a student.

As a KEYS mentor you have the incredible opportunity to unlock the purpose, potential and heart of a child. Thank you for saying YES and for committing to the KEYS Mentoring program.

I look forward to working with you and wish you a successful and exciting year!

Regards,

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With Special Thanks

Pearland ISD, Spring Branch ISD, Humble ISD and Lake Travis ISD for their contributions to the preparation of this document.



REMIH

ANNUAL VOLUNTEER REGISTRATION

Katy ISD requires all volunteers serving on or off-campus during or after the instructional day to register with the district through its Raptor security system.

RECAP

The Raptor Initiative was introduced at the beginning of the school year in order to bring together and showcase the Katy ISD Volunteer Family. As the year progressed, the initiative proved successful, resulting in a ratio of one registered volunteer for every four Katy ISD students by the end of the year.

REVISE

The upcoming 2023-24 Volunteer Registration will feature an expanded range of volunteer functions, specifically for athletics, fine arts, and CTE (Career and Technical Education), in order to create a more unified volunteer community on each campus. Moreover, improvements will be made to enhance the district's communication capabilities with volunteers, allowing for better district-to-volunteer messaging.

REREGISTER

Get ready to volunteer in 2023 - 24 by completing your updated registration starting **July 1**.





KEYS Happenings

KEYS Kickoff	Friday, September 15, 2023
KEYS 101 New Mentor Training	Thursday, September 28, 2023
KEYS 101 New Mentor Training	Thursday, October 26, 2023
National Mentoring Day	Friday, October 27, 2023
National Mentor Month	January 2024
Men Who Mentor	Friday, January 18, 2024
KEYS 101 New Mentor Training	Tuesday, January 23, 2024
KEYS 101 New Mentor Training	Thursday, February 8, 2024
KEYS Spring Celebration	Friday, April 19, 2024

KEYS “Virtual” Hangout

“Talking about KEYS Mentoring and more!”

September 12, 2023

October 10, 2023

November 14, 2023

January 9, 2024

February 13, 2024

(2nd Tuesday of the month from 1-2pm)

Program Overview

The KEYS Mentor Program

The KEYS (Keep Encouraging Youth toward Success) Mentor Program matches a caring adult with a student. Our primary focus is on relationship building rather than tutoring, although we've found that increased student academic success often occurs.

The Purpose of the KEYS Mentor Program

- Strengthen student **self-esteem**
- Improve student **planning skills**
- Develop student **interpersonal skills**
- Improve student **academic achievement**

Benefits the Mentor Receives

- Sense of pride in the student's progress
- Personal growth and development through insights gained from the student
- Deeper sense of individual worth through being trusted and needed
- Meaningful involvement in the community
- Improved self-confidence

Benefits the Student Receives

- Support and guidance from a caring adult who will listen
- Sense of security in having someone to trust
- Increased self-esteem and motivation to succeed
- Improved self-confidence
- Appreciation for the value of gaining knowledge
- Assistance with academic skills
- Encouragement to attend school regularly and to stay in school
- Reinforcement of coping and problem-solving skills
- Awareness of social responsibility and a concern for others
- Ability to set and achieve realistic goals



Sparking HOPE and transforming lives ONE student at a time!

Mentors and KEYS Kids

Mentors

A mentor is someone who understands that the greatest gift any of us can give is our time. Mentors give the time it takes to slowly, gently build a relationship into a friendship.

What is a Mentor?

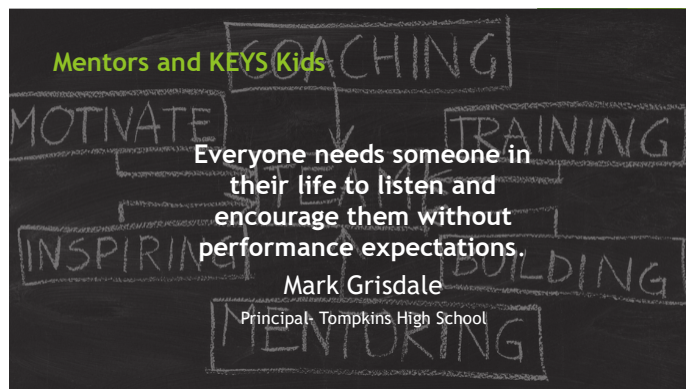
Guide	Coach	Advocate
Trusted friend	Listener	Encourager
Role Model	Cheerleader	Goal Setter

Mentor Requirements

- Complete the online KEYS mentor application.
- Agree to a Katy ISD conducted background check.
- Complete the district-required Raptor volunteer registration and create your volunteer profile.
- Attend a KEYS 101 Mentor Training session and/or complete KEYS 101 Mentor Training online.
- Commit for one school year to meet weekly on campus with your student, at a regularly scheduled time.
- If possible, follow your student each school year as they progress to graduation.
- Notify the KEYS Campus Liaison when unable to meet with your mentee.
- Follow all Katy ISD security procedures, including Raptor Visitor Management System check-in, when on campus.
- Wear Katy ISD Raptor badge for the duration of your visit.

KEYS Kids

KEYS students are referred to the KEYS program based on grades, discipline referrals, absences or family circumstances by Katy ISD staff members who feel that these students could use additional support. Students represent a wide range of ages and interests in grades K-12. Just as mentoring is voluntary for adults, it is likewise for students. The student has agreed to be assigned a mentor and parents must give permission for the student to participate in the program.



Expectations

Mentor Expectations

Katy ISD has procedures in place to ensure compliance with federal, state, local laws and school board policies. These restrictions exist to protect students and adults who lead them and prevent any appearance of impropriety on the part of individual KEYS mentors.

- Complete the KEYS 101 Mentor training.
- Register as a Katy ISD District Volunteer with Raptor.
- KEYS mentors should have **no contact** with their mentee outside of Katy ISD staff supervision.
- KEYS mentors should have **no contact** with their mentee's parent or guardian.
- Physical contact between mentor and mentee other than a handshake or pat on the back is prohibited.
- Anything your mentee tells you is confidential unless abuse or illegal activity is involved, in which case mentors are required by law to immediately notify their KEYS campus liaison.
- Avoid and redirect personal topics such as religion and sexuality. Consult your KEYS Liaison regarding conversations that make you uncomfortable.
- KEYS mentors must adhere to all campus and district policies.
- Any gifts given must be of nominal value.

Disclosure of Abuse

Information shared by a mentee, or about a mentee is confidential, except for the following:

- Mentee is the victim of physical, sexual or emotional abuse.
- Mentee intends to hurt him/herself or someone else.
- Mentee is involved in any illegal activity.

Note: Contact your KEYS campus liaison immediately if you suspect your mentee is in danger of any of these listed above.

Your attitude

- Respect the need for privacy and speak quietly.
- Reflect in your face a calm and reassuring attitude, do not look panicked or shocked.

Your behavior

- Determine the child's immediate need for safety and talk where you cannot be overheard.
- Use the student's vocabulary. Talk at the child's pace and in a quiet calm voice.
- Be non-judgmental and supportive and listen as probing questions can often cause anxiety and guilt. Leave that to the school authorities.

Your conversation

- Remind the child that you are available for support and to listen.
- Reassure the child that it is safe to talk to you, even when the subject is painful.
- Avoid being overly critical of the offender. Regardless of what has happened, the child may care for that person. Reassure the child that they are not to blame.
- Let the child know that you are required to tell campus staff.

KEYS Mentors are considered an extension of Katy ISD campus staff; therefore, mentors must adhere to all Katy ISD staff/student interaction regulations.

Physical Contact

Many of the children we work with have a strong need and desire for positive physical contact with caring adults. You are encouraged to be a positive role model. However, your physical contact should be limited to giving a soft pat on the back or the sharing of a hug in full view of school staff. Remember that what you see as a simple, friendly affection between the student and yourself may be viewed as something entirely different by someone else.

Meetings

Meetings between the mentor and the student are to take place under Katy ISD staff supervision in designated areas – library, cafeteria, classroom – during regular school hours. All meetings must take place in rooms with open doors or in sight of school personnel.

Communication/Texting/Social Media

Katy ISD policy strictly prohibits mentor/student private communication.

Gifts

Mentors may bring gifts of nominal value to their mentees, however, gifts should be infrequent and appropriate for the occasion, for example, a gift on a holiday, birthday or your last meeting. Do not ever loan or give money to students. “Friends” do not maintain relationships by supplying each other with these items.

Safety

When on campus, all KEYS mentors are required to follow the Katy ISD Safety and Security Protocol found in the Emergency Response Guides located in every classroom and workspace in the district. Everyone conducting business at a Katy ISD facility should take the time to review this guide as a pre-emptive measure to crisis. Any questions should be directed to the school or facilities’ safety liaison or your campus KEYS liaison.

Student Expectations

- Meet regularly with the mentor.
- Respect confidentiality.
- Expect no money, gifts, or any off-campus activity.
- Exhibit appropriate behavior and follow all KEYS guidelines.

School Expectations

- Designate a KEYS campus liaison to promote and support the KEYS mentor program and regularly communicate between district staff, school administrators, mentors, and students.
- Schedule campus orientations with new mentors and provide all mentors with helpful school information such as a map, special rules/policies, school calendar, and bell schedule.
- The KEYS campus liaison will match mentors and students and help schedule a mutually convenient weekly meeting time.
- Provide meeting space on campus for Keys mentors and mentees to meet.
- Communicate and support KEYS mentors throughout the school year.

Qualities of a Good Mentor



- A mentor should be **honest, open and trustworthy**.
- Mentors not only impact students through their words, but also through their actions. By modeling **commitment, punctuality, and dependability**, mentors show that they care and will be available.
- Good mentors recognize that **relationships take time to develop**, and communication is a two-way street. They are willing to take time to get to know their students, to learn new things that are important to them (music, styles, and philosophies), and even to be changed by their relationships.
- Mentors have a genuine desire to be a part of others’ lives, to help them with tough decisions and to see them become the best they can be. They must be **invested in the mentoring relationship** over the long haul. Mentors must be there long enough to make a difference.
- **Respect** for individuals and for their abilities and rights to make their own choices in life. When people feel accepted and respected, they are more likely to ask for and respond to good ideas.
- Mentors have a **game plan** in mind before they show up. Know what games you would like to play or what topics you would like to explore with your mentee.
- Most people are willing to give advice or express opinions. It is much harder to find mentors who will suspend their judgments and **really listen**. Mentors often help simply by listening, asking thoughtful questions and giving their mentee an opportunity to explore their own thoughts with minimum interference.
- Even without having had the same experiences, mentors can **empathize** with their student’s feelings and personal problems.
- Good mentors **balance a realistic respect** for the real and serious problems faced by their students with optimism about finding equally realistic solutions.
- A **good mentor listens**.
- A good mentor must be **flexible and open**.
- Most important: ***Mentors are FRIENDS.***

Be relaxed, be yourself, and keep a sense of humor.

Healthy Boundaries*

What is a boundary?

- A protective barrier that keeps us safe
- Must be applied on a consistent and ongoing basis
- They teach kids what healthy boundaries look like in relationships

How do I know if my personal boundaries have been crossed?

You feel...

- Angry
- Used/violated
- Drained
- That you want to walk away from the relationship

What are the areas where boundaries are important?

- Money: How will I react if my mentee requests money?
- Behavior: How will I respond if my mentee uses foul language, mistreats others, or is disrespectful to me during one of our meetings?
- Self-disclosure: How will I respond if my mentee asks about my previous experience with drug use, past relationships, or other personal issues?
- Time: How will I respond if asked why I only come once a week or if I am invited to a weekend or evening outing with the mentee?
- Religion: How will I respond if my mentee brings up the topic of religion? How much are we allowed, in a public school, to share?
- Working with parents/guardians: How will I respond if a parent asks for my contact information?

Some things to keep in mind:

- Planning your response in advance will help to prevent being caught off guard.
- If you are not sure how to respond, you have every right to request time to think about it.
- Make adjustments to the relationship if necessary. It is better to adjust a boundary than to walk away from a relationship.
- You do not have to do this alone! If you are unsure about a situation, you can go to the campus KEYS campus liaison or the KEYS Program Coordinator.

Stages of the Mentoring Relationship*

Stage 1 – Developing Rapport and Building Trust

(Stage 1 may not be difficult in all relationships, but it is important for the mentor to be prepared for some disappointments and frustrations at the beginning of the relationship.)

Building trust takes weeks, sometimes months

One of the best ways to build trust is to help your student quickly accomplish something tangible that is important to him or her. For example, assist your student in following up on an interest, getting involved in a club, or setting a short or long term goal.

Testing may occur

Testing is a form of protection from further disappointment. Students may be slow to give their trust because they expect inconsistency and lack of commitment; they may test the mentor's commitment with unreasonable requests, sullen behavior, withdrawal, and other irritating actions.

Predictability builds trust so BE CONSISTENT

Be on time for arranged meetings and follow through on agreements.

Reassure students that what you discuss together is CONFIDENTIAL

Early in the mentor relationship, explain that nothing your student shares with you will be discussed without his or her permission with anyone else, but there is one exception. If the student tells you something that may harm him/her, or anyone in any way, then the mentor must seek help from the appropriate person such as the Counselor or campus KEYS Liaison. (*refer to Disclosure of Abuse- page 9*)

Relationships sometimes appear to stagnate instead of grow

Your student may be so disappointed because of past experiences that he or she is unable to risk taking advantage of a helping relationship. The mentor relationship may still be in the testing stage after the first year, and the adult should talk to the campus liaison for guidance.

Stage 2 – Reaching Goals

Building your relationship.

Once the testing is over, the ups and downs of a relationship usually end and exciting progress may begin to take place. The friendship is established, and the mentor can introduce activities designed to explore the student's full potential:

- *academic support
- *career planning
- *development of self-esteem and self-confidence, and
- *personal and social growth

Stage 3 – Closure of the Relationship **(Without Harming the Child)**

Sometimes, life just happens. In fact, that is a huge part of what you have tried to teach your student. Perhaps the student is moving far away or maybe you are? Perhaps the student has outgrown the need or chooses not to have a mentor? Or maybe you have come to realize that your student might be better served by a different mentor. No matter the reason, it can sometimes prove to be a difficult goodbye.

Inform the Campus KEYS Liaison

Mentors should discuss guidelines for ending the relationship with the Campus KEYS Liaison.

Inform the student

If the situation occurs, meet with the student to explain why the current arrangement must end. Encourage your student to verbalize his or her feelings about the change in the relationship. Set the example. Be honest, candid and supportive regardless of the reason for the termination but talk about your thoughts and feelings for the student and your feelings about ending the relationship as you have known it.

Focus on the positive

Discuss the achievements your relationship has made. Talk about your own feelings and be supportive and positive, especially about what the future may hold for your student. If possible, set a specific date for your last meeting when you might be able to plan something special.

A final caution

The student must not be allowed to feel that the meetings ended because of something he/she did wrong. They can all understand schedule changes, illness, and moving, but just as with a friend, they cannot understand the disappearance of a mentor without explanation. Do not make promises you know you may not keep.

When Your Student Graduates

If you stay with your student until they graduate, congratulations! You did it. Know that after graduation, you are welcome to continue your relationship with the graduated student on yours and your mentee's own terms.

*Partners In Education Guidelines, Wichita Falls ISD and Organizing Effective School-Based Mentoring Programs: How To Start A Mentor Program, Fastback 333 by Susan Weinberger; Phi Delta Kappa Educational Foundation

What Do We Do the First Time We Meet?

Greetings

Greet the student warmly, with a smile and a firm handshake. Remember to say, “I am Ms. Jones,” if that’s how you wish to be addressed. Do not use your first name unless you expect the student to use it as well.

School Tour

Ask the student to take you on a tour of the school (clear this with the KEYS campus liaison first). This is a painless way to become comfortable with each other before embarking on more personal topics.

A Place to Talk

Find a comfortable place on campus to meet up with your mentee. The library is a great place but check with you KEYS campus liaison on what they prefer. Especially in the beginning, remember to repeat the student’s name several times and be as relaxed as possible. The goal is to build trust, listen and focus your conversation on the positive – on encouragement and reassurance.

Getting Acquainted

Take the time to describe yourself briefly – your background and where/if you are employed. Be careful not to sound as if you want to impress the student. That is not really necessary, and it can be intimidating. At this point the student is probably more interested in knowing where you grew up, the size of your family, what you imagined doing as an adult and other aspects of your life that you both might have in common. In turn, ask the student about his/her brothers and sisters, pets, favorite subjects, hobbies, favorite sports, favorite outings and special events in life.

Confidentiality

During your first meeting, be sure to discuss mentoring: What it means to each of you, what your expectations are and how you intend to handle issues of confidentiality should they arise. At the outset, establish your ground rules: where and when you will meet, some of the things you might do together, how long you will be able to spend at the school and when to schedule your next meeting.

Plan Your Next Meeting Together

Decide on a plan for your next meeting. Talk about what games you can bring or what activities you can do next time you meet.



“My mentor makes me feel good about myself and listens to me without judging me” KEYS student

50 Things to Do with Your Mentee

Below are some tips and strategies for your mentoring sessions. Make sure activities are suited to the age and maturity level of your mentee before trying them and that they are approved by the school if needed. Also, be creative. This list is just a springboard to help you think of good activities. Finally, do not be too structured, but always have a plan! Spontaneity is an important part of any mentoring relationship.

1. Start by telling your mentee why you decided to become a mentor. Tell about yourself with pictures if possible. Kids are very visual these days.
2. Play games—card games, board games such as chess, checkers, Monopoly or Sudoku and crossword puzzles. Allow the mentee to decide on games to play together.
3. Select books you like and read them together. Get to an exciting part and finish it the next time you are together.
4. Do research on the internet on a topic the mentee is interested in.
5. Learn effective study habits and time management skills.
6. Exchange favorite recipes.
7. Build something together (model car, LEGOS).
8. Create a holiday, get-well, or greeting card for a special occasion.
9. Discuss opportunities for post-secondary education. Research two and four-year colleges, technical schools, and the meaning of financial aid. What does it take to get into college? What high school courses should be taken? It is never too early to begin planning.
10. Start a pen pal project with a group of young people in another country.
11. Talk about your first job.
12. Investigate careers.
13. Write a resume. Write to a college of the student's choice requesting information.
14. Have a pretend job interview.
15. Figure out how to program an electronic item.
16. Create a design and paint a pumpkin on Halloween.
17. Plan for a sound financial future. Discuss opening savings and checking accounts and managing credit cards.
18. Talk about friends—those that the mentee would like to have and those he/she does have.
19. Decorate t-shirts and wear your creations proudly. Let him/her decorate one for you to wear!
20. Discuss people you admire. Compare heroes and research your favorites.
21. Ask your mentee—if you could go back to middle school/elementary school what would you do differently?
22. Invent something!
23. Have the mentee help you solve a problem (e.g., doing something on your phone).
24. Share your life experiences.
25. Keep a journal.
26. Practice the answers to questions for the driver's license test.

50 Things to Do with Your Mentee (Continued)

27. Work on a community service project. Check out Project Linus.
28. Complete a personality inventory.
29. Help your mentee craft a personal mission statement.
30. Help your mentee learn about the Covey Seven Habits for Highly Effective Teens.
31. Help your mentee organize his/her binder or locker and develop a calendar system.
32. Do an arts and crafts project (if your mentee enjoys arts and crafts).
33. Make something out of modeling clay.
34. Make a scrapbook of the year together.
35. Make a collage or Dream Board out of cutouts from a magazine.
36. Teach a lesson about etiquette, such as how to arrange silverware for a place setting or how to make proper introductions.
37. Create a new board or card game.
38. Take an imaginary trip around the world and study about each place you might visit.
39. Do a fun science experiment. (Check with the campus liaison first for approval).
40. Write poems or rap songs together.
41. Read the newspaper and magazines together.
42. Plan a random act of kindness (such as putting chocolate kisses in every teacher's box).
43. Ask your mentee where he/she hopes to be in five years? In ten?
44. Teach the alphabet, words, and phrases of a foreign language.
45. Teach how to give a good handshake. Practice makes perfect!
46. Write and illustrate an original book together.
47. Discuss your favorite apps/websites.
48. Write an editorial and send it to the school paper or a local publication.
49. Write thank-you notes.
50. Make an "activities jar" to pull from each meeting. Both you and your mentee can decide on things to write on paper to place in the jar.



70 Questions to Ask Your Mentee

1. Tell me the 3 best things about you?
2. If you could have a superpower, which one would you pick?
3. If you were trapped on a deserted island and could pick one person to be with, who would it be? Why?
4. If you could tell your parents to never serve two vegetables again, which would you choose?
5. What qualities do you like about your friends? Why?
6. If a genie could grant you any 3 wishes, what would they be?
7. What profession do you want to be when you're older?
8. Who was the best teacher you ever had? Why?
9. What would the ideal teacher be like?
10. What college/university/trade school would you like to attend?
11. How much privacy would you like? What time of the day do like to be alone?
12. If you are feeling sad, what meal would be the one that would cheer you up?
13. Do you ever have a dream that comes back over and over? If so, what is it like?
14. Is there anything you pretend you understand, but you really don't? What is it?
15. If a genie would give you only one wish, which would you pick, and why?
16. Are you afraid to fly?
17. Tell me who you think are the 3 greatest musicians in the world? Why?
18. If you could change 3 things about yourself, what would they be?
19. If you found a wallet on the street, what would you do?
20. What are the qualities that make a good friend?
21. What was your favorite toy when you were little?
22. What do you say to comfort yourself when something scares you (like when a plane is bumpy, or when you are in a scary place)?
23. If you paid your bill at a restaurant and the waiter gave you too much change, would you tell him/her?
24. Name the 3 movie stars you most admire.
25. Have you ever imitated something you saw in a movie? What was it?
26. Name a TV or movie star that you think is lame.
27. Do you think it's important to get physical education in school? Why or why not?
28. What is the most enjoyable thing your family has done together in the last year?
29. What do you think is beyond the stars?
30. What is the nicest thing a friend has ever done for you?
31. Why do you, or don't you, like action movies?
32. Name 2 things we should do for a fun activity?
33. What sport (that you haven't tried) do you think you would be good at? Why?
34. If you could visit any place in the world, where would it be?
35. Do you believe in aliens? If not, why? If so, what do you think they are like?
36. If you were going to have a weird pet, what would it be? Why?

70 Questions to Ask Your Mentee (Continued)

37. If you could look like anyone, who would it be? Why?
38. Do you think “honesty is the best policy”? Why or why not?
39. What have you done, in school or sports that you are most proud of?
40. Do you think girls look better with or without makeup? Why?
41. Do you think it’s bad, okay, or good for guys to cry at movies? Why?
42. Have you ever had a dream that really scared you? What was it about?
43. Can you describe the most beautiful place you have ever visited?
44. What kinds of things on TV and in movies make you laugh?
45. Tell me about your favorite movies of all time and why you like them so much.
46. Do you feel you are as intelligent as most of your friends? Why or why not?
47. What is the scariest movie you’ve ever seen? Why?
48. Have you ever gotten really lost? If so, tell me about it. How did you feel?
49. How much TV a day do you think a kid should watch?
50. At what age do you think a kid should be able to watch any program on TV?
51. Tell me what you think is good, or bad, about rap music.
52. What is the grossest thing you can think of?
53. What’s your most embarrassing moment?
54. Is there anybody in history that you have read about that you would like to be?
55. Tell me 3 things you remember about kindergarten?
56. What is popular in your grade? What do you think makes it popular?
57. What’s the best thing you do?
58. If you knew a friend of yours had stolen something, what would you do about it?
59. If you were on a basketball team... would you rather score 50 points and lose, or score 10 points and win?
60. What are the first 3 things you would do if you were elected President?
61. If you could trade lives with somebody you know, who would it be?
62. How do you think you would feel if you thought you were going to be the first person to meet someone from outer space? What would you say or ask?
63. What would you do if you were invisible for a day?
64. If you won \$1 million in a lottery, what would you do with the money?
65. What is the nicest thing you’ve ever done for another person, group, or animal?
66. If you could give \$1 million to a particular charity, which would you pick?
67. If you could be a cast member on any TV show, which would you pick?
68. Who do you think you are most like in your family? Why?
69. Who is the funniest relative in your family? Why?
70. Ice cream sundae or banana split? If split, what 3 flavors would you choose?

Frequently Asked Questions

What do I do...



If the student changes schools?

Follow the student if you can and be sure to let the Campus KEYS Liaison know of your decision. The Campus KEYS Liaison of the new school should contact you; however, if you do not hear from them within a week, please reach out to them or the KEYS Coordinator.

If the student has a problem that he does not want to share with family or teachers?

Ask the student's Campus KEYS Liaison for direction. Listen carefully.

If a friend asks for details about my mentor experience?

Discuss the activities and the program rather than giving specific information about the student. Encourage and invite your friends to become a KEYS mentor and join the KEYS Family!

If the student asks a question I can't answer?

It is okay, in fact it is normal, not to know all the answers. Perhaps you can offer to help the student learn the answer, or at least you can find someone who would be more knowledgeable.

If the student asks my opinion about a sensitive religious or moral issue and I realize my opinion may differ from that expressed by his family?

You can explain to the student that some topics are best discussed within the family and that your opinions might differ from those expressed at home. Generally, you can give simple, direct answers to questions without elaborating about "why." Remember that you are not to take the place of the parent. The Campus KEYS Liaison can help you determine appropriate limits to particular topics.

If a teacher asks me to help with a specific subject matter or assignment?

It is your decision. Determine if you feel comfortable with the request. Remember, however, that tutoring is not a requirement for mentors, and you may certainly say that you are not prepared to provide that kind of help.

If the student misbehaves when in my company?

Though you are never expected to assume the role of disciplinarian, it is reasonable for you to explain what you consider to be appropriate behavior in a given situation. Let the student know what your expectations are and what you will do in the future (e.g., report the incident to the liaison, terminate the session, only meet in a school office, or whatever seems appropriate to you). Be clear, firm, and be consistent.

Frequently Asked Questions (Continued)



If I say the wrong thing to my mentee?

We do not expect you to be perfect. Mentees want mentors to be present. Everyone will make mistakes and say the wrong things at one time or another. This is real-life opportunity to model humility, offer a sincere apology, and to show your mentee how to handle making a mistake. You may be the first adult who has ever shown your mentee this type of respect by asking forgiveness. Seeing adults handle problems and take responsibility helps youth develop their own positive conflict resolution skills. No one learns much from perfect people.

If the student seems to respond to questions mostly with “yes” or “no” answers?

Shyness and awkward silence are common at the beginning of any relationship. These are not an indication that you are not connecting! In our young people’s world today, face-to-face conversation is diminishing, so communicating verbally and not via technology is a new skill you can bring to your mentee through your time together. All relationships take time.

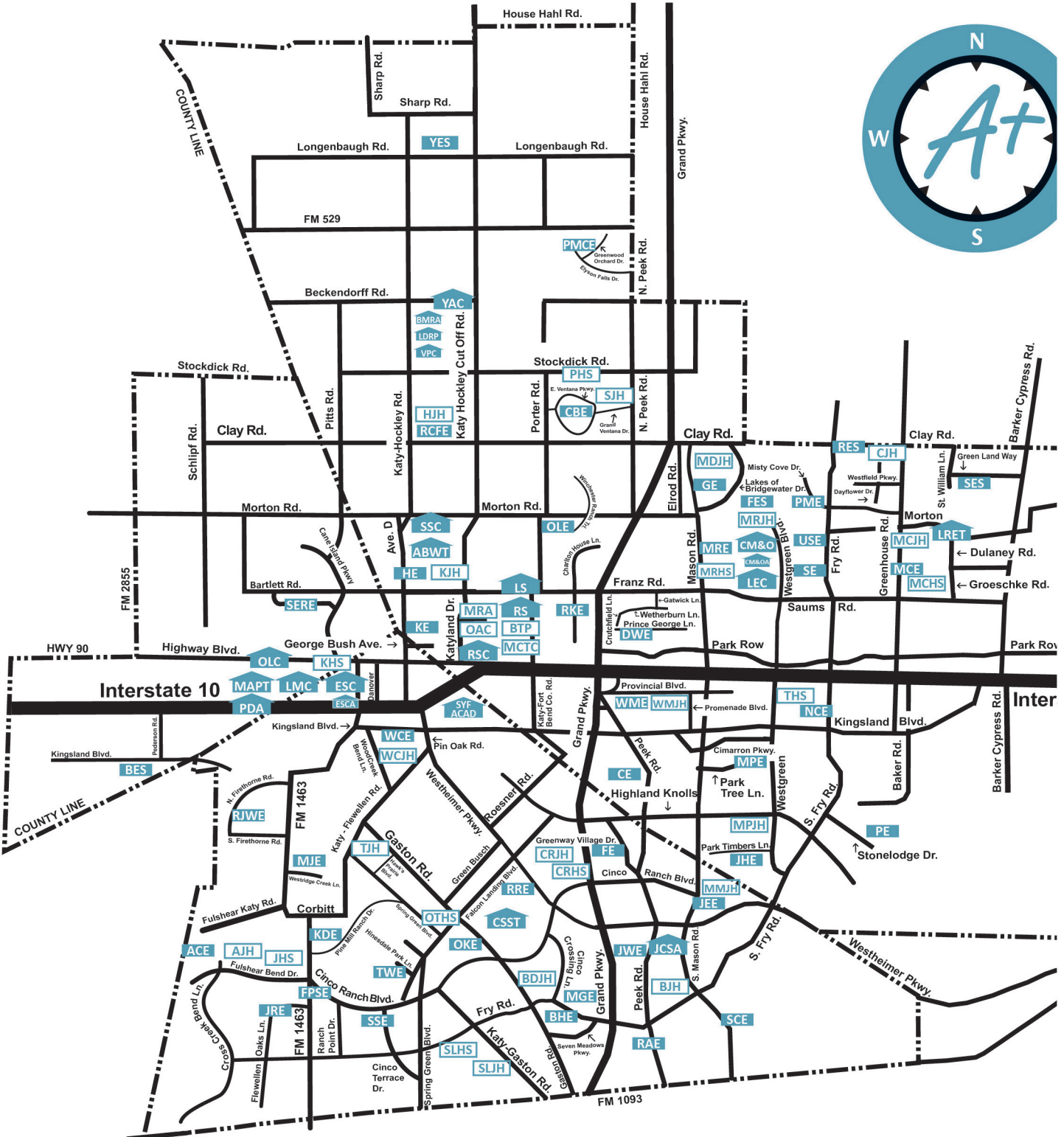
If your mentee is quiet, do not overwhelm him or her with lots of questions that require a yes or no response. Instead, use open-ended questions, or ask him or her to teach you how to do something or ask his or her advice to help build trust. Other options to help quiet or shy people open up more is to engage them in an activity while talking, such as playing cards or games.

If your mentee seems to not need a mentor? They appear well adjusted and happy.

Someone in this child’s life saw a need in them and felt a mentor would be beneficial. As a mentor, focus on building a relationship with your mentee rather than searching for a problem to solve. Focus on giving your student your time, attention and encouragement because everyone needs someone in their life that will simply listen to them.

*Be the
reason
someone
smiles
today.*

Katy ISD Map



05-11-2023



Elementary Schools

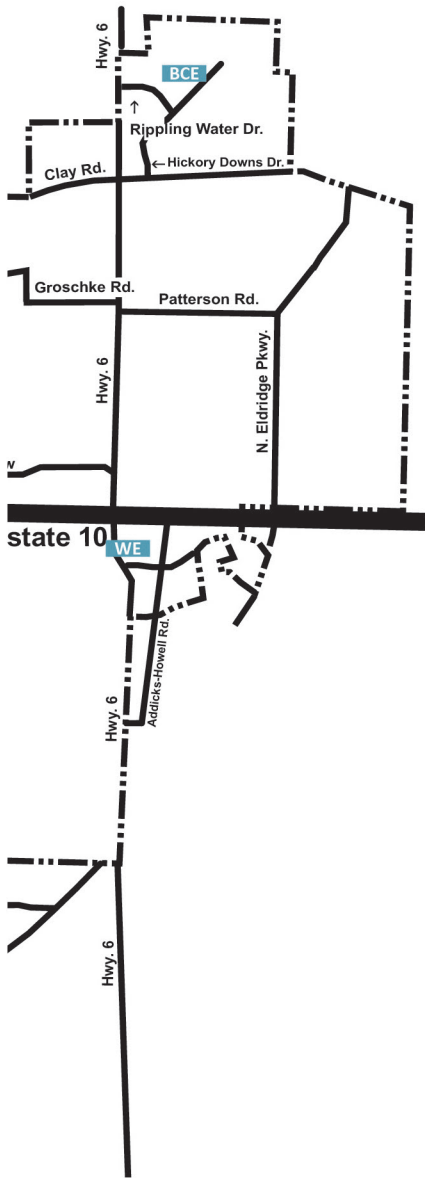
- RAE** Roosevelt Alexander Elementary
- BCE** Bear Creek Elementary
- CBE** Catherine Bethke Elementary
- BES** Robert & Felice Bryant Elementary
- ACE** Amy Campbell Elementary
- CE** Cimarron Elementary
- SCE** Sue Creech Elementary
- KDE** James & Keiko Davidson Elementary
- JEE** Jo Ella Exley Elementary
- RCFE** Russell & Cindie Faldyn Elementary
- FE** Edna Mae Fielder Elementary
- FES** Franz Elementary
- GE** Loraine T. Golbow Elementary
- MGE** Michael L. Griffin Elementary
- JHE** Jeanette Hayes Elementary
- BHE** Bonnie Holland Elementary
- HE** Zelma Hutsell Elementary
- MJE** MayDell Jenks Elementary
- KE** Katy Elementary
- OKE** Odessa Kilpatrick Elementary
- RKE** Robert E. King Elementary
- OLE** Olga Leonard Elementary
- MCE** Mayde Creek Elementary
- PMCE** Peter H. McElwain Elementary
- PME** Polly Ann McRoberts Elementary
- MPE** Memorial Parkway Elementary
- MRE** Morton Ranch Elementary
- NCE** Nottingham Country Elementary
- PE** Hazel S. Pattison Elementary
- JRE** James E. Randolph Elementary
- RES** Jack & Sharon Rhoads Elementary
- SERE** Steve & Elaine Robertson Elementary
- RRE** Roberta Wright Rylander Elementary
- SES** Jean & Betty Schmalz Elementary
- FPSE** Fred & Patti Shafer Elementary
- SSE** Stan C. & Patsy Stanley Elementary
- USE** Ursula Stephens Elementary
- SE** Sundown Elementary
- WME** West Memorial Elementary
- JWE** James Williams Elementary
- TWE** Tom Wilson Elementary
- DWE** Diane Winborn Elementary
- WE** Maurice L. Wolfe Elementary
- RJWE** Ray & Jamie Wolman Elementary
- WCE** WoodCreek Elementary
- YES** David & Terri Youngblood Elementary

Secondary Schools

- AJH** Joe M. Adams Junior High
- BJH** Rodger & Ellen Beck Junior High
- BDJH** Beckendorff Junior High
- CJH** Cardiff Junior High
- CRJH** Cinco Ranch Junior High
- HJH** Haskett Junior High
- KJH** Katy Junior High
- MCJH** Mayde Creek Junior High
- MDJH** T.H. McDonald Junior High
- MMJH** Garland McMeans Junior High
- MPJH** Memorial Parkway Junior High
- MRJH** Morton Ranch Junior High
- SLJH** Seven Lakes Junior High
- SJH** Stockdick Junior High
- TJH** James & Sharon Tays Junior High
- WMJH** West Memorial Junior High
- WCJH** WoodCreek Junior High
- CRHS** Cinco Ranch High School
- JHS** Jordan High School
- KHS** Katy High School
- MCJHS** Mayde Creek High School
- MRHS** Morton Ranch High School
- PHS** Patricia E. Paetow High School
- SLHS** Seven Lakes High School
- THS** James E. Taylor High School
- OTHS** Obra D. Tompkins High School
- MCTC** Arthur Miller Career & Technology Center
- MRA** Martha Raines Academy
- OAC** Opportunity Awareness Center
- BTP** Behavior Transition Program

Central Facilities

- ESC** Education Support Complex
- LMC** Leonard E. Merrell Center
- OLC** Kenneth D. Welch Outdoor Learning Center
- HRA** Human Resources Annex
- RSC** Robert R. Shaw Center for Science, Technology, Engineering, Arts & Mathematics
- LRET** Lester Reinecker II East Transportation
- CSST** Cyndy Self South Transportation
- ABWT** Anna Baker West Transportation
- JCSA** Jeanne Coleman Student Support Annex
- LEC** Mark L. Hopkins Law Enforcement Center
- MAPT** Martha Lopez Aki ECI Project TYKE
- PDA** Professional Development Annex
- YAC** Gerald D. Young Agricultural Sciences Center
- BMRA** W.E. "Billy" Morgan Rodeo Arena
- LDRP** L.D. Robinson Pavilion
- VPC** Gary A. Vos Project Center
- LS** Legacy Stadium
- RS** Jack F. Rhodes Memorial Stadium
- CM&O** Central Maintenance & Operations
- CM&OA** Central Maintenance & Operations Annex
- SSC** Support Services Complex
 - Instructional Technology
 - Nutrition & Food Services
 - Publications & Printing
 - Warehouse-Distribution Center



Katy ISD Schools & Facilities 2023-2024

High Schools

(CRHS) Cinco Ranch High School

23440 Cinco Ranch Blvd. • Katy 77494
Call: 281-237-7000

9th Grade Center

Call: 281-237-7090

(JHS) Jordan High School

27500 Fulshear Bend Dr. • Fulshear 77441
Call: 281-234-9000

(KHS) Katy High School

6331 Highway Blvd. • Katy 77494
Call: 281-237-6700

9th Grade Center

Call: 281-237-6750

(MCHS) Mayde Creek High School

19202 Groeschke Rd. • Houston 77084
Call: 281-237-3000

9th Grade Center

Call: 281-237-3090

(MRHS) Morton Ranch High School

21000 Franz Rd. • Katy 77449
Call: 281-237-7800

9th Grade Center

Call: 281-237-7800

(PHS) Patricia E. Paetow High School

23111 Stockdick School Rd. • Katy 77493
Call: 281-234-4900

(SLHS) Seven Lakes High School

9251 S. Fry Rd. • Katy 77494
Call: 281-237-2800

9th Grade Center

Call: 281-237-2950

(THS) James E. Taylor High School

20700 Kingsland Blvd. • Katy 77450
Call: 281-237-3100

9th Grade Center

Call: 281-237-3170

(OTHS) Obra D. Tompkins High School

4400 Falcon Landing Blvd. • Katy 77494
Call: 281-234-1000

9th Grade Center

Call: 281-234-1020

Choice Schools

(MCTC) Arthur Miller Career & Technology Center

1734 Katyland Dr. • Katy 77493
Call: 281-237-6300

(MRA) Martha Raines Academy

1742 Katyland Dr. • Katy 77493
Call: 281-237-1500

(OAC) Opportunity Awareness Center (BTP) Behavior Transition Program

1732 Katyland Dr. • Katy 77493

Opportunity Awareness Center

Call: 281-237-6350

Behavior Transition Program

Call: 281-237-2300

Junior High Schools

(AJH) Joe M. Adams Junior High

4141 Cross Creek Bend Ln. • Fulshear 77441
Call: 281-234-3400

(BJH) Rodger & Ellen Beck Junior High

5200 S. Fry Rd. • Katy 77450
Call: 281-237-3300

(BDJH) Beckendorff Junior High

8200 S. Fry Rd. • Katy 77494
Call: 281-237-8800

(CJH) Cardiff Junior High

3900 Dayflower Dr. • Katy 77449
Call: 281-234-0600

(CRJH) Cinco Ranch Junior High

23420 Cinco Ranch Blvd. • Katy 77494
Call: 281-237-7300

(HJH) Bill & Cindy Haskett Junior High

25737 Clay Rd. • Katy 77493
Call: 281-234-3600

(KJH) Katy Junior High

5350 Franz Rd. • Katy 77493
Call: 281-237-6800

(MCJH) Mayde Creek Junior High

2700 Greenhouse Rd. • Houston 77084
Call: 281-237-3900

(MDJH) T.H. McDonald Junior High

3635 Lakes of Bridgewater Dr. • Katy 77449
Call: 281-237-5300

(MMJH) Garland McMeans Junior High

21000 Westheimer Pkwy. • Katy 77450
Call: 281-237-8000

(MPJH) Memorial Parkway Junior High

21203 Highland Knolls • Katy 77450
Call: 281-237-5800

(MRJH) Morton Ranch Junior High

2498 N. Mason Rd. • Katy 77449
Call: 281-237-7400

(SLJH) Seven Lakes Junior High

6026 Katy-Gaston Rd. • Katy 77494
Call: 281-234-2100

(SJH) Stockdick Junior High

4777 Peek Rd. • Katy 77449
Call: 281-234-2700

(TJH) James & Sharon Tays Junior High

26721 Hawks Prairie Blvd. • Katy 77494
Call: 281-234-2400

(WMJH) West Memorial Junior High

22311 Provincial Blvd. • Katy 77450
Call: 281-237-6400

(WCJH) WoodCreek Junior High

1801 WoodCreek Bend Ln. • Katy 77494
Call: 281-234-0800

Central Facilities

(HRA) Human Resources Annex

438 FM 1463 • Katy 77494
Call: 281-396-2347

Central Facilities

(ESC) Education Support Complex

(LMC) Leonard E. Merrell Center
6301 S. Stadium Ln. • Katy 77494
P.O. Box 159 • Katy 77492-0159

Education Support Complex

Call: 281-396-6000

Leonard E. Merrell Center

Call: 281-396-2562

(MAPT) Martha Lopez Aki ECI Project TYKE

6361 S. Stadium Ln. • Katy 77494
Call: 281-237-6647

(PDA) Professional Development Annex

6361 S. Stadium Ln. • Katy 77494
Call: 281-396-6000

(OLC) Kenneth D. Welch Outdoor Learning Center

6301 S. Stadium Ln. • Katy 77494
Call: 281-396-2460

(RSC) Robert R. Shaw Center for Science, Technology, Engineering, Arts & Mathematics

1730 Katyland Dr. • Katy 77493
Call: 281-396-7670

(LRET) Lester Reinecker II East Transportation

2901 Dulaney Rd. • Houston 77084
Call: 281-396-2700

(CSST) Cyndy Self South Transportation

3151 Falcon Landing Blvd. • Katy 77494
Call: 281-396-2115

(ABWT) Anna Baker West Transportation

5364 Franz Rd. • Katy 77493
Call: 281-396-7560

(JCSA) Jeanne Coleman Student Support Annex

4242 S. Mason Rd. • Katy 77450
Call: 281-396-2610

(LEC) Mark L. Hopkins Law Enforcement Center

20370 Franz Rd. • Katy 77449
Call: 281-237-4000

(YAC) Gerald D. Young Agricultural Sciences Center

5801 Katy Hockley Cut Off Rd. • Katy 77493
Call: 281-396-7808

(BMRA) W.E. "Billy" Morgan Rodeo Arena

(LDRP) L.D. Robinson Pavilion

(VPC) Gary A. Vos Project Center

(LS) Legacy Stadium

1830 Katyland Dr. • Katy 77493
Call: 281-396-2149

(RS) Jack F. Rhodes Memorial Stadium

1733 Katyland Dr. • Katy 77493
Call: 281-396-6380

(CM&O) Central Maintenance & Operations

20380 Franz Rd. • Katy 77449
Call: 281-396-2500

(CM&OA) Central Maintenance & Operations Annex

20400 Franz Rd. • Katy 77449

(SSC) Support Services Complex

5364 Franz Rd. • Katy 77493

Instructional Technology

Call: 281-396-7408

Nutrition & Food Service

Call: 281-396-6240

Publications & Printing

Call: 281-396-6250

Warehouse-Distribution Center

Call: 281-396-6290

Katy ISD Schools & Facilities 2023-2024

Elementary Schools

(RAE) Roosevelt Alexander Elementary
6161 S. Fry Rd. • Katy 77494
Call: 281-237-7100

(BCE) Bear Creek Elementary
4815 Hickory Downs Dr. • Houston 77084
Call: 281-237-5600

(CBE) Catherine Bethke Elementary
4535 E. Ventana Pkwy. • Katy 77493
Call: 281-234-4200

(BES) Robert & Felice Bryant Elementary
29801 Kingsland Blvd. • Brookshire 77423
Call: 281-234-4300

(ACE) Amy Campbell Elementary
3701 Cross Creek Bend Ln. • Fulshear 77441
Call: 281-234-4500

(CE) Cimarron Elementary
1100 S. Peek Rd. • Katy 77450
Call: 281-237-6900

(SCE) Sue Creech Elementary
5905 S. Mason Rd. • Katy 77450
Call: 281-237-8850

(KDE) James & Keiko Davidson Elementary
26906 Pine Mill Ranch Dr. • Katy 77494
Call: 281-234-2500

(JEE) Jo Ella Exley Elementary
21800 Westheimer Pkwy. • Katy 77450
Call: 281-237-8400

(RCFE) Russell & Cindie Faldyn Elementary
25615 Clay Rd. • Katy 77493
Call: 281-234-2900

(FE) Edna Mae Fielder Elementary
2100 Greenway Village Dr. • Katy 77494
Call: 281-237-6450

(FES) Franz Elementary
2751 Westgreen Blvd. • Katy 77449
Call: 281-237-8600

(GE) Loraine T. Golbow Elementary
3535 Lakes of Bridgewater Dr. • Katy 77449
Call: 281-237-5350

(MGE) Michael L. Griffin Elementary
7800 S. Fry Rd. • Katy 77494
Call: 281-237-8700

(JHE) Jeanette Hayes Elementary
21203 Park Timbers Ln. • Katy 77450
Call: 281-237-3200

(BHE) Bonnie Holland Elementary
23720 Seven Meadows Pkwy. • Katy 77494
Call: 281-234-0500

(HE) Zelma Hutsell Elementary
5360 Franz Rd. • Katy 77493
Call: 281-237-6500

(MJE) MayDell Jenks Elementary
27602 Westridge Creek Ln. • Katy 77494
Call: 281-234-4100

(KE) Katy Elementary
5726 George Bush Dr. • Katy 77493
Call: 281-237-6550

(OKE) Odessa Kilpatrick Elementary
26100 Cinco Ranch Blvd. • Katy 77494
Call: 281-237-7600

(RKE) Robert E. King Elementary
1901 Charlton House Ln. • Katy 77493
Call: 281-237-6850

(OLE) Olga Leonard Elementary
2602 Winchester Ranch Trl. • Katy 77493
Call: 281-234-4600

(MCE) Mayde Creek Elementary
2698 Greenhouse Rd. • Houston 77084
Call: 281-237-3950

(PMCE) Peter H. McElwain Elementary
6631 Greenwood Orchard Dr. • Katy 77493
Call: 281-234-4800

(PME) Polly Ann McRoberts Elementary
3535 N. Fry Rd. • Katy 77449
Call: 281-237-2000

(MPE) Memorial Parkway Elementary
21603 Park Tree Ln. • Katy 77450
Call: 281-237-5850

(MRE) Morton Ranch Elementary
2502 N. Mason Rd. • Katy 77449
Call: 281-234-0300

(NCE) Nottingham Country Elementary
20500 Kingsland Blvd. • Katy 77450
Call: 281-237-5500

(PE) Hazel S. Pattison Elementary
19910 Stonelodge Dr. • Katy 77450
Call: 281-237-5450

(JRE) James E. Randolph Elementary
5303 Flewellen Oaks Ln. • Fulshear 77441
Call: 281-234-3800

(RES) Jack & Sharon Rhoads Elementary
19711 Clay Rd. • Katy 77449
Call: 281-237-8500

(SERE) Steve & Elaine Robertson Elementary
7400 Innovation Dr. • Katy 77493
Call: 281-234-5900

(RRE) Roberta Wright Rylander Elementary
24831 Westheimer Pkwy. • Katy 77494
Call: 281-237-8300

(SES) Jean & Betty Schmalz Elementary
18605 Green Land Way • Houston 77084
Call: 281-237-4500

(FPSE) Fred & Patti Shafer Elementary
5150 Ranch Point Dr. • Katy 77494
Call: 281-234-1900

(SSE) Stan C. & Patsy Stanley Elementary
26633 Cinco Terrace Dr. • Katy 77494
Call: 281-234-1400

(USE) Ursula Stephens Elementary
2715 N. Fry Rd. • Katy 77449
Call: 281-234-0200

(SE) Sundown Elementary
20100 Saums Rd. • Katy 77449
Call: 281-237-5400

(WME) West Memorial Elementary
22605 Provincial Blvd. • Katy 77450
Call: 281-237-6600

(JWE) James Williams Elementary
3900 S. Peek Rd. • Katy 77450
Call: 281-237-7200

(TWE) Tom Wilson Elementary
5200 Falcon Landing Blvd. • Katy 77494
Call: 281-234-1600

(DWE) Diane Winborn Elementary
22555 Prince George Ln. • Katy 77449
Call: 281-237-6650

(WE) Maurice L. Wolfe Elementary
502 Addicks-Howell Rd. • Houston 77079
Call: 281-237-2250

(RJWE) Ray & Jamie Wolman Elementary
28727 N. Firethorne Rd. • Katy 77494
Call: 281-234-1700

(WCE) WoodCreek Elementary
1155 WoodCreek Bend Ln. • Katy 77494
Call: 281-234-0100

(YES) David & Terri Youngblood Elementary
25600 Longenbaugh Rd. • Katy 77493
Call: 281-234-6200





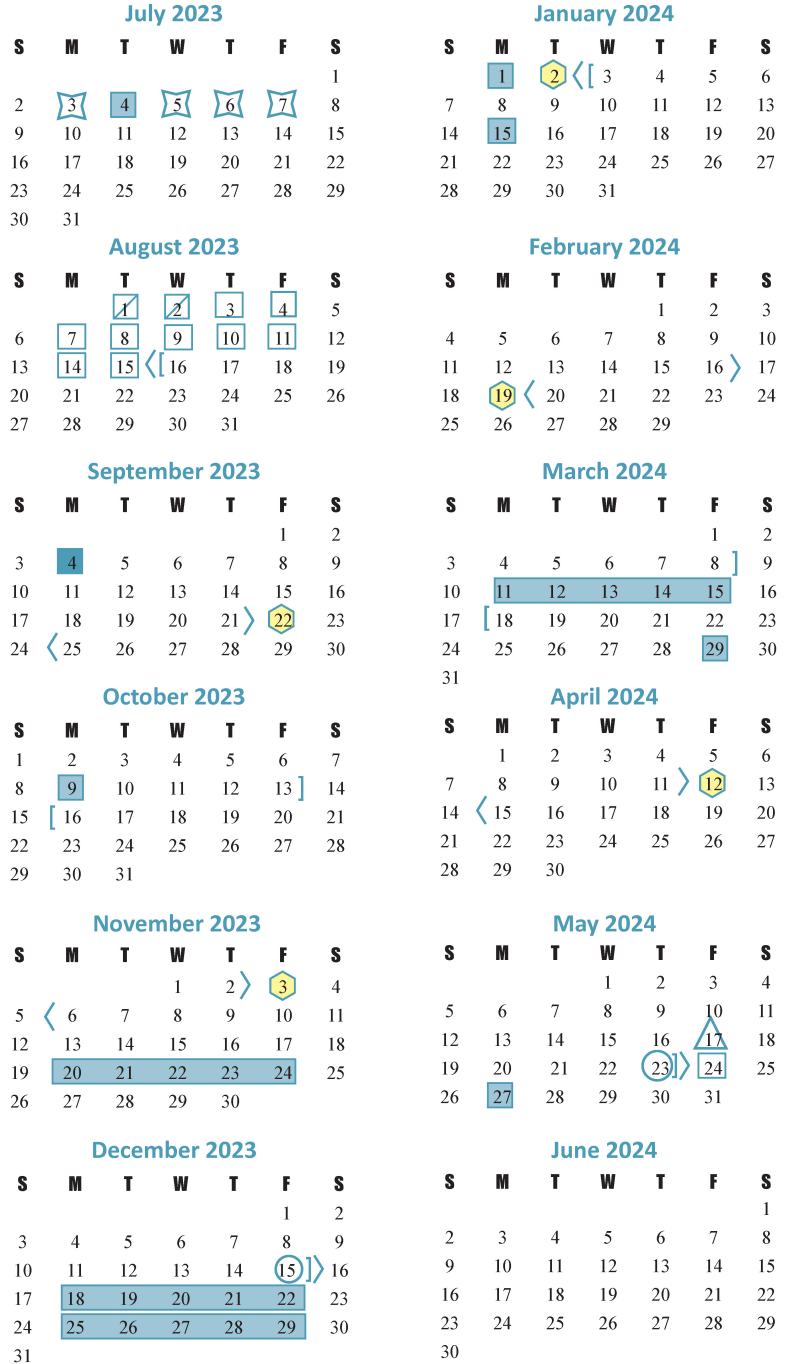
Katy ISD Instructional Calendar 2023-2024

Approved by the Katy ISD Board of Trustees on December 13, 2021.

Calendar Highlights

- JULY**
 4 **Holiday • Staff**
 3-7 District and Campuses Closed to the Public
- AUGUST**
 1-2 New Teacher Orientation Day
 3-4 Returning Teacher Professional Development Flex Day
 3-15 Teacher Contract Day
 16 First Day of School and Fall Semester
- SEPTEMBER**
 4 **Holiday • Students and Staff**
 22 Professional Learning Day • **No Students**
 25 2nd Secondary Grading Cycle Begins
- OCTOBER**
 9 **Holiday • Students and Staff**
 16 2nd Elementary Grading Cycle Begins
- NOVEMBER**
 3 Professional Learning Day • **No Students**
 6 3rd Secondary Grading Cycle Begins
 20-24 **Thanksgiving Holiday • Students and Staff**
- DECEMBER**
 15 Early Dismissal and End of Semester
 18-29 **Winter Holiday • Students and Staff**
- JANUARY**
 1 **Holiday • Students and Staff**
 2 Professional Learning Day • **No Students**
 3 First Day of Spring Semester
 15 **Holiday • Students and Staff**
- FEBRUARY**
 19 Professional Learning Day • **No Students**
 20 5th Secondary Grading Cycle Begins
- MARCH**
 11-15 **Spring Break • Students and Staff**
 18 4th Elementary Grading Cycle Begins
 29 **Holiday • Students and Staff**
- APRIL**
 12 Professional Learning Day • **No Students**
 15 6th Secondary Grading Cycle Begins
- MAY**
 17 Last Day of School for Graduating Seniors
 23 Early Dismissal and Last Day of School
 24 Teacher Contract Day
 27 **Holiday • Staff**

Days of Instruction	Elem.	Sec.
1st Grading Cycle	40	26
2nd Grading Cycle	39	28
3rd Grading Cycle		25
Fall Semester Total:	79	79
3rd Grading Cycle	46	
4th Grading Cycle	47	32
5th Grading Cycle		32
6th Grading Cycle		29
Spring Semester Total:	93	93



Symbols Key:

- [Begin Elementary Grading Cycle
-] End Elementary Grading Cycle
- < Begin Secondary Grading Cycle
- > End Secondary Grading Cycle
- ☐ New Teacher Orientation Day
- ☐ Teacher Contract Day
- Early Dismissal
- Holiday / Break • Students and Staff

- ☒ District and Campuses Closed to the Public
- 🟡 Professional Learning Day • No Students
- ⚠ Last Day of School for Graduating Seniors

Bad Weather Make-Up Day: Apr. 12

This calendar contains enough minutes to cover two bad weather days.

Note: 238-day employees will need to work five (5) additional days.



2023-2024 STATE ASSESSMENT CALENDAR
 Subject to Change at the Discretion of TEA and/or Katy ISD

	ASSESSMENT/SUBJECT	LEVEL	PRIMARY DATE(S)
STAAR	STAAR		
	EOC - ENGLISH I	Eligible students	December 5, 2023
	EOC - BIOLOGY		December 6, 2023
	EOC - U.S. HISTORY		December 6, 2023
	EOC - ENGLISH II		December 7, 2023
	EOC - ALGEBRA I		December 8, 2023
	EOC - ENGLISH I		April 9, 2024
	EOC - ENGLISH II		April 11, 2024
	EOC - BIOLOGY		April 16, 2024
	EOC - U.S. HISTORY		April 18, 2024
	EOC - ALGEBRA I		April 23, 2024
	STAAR - READING LANGUAGE ARTS (RLA)	Grades 3 - 8	April 9, 2024 Grades 5 and 8 April 10, 2024 Grades 4 and 7 April 11, 2024 Grades 3 and 6
	STAAR - SCIENCE	Grades 5 and 8	April 17, 2024
	STAAR - SOCIAL STUDIES	Grade 8	April 18, 2024
	STAAR - MATHEMATICS	Grades 3 - 8	April 23, 2024 Grades 5 and 7 April 24, 2024 Grades 4 and 6 April 25, 2024 Grades 3 and 8
Additional makeup testing dates may apply			
STAAR ALT	STAAR-Alternate 2		
	STAAR-Alt 2 - Grades 3 - 8 and EOC	Eligible students receiving Special Education services	March 25 - April 26, 2024 Contact campus for specific testing date.
STAAR EOC - RETESTS - SUMMER ADMINISTRATION			
STAAR EOC Summer	EOC - ENGLISH I	Eligible students	TBD
	EOC - ENGLISH II		
	EOC - ALGEBRA I		
	EOC - BIOLOGY		
	EOC - U.S. HISTORY		
TELPAS & TELPAS Alternate	TELPAS		
	TELPAS/TELPAS Alternate - Listening, Speaking, Reading, & Writing	Grades K - 12 (EL students)	February 19 - March 29, 2024 Contact campus for specific testing date.
NAEP	NAEP - National Assessment of Educational Progress	Long-Term Trend, 13-year-olds	Late January to early March, 2024



KEYS

MENTORING

KATY
INDEPENDENT
SCHOOL
DISTRICT

Brought to You by

PARTNERS IN
EDUCATION



Encourage and invite your friends to become a mentor and join the KEYS Family!

Apply to be a KEYS Mentor

