PARENT ORIENTATION/INTAKE 2024-2025



PRINCIPAL: JANELLE COLEMAN

ASSISTANT PRINCIPAL: JEFF CARRUS (A-L)

ASSISTANT PRINCIPAL: ANDRE JAMES (M-Z)

MAIN CAMPUS 281-237-6350

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2024-2025 OAC Dress Code

Shirts

High School students must wear one plain black collared (polo-style) shirt. Junior High students must wear one plain navy collared (polo-style) shirt. Elementary students must wear one plain white collared (polo-style) shirt. *All shirts must be free of designs, logos, emblems, etc.



Undergarments must be short sleeves and not have any logos or designs.

Only one (1) plain and solid colored undershirt may be worn at a time.

Shirts must fit properly, not be oversized, not be too tight, and not be revealing.

Sweatshirts

Pullover sweatshirts must be solid black, white, gray, or navy with no hoods, no pockets, and no zippers. Sweatshirts must be free of designs, logos, emblems, etc.

Students must wear a polo shirt that is within dress code under their sweatshirt at all times.

<u>Pants</u>

All students must wear khaki or black slacks with pockets that pull completely out in the front and back. Pants can only have two front pockets and two back pockets. No coin pockets or cargo pockets are allowed. Pants cannot contain rips or holes. Pants cannot have elastic or drawstrings on the waist or cuffs. Pockets may not be sewn.

No denim, leggings, Jeggings, sweatpants, joggers, or athletic pants.

Pants must fit properly, be worn at the waist (not below), and may not be tight, revealing, sagging or baggy.

Only one undergarment, with no pockets, must be worn under pants. Students may not wear extra shorts or pants under their slacks.

Belts

Belts are required to be worn and must be white, black, navy, or gray football style belt (a canvas belt with D-Ring clasps). Belts must be worn through all belt loops and must remain on your pants at all times.

Shoes

Close-toed tennis shoes with laces must be worn. Shoes cannot have any weapon, drug, or gang affiliated logos. Shoes must be laced and always tied. No crocs, slides, sandals, slip ons, or boots are permitted.

Socks (one pair) must be worn and must not have any designs, graphics, cartoons, or pictures. Socks must be solid black, white, navy, or gray.

Accessories, Grooming, and Prohibited Items

Tattoos of an inappropriate nature must be covered. No tattoos that include weapons, drugs, gang affiliation, or racial connotations can be seen at any time.

Accessories are not permitted. No necklaces, bracelets, earrings, watches, rings, body piercings, sunglasses, gloves, or headgear.

You may not wear anything on your wrist, which includes scrunchies and hair ties.

Facial and body plercings are not permitted, including spacers.

Hair accessories are not permitted. This includes hair bows, scarves, ribbons, hair clips, extensions with metal, hair jewelry scrunchies, etc.

Nails must be natural (no acrylic, dip, shellac, etc.) and neatly groomed. No color or polish.

Purses, wallets, make-up bags, book bags and backpacks are not allowed on campus.

Makeup and accessories, perfume, cologne, gum, chapstick, etc. cannot be brought to school. No pens or mechanical pencils.

Students cannot bring a cell phone, smart watch, or any electronic device to school.

Students do not need to bring money to school. If a student brings money, they will turn it in at check-in and it will be deposited in their lunch account.

Any article of clothing or grooming the principal or assistant principal determines is a safety issue or a disruption to the learning environment will be prohibited.

*If students bring prohibited items to school (including extra clothing) they will be confiscated, and a parent/guardian will need to come pick them up within 3 days. After the 3-day period they will be discarded in accordance with KISD policy.

Dress Code Infractions

If your student comes to school out of dress code, we will call you to bring them a change of clothes. They will not be able to go to class until they are in dress code.

Belts and socks will be sold via Pay-N-Go for students who need them. Belts will be \$4 per belt and socks will be \$2 a pair.

Students are provided one OAC ID that must be worn around their neck at all times in compliance with Katy ISD dress code. If this ID is damaged or lost, you will be required to purchase another ID for \$3 to comply with dress code.

If you are unable to bring them a change of clothes by 8:15, your student will be assigned In School Suspension. When you are in ISS, your day does not count as a day served towards your placement. In ISS, students are not permitted to sleep or put their heads down. Students will be given their course schedule and must log into their courses and complete work throughout the day.

OAC does not have spare clothing to give your student if they are out of dress code. You are expected to make sure they are in compliance each day.

Instructions to purchase items on Katy ISD Pay N Go

In your web browser, search "Katy ISD Pay N' Go," and click the first option. It will bring you to the page below:

⊗ K

Katy Independent School District

Katy ISO Pay N' Go Webstore

Purchase Event Ticket



The Katy ISD A+ Pay N' Go is an online web store, providing a convenient way for par students, and other particular to make payments for cafeteria meals, ...





Click on the Pay N' Go Gray Icon and it will bring you the Pay N' Go home page:



Once you are at the home page, if you have an account, you can log in. If you do not have an account, then you must create one. Be sure to have your students ID number because it will be needed. Once logged in, select the High School tab and choose OAC.





Under the uniform store, you will be able to purchase a belt and socks. Please make sure when purchasing socks or belt to add the tax, or it will not allow you to check out.

ID Replacements

All students will be issued one ID.

Replacement IDs will be printed for students and billed \$3 through Pay N' Go by the campus. You will receive email notification to pay the fee after the ID is printed.

Release From OAC

- OAC releases students every Wednesday. Your student will be released the Wednesday
 following the successful completion of their placement. Students must complete their full
 placement by the Friday of the week before to return to their home campus on the
 following Wednesday.
- OAC staff will reach out to the guardian when a student is eligible for release. Your student is not released until you hear from the OAC Administrative Office.
- Office Discipline Referrals, In School Suspension or Out of School Suspension for any reason, including dress code will impact your release date from OAC.
- Parents and students are provided a Katy ISD calendar in their intake packet. Parents
 and students are responsible for tracking your number of days served at OAC. This
 process is explained in orientation. OAC staff will not communicate number of days with
 students.
- Students are expected to come to OAC until the date they return to their home campus.

Trespassing

- Students who are currently enrolled at OAC are prohibited from being on any Katy ISD property with the exception of the OAC campus during school hours.
- Students cannot be on the OAC campus outside of school hours. OAC dismissal is at 2:20 every day. Students must be picked up and off OAC property promptly by 2:30 pm.
- Students cannot attend Katy ISD sporting events or extracurricular activities, even if they
 are held in a different district.
- Students may not use the playground, basketball courts, etc. at any Katy ISD property.
- Students can attend school sponsored events after they have been re-enrolled on their home campus.
- Students cannot drive to school. They are prohibited from parking in the school parking lot, at the stadium, in the neighborhood, or at the nearby church.
- If you are caught trespassing, you will receive an extension on your OAC placement and may face criminal charges.

General Rules

- Students are prohibited from sharing their cell phone number, email address, social media handles, etc. with other OAC students. Students caught passing information will be written up immediately.
- Students are prohibited from having any physical contact with each other, which includes handshakes, hugs, high fives, etc. Any physical contact will result in an immediate consequence.
- Students walk on the right side of the hallway in straight, single file lines during passing periods.
- Students are expected to be silent in the hallway and the cafeteria.
- Students are prohibited from driving to OAC. Students are not allowed to park on campus, at the stadium, in the neighborhood, etc.
- Students must remain in their learning zone. If students leave their learning zone without permission, they will receive a consequence which can impact their OAC release and include a parent conference with the Assistant Principals.
- Students must log in to Go Guardian in every classroom so teachers can monitor their progress through their technology.
- Consequences at OAC are more severe than home campuses since we are a
 disciplinary placement and when students are asked to improve their behavior to meet
 our expectations, it is expected they will do this promptly.

Katy ISD Transportation

- All OAC behavioral expectations are to be followed on Katy ISD buses. There is no
 physical contact on the bus. Students must remain in their seats. Any behavior that
 impedes safety and/or ability of the driver to safely operate the vehicle will result in an
 immediate and permanent removal from OAC transportation.
- Buses are monitored by cameras that record audio and video. If a student is found violating the code of conduct on buses in anyway, they will be permanently removed from transportation and may receive further consequences. Students are prohibited from blocking or tampering with bus cameras.

Food on Campus

- All outside food must be consumed prior to entering the school building.
- Students are prohibited from bringing snacks to campus. No food is allowed outside of the cafeteria.
- Students may not share food with other students at OAC.
- Students are able to purchase lunch on campus. If they would like to bring their lunch it
 must be packed in a clear ziplock back. Ice packs are prohibited, and a refrigerator is not
 available.
 - o Lunches will be turned in during check-in, searched, and held in the office until lunch time. Any remaining food will need to be thrown away.
- All students at OAC will receive free breakfast and lunch.

Instruction at OAC

OAC utilizes a combination of Edgenuity and Canvas to provide instruction to students. They will be in a classroom with a certified teacher who monitors their progress and can provide assistance as needed. Students are expected to be logged in to the appropriate platform and engaged in learning for the entire class period. Students are also required to be on Go guardian at all times for monitoring purposes.

Students need to bring a pair of ear buds or headphones to school each day. They need to keep up with them, OAC is not responsible for lost or stolen ear buds or headphones.

Students are welcome to work on their coursework at home.

We have learning zones at OAC. Each student will be assigned a specific learning zone where they will rotate between teachers and participate in all of their classes. Students are prohibited from leaving their assigned learning zone unless escorted by a staff member. Students are required to follow all of the set expectations in their learning zone.

Student Edgenuity Log-In Instructions

On a KISD Computer within KISD

- 1. Open Google Chrome
- 2. Click on the address bar and type in wwww.katyisd.org
- 3. Click on MyKaty Log-In
- 4. The first time, you will need to search for the Edgenuity icon. Use the magnifying glass in the top left corner typing in Edgenuity.
- 5. Edgenuity should open taking you to the student lobby
- 6. The first time you log-in, you will listen to an eight-minute orientation video.
- 7. On subsequent log-ins, the icon will be on your Home tab and you will go straight to your course(s).

Outside KISD on your Personal Device

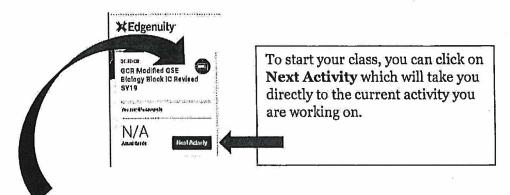
- 1. Open Google Chrome
- 2. Click in your address bar and type www.katyisd.org
- 3. Click on MyKaty Log-In
- 4. The first time, you will need to search for the Edgenuity icon. Use the magnifying glass in the top left corner typing in Edgenuity.
- 5. You will be prompted to enter your log-in credentials again.
- 6. Type your KISD Student E-mail address as your name:

EX: Z0107494@STUDENTS.KATYISD.ORG

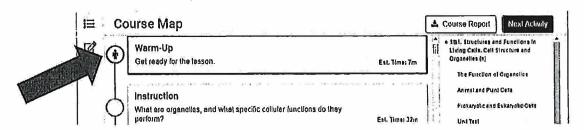
- 7. Enter your KISD password as the password and the program should open up.
- **If Edgenuity does not open for you, check the following:
 - a. Is your KISD ID number correct?
 - b. Did you capitalize—STUDENTS.KATYISD.ORG?
 - c. Did you forget the "S" on STUDENTS?
 - d. Are you using Chrome as your Web Browser?
 - e. If Edgenuity still does not open for you, discuss this with your teacher the next class meeting

Edgenuity Student Guide

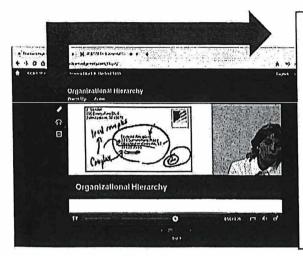
<u>Student View After Login</u> – You will see your Classes/Courses assigned to you in Edgenuity. If you have never used Edgenuity you will be required to watch an Orientation Video. This video will show you how to use Edgenuity.



The Course Map is what you will see when you click on the Blue Circle next to the course name. On the left side you will see a blue person in a circle, that is the current activity you are on. You can scroll up to see material you have already completed; then, you can go back to anything you have completed and review.

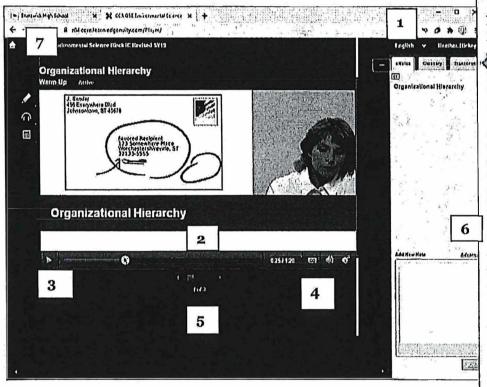


On this screen you will see and hear the instructor. There are some options that may appear on this screen:



- 1. The **pencil** will allow you to highlight material that you think is important to remember.
- 2. If you have **headphone icon** then you have the option to have material read.
- 3. If you have math problems in the class you will have a calculator icon.
- ***All of these are found on the **left** side of the instruction window.

Edgenuity Student Guide



- 1. eNotes: When you click on the orange plus sign it will open the eNotes, Glossary, and Cranscript options. You are allowed to use notes on assessments and we strongly encourage you.
- 2. Click on the Glossary Tab

 This will open up and give you
 all the vocabulary for this section.
 You can copy and paste this into
 your eNotes. Only eNotes is
 available when you take a quiz.
- 3. If you heard something in the instruction that you think is important and want to put it into your eNotes you have two options: (1) You can type directly in the Add New Notes box and save them or (2) you can click on the Transcript tab and copy the exact same way you did the vocabulary and paste it in the add new note box and save.

- 1. If you speak another language you will have the option to change language that drop-down box is next to your name in the upper right corner.
- 2. You can hover on the instruction box and you will see how long the video is.
- 3. You have a play/pause button.
- 4. There is a **cc button**, which is the closed caption; click the button and it will turn on that option for you.
- 5. Under the play/time line you will see tiny boxes, we call these **frames**. The frame you are currently on will be filled in orange and it will tell you 1 of 3, meaning you are on frame 1 out of a total of 3 frames. This is very important in case you have a problem you can tell the teacher what frame you are having issues with.
- 6. Notes need to be taken. You can write them yourself on paper, you can keep them in a word/google doc or you can take them down in eNotes within Edgenuity. To take notes in Edgenuity click on the **orange plus sign** in the right upper corner.
- 7. To get back to the home page, click on the house and it will take you to your classes.

We are looking forward to working with you and your student as we navigate through the Edgenuity program. The Katy ISD Edgenuity program provides students with opportunities to earn original credit (OC) or recover credit from a previously failed class (CR) as they earn their requirements for graduation. Edgenuity provides an engaging educational experience, where students are taught in a blended environment, using a web-based platform and small individualized instruction provided by their KOLA teacher.

When students are assigned to OAC, they are assigned courses using the Edgenuity program. We assign the courses by the current six weeks students are enrolled in. We monitor students each day and assist students as they complete the coursework assigned to them. Knowing how your student is performing in his/her course(s) is important. We want to make sure that you not only have access to that information, but also know how to interpret it. Students log into Edgenuity using My Katy Cloud. From there, students see their dashboard and courses assigned to them.



At the top of the report is the name of each course assigned to a student. The percentage for each course indicates their progress towards completion of the course and whether they are on target or behind. For each class, they want to either be **blue** or **green**. **Blue** means they are on target and **green** means they are ahead. **Red** means they are behind and either need to contact their teacher or work extra hard to get caught up.

The other thing that is important, is the icon in the upper right-hand corner of each course. That is what we call the course map. If you open up each one of those, it will show you what score a student has earned on each assignment and what date each lesson is supposed to be completed. We encourage you to be an active part of your child's learning experience with Edgenuity. We want to keep you informed of your student's progress by offering you the ability to request Progress Reports via e-mail. If you would like to receive a copy of your child's Progress Report, please contact your student's Edgenuity teacher or appropriate school staff member and provide them with your student's full name, your full name, your e-mail address and which Progress Report you are requesting.

I hope this information will be helpful for you as you navigate through Edgenuity with your student. We look forward to a successful year with you, your student and the Edgenuity program.

Transportation at OAC

Katy ISD provides transportation for students who are assigned to the disciplinary alternative education program (DAEP) campus, the Opportunity Awareness Center {OAC}. Students who would like to receive bus transportation must report to Katy ISD-designated drop off and pick up locations within the required timeframe.

Parents may drop their student off at the OAC entrance beginning at 7:10 AM if they do not wish to utilize transportation.

STUDENT PICK UP

Students who want to ride the bus must be dropped off at one of the following locations by the time listed. Students are allowed to be dropped off 5 minutes prior to the bus pickup time. Location and Departure Times:

- Stockdick Jr High School 6:37 AM
- Cardiff Junior High 6:29 AM
- Beck Junior High 6:26 AM
- · West Memorial Junior High 6:42 AM

STUDENT DROP OFF

Busses will drop students off at the times listed below. Parents must pick up their student within five (5) minutes of the listed drop off time.

Location and Arrival Times:

- Stockdick Jr High School 2:45 PM
- Cardiff Junior High 2:55 PM
- Beck Junior High 2:56 PM
- · West Memorial Junior High 2:42 PM

CODE OF CONDUCT FOR TRANSPORTATION

Students are expected to adhere to all Katy ISD rules while waiting for the bus on school property, while on the bus, and while waiting for a guardian to pick them up from the bus. Failure to do so will result in removal of bus privileges or additional disciplinary consequences. Any misbehavior will result in being removed from OAC Transportation.

Car Riders:

Students dismiss at 2:20 PM and must be picked up and cleared off campus by 2:35 PM.

Please see below for pick up and drop off locations.

BECK JUNIOR HIGH



BECK JUNIOR HIGH



WEST MEMORIAL JUNIOR HIGH



WEST MEMORIAL JUNIOR HIGH



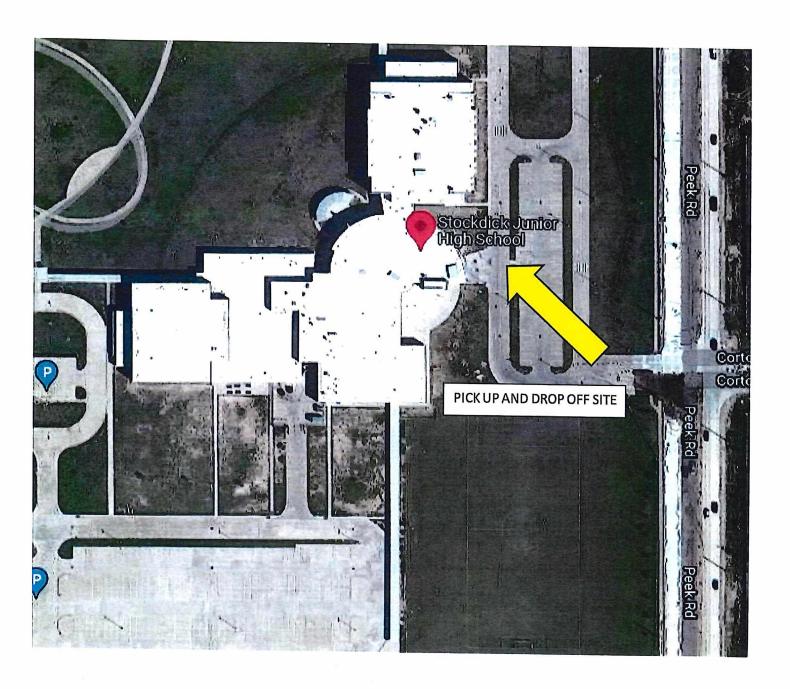
CARDIFF JUNIOR HIGH



CARDIFF JUNIOR HIGH



Stockdick Junior High



Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the district in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Special Education Referrals: The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is the home Campus Diagnostic Specialist.

Attendance at Opportunity Awareness Center

Attendance Clerk

OAC Phone: 281.237.6379

Office Hours - 7:00 a.m. - 3:00 p.m.

Texas law requires a child who is at least six years of age and who has not yet reached his/her 19th birthday to attend school for the entire period the program is offered.

A parent/guardian of a school-age child has the responsibility of his/her child attending school regularly. When sickness or another reason necessitates an absence, a note signed by the parent/guardian or phone call (day of the absence) explaining the reason for the absence is required when the student returns to school. If a student falls to submit a note or email from the parent, or the attendance clerk does not receive a phone call from the parent, or the absence isn't considered excused by KISD, the absence will be coded as "unexcused".

A Compulsory Attendance letter will be sent out by Katy ISD Police when a student has 3 or more days or parts of days within a four-week period that are unexcused absences. The parent/guardian commits an offense of criminal negligence under TEC 25.093 if their child has unexcused absences for 10 or more days or parts of days within a six-month period. An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$500.00.

Doctors and dentist notes, court notes, probation officer visit notes, and all other notes for absences and/or partial day healthcare appointments must be submitted upon your child's return. The attendance clerk must have <u>documentation</u> supporting all excused codes submitted for your child's attendance.

To report a student absent from OAC:

- Please call 281-237-6379 → the morning of the absence OR
- E-mail a note to cristianacaporto@katyisd.org → the morning of the absence

 OR
- Upon returning to school your child will need to bring a note for illness and all appointments if not previously e-mailed.

For more information on KISD Attendance Policies please refer to the Attendance section of OAC Student Handbook or search "attendance" at Katyisd.org. Thank you.



Katy ISD Instructional Calendar 2024-2025

Approved by the Katy ISD Board of Trustees on January 23, 2023.

Calendar Highlights July 2024 January 2025 JULY M ĭ S W T S S M F S Holiday . Staff 1-5 District and Campuses Closed to the Public (6) 30-31 New Teacher Orientation Days **AUGUST New Teacher Orientation Day** Campus Day 5-6 District Professional Learning Days 7-13 Campus Days August 2024 February 2025 First Day of School and Fall Semester S S S W T F S М M **SEPTEMBER** Holiday • Students and Staff Campus Professional Learning Day B No Students (14 2nd Secondary Grading Cycle Begins (17) **OCTOBER** Holiday • Students and Staff 2nd Elementary Grading Cycle Begins September 2024 March 2025 **NOVEMBER** S M Ţ W T F S S W T S M T Campus Professional Learning Day I00 and I01 Pay Grade Employee Flex Day, 3rd Secondary Grading Cycle Begins 25-29 Thanksgiving Holiday • Students and Staff Early Dismissal and End of Semester 23-31 Winter Holiday • Students and Staff October 2024 **April 2025 JANUARY** S S M T W T W T S S M T F 1-3 Winter Holiday • Students and Staff Campus Professional Learning Day No Students First Day of Spring Semester Holiday • Students and Staff **FEBRUARY** 2.7 Campus Professional Learning Day I00 and I01 Pay Grade Employee Flex Day, No Students November 2024 May 2025 5th Secondary Grading Cycle Begins S S W S S M T Ī F T MARCH Spring Break • Students and Staff 10-14 4th Elementary Grading Cycle Begins [2]**APRIL** 6th Secondary Grading Cycle Begins Holiday • Students and Staff Campus Professional Learning Day No Students December 2024 ne 2025 Ju MAY S M W F S S M Ţ W T F S Last Day of School for Graduating Seniors Early Dismissal and Last Day of School Campus Day Holiday . Staff

Symbols Key:

- Begin Elementary Grading Cycle **End Elementary Grading Cycle** Begin Secondary Grading Cycle **End Secondary Grading Cycle**
- 🖈 New Teacher Orientation Day
- District Professional Learning Day Campus Day
- Early Dismissal

Holiday / Break • Students and Staff District and Campuses Closed to the Public Campus Professional Learning Day • No Students

Last Day of School for Graduating Seniors

Campus Professional Learning Day • 100 and 101 Pay Grade Employee Flex Day, No Students

Bad Weather Make-Up Day:

This calendar contains enough minutes to cover two bad weather

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

Days of Instruction	Elem.	Sec.
1st Grading Cycle	45	26
2nd Grading Cycle	39	28
3rd Grading Cycle		30
Fall Semester Total:	84	84
3rd Grading Cycle	42	
4th Grading Cycle	47	28
5th Grading Cycle		29
6th Grading Cycle		32
Spring Semester Total:	89	89
Days of Instruction Total:	173	173

Who to Contact

	Name	Phone	Email
Principal	Janelle Coleman	281-237- 6356	JanelleWColeman@katyisd.org
Assistant Principal (A-L last names)	Jeff Carrus	281-237- 9415	JeffreyACarrus@katyisd.org
Assistant Principal (M-Z last names)	Andre James	281-237- 9415	AndreEJames@katyisd.org
AP Secretary	Margarita Ferrusca	281-237- 9415	MargaritaFerruscaLopez@katyisd.org
Attendance	Cristina Aporto	281-237- 6379	CristinaCAporto@katyisd.org
High School Registrar	Staci Mack	281-237- 6359	StaciOM <u>ack@katvisd.org</u>
High School Registrar	Flor Avellaneda	281-237- 1699	FlorBAvellaneda@katyisd.org
Junior High Registrar	Linda Anstey	281-237- 1567	LindaMAnstey@katyisd.org
Transportation and Intake	Paula Abreu	281-237- 0002	paulaiabreu@katyisd.org
Counselor	Bethany Cobb	281-237- 6381	BethanyLCobb@katyisd.org
Special Education Student Support	Lisa Peltz	281-237- 6387	<u>LisaJPeltz@katyisd.org</u>
Librarian	Stephanie Parkerson	281-237- 1528	StephanieLParkerson@katyisd.org
Social Worker	Amy Small	281-237- 1534	AmyLSmall@katyisd.org

^{*}Please visit our website: httQs://www.katvisd.org/OAC

If you have questions about specific classes and your student's progress in these classes, please contact that specific teacher first before reaching out to administration.