

Katy Independent School District

# Student Handbook

## 2017-2018



**P**attison  
Elementary

# **Katy Independent School District Elementary 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 KISD. 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 05/2017



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

## Notifying School of Child's Absence:

- On the day that the student is absent, the parent/guardian should contact the Attendance Clerk as early as possible to notify the school of the absence. If a parent/guardian does not make telephone or personal contact with the Attendance Clerk, the student must bring a note or email signed by the parent or guardian on the date(s) 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 Clerk is the preferred method of reporting a student absence.**
- If the school does not receive timely notification regarding an absence, the parent will be contacted by school staff or the 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 or email to the Attendance Clerk, within three days of absence, will result in an unexcused absence. A lapse in parental notification may trigger a compulsory attendance notification and/or court a warning notification from the Katy ISD Police.
- 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, other schools do not.

## Tardies:

A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. There are no excused tardies for those students who arrive by a mode of transportation other than riding a school bus. Students with excessive tardies will be assigned disciplinary consequences as outlined in the *Katy ISD Discipline Management Plan/Student Code of Conduct*. **In addition, tardies may be used in presenting a student's overall attendance record to the court when a student has violated compulsory attendance laws.** Students who miss 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. At the elementary level, class periods are identified on the teacher's daily schedule.

**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 19<sup>th</sup> 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 programs in Texas, once enrolled the students are required by law 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 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

A child not exempt from compulsory attendance laws may be excused for temporary absence as the result of, but not limited to: 1) personal illness; 2) religious holy day; 3) health care appointment; 4) documented juvenile court proceeding; and 5) Board-approved extracurricular activity. [*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 or questions



whether or not an absence will be considered excused or unexcused, the parent is encouraged to contact the school in advance of the absence. **Students will not be given assignments in advance for prearranged absences.**

A parent/guardian of a school-age child has the responsibility to require that his/her child attend school regularly. When sickness or another reason necessitates an absence a note signed by the parent/guardian or phone call, explaining the reason for the absence, is required prior to or when the student returns to school. If a student fails to submit a note from the parent or the school does not receive a phone call from the parent, the absence will be considered unexcused. A campus may establish an on-line attendance reporting application in lieu of requiring a written note or phone call. 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 or more will be required to bring a note from a physician or health clinic verifying the illness or other condition. In either of the above instances, all future absences will also require a note from a physician or health clinic or the student may be taken to school to be assessed by the nurse, within the first hour of the school day, in an effort to determine whether any symptoms of communicable illness exist that would prevent the student from attending class. If the student's symptoms persist beyond one day (other than for communicable illness), a campus nurse excuse cannot be issued and a doctor's note would be required for any subsequent days of absence. Once a student is required to provide a note from a healthcare professional for future absences, failure to do so will result in an unexcused absence. **Therefore, any time a student is absent and is seen by a healthcare professional, a note from the 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 the student must be in attendance for at least 90%

of the days a class is offered in order to gain credit or be promoted. The 90% rule will be calculated from the student's first day of enrollment. **All excused and unexcused absences are counted for the purpose of determining attendance for credit/promotion.** 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 be promoted. Once a student falls below the 75% attendance threshold, only a campus Attendance Review Committee will meet to develop a plan for the student to complete in order to be promoted. *TEC 25.092* and Board Policy FEC (LOCAL)

Parents are strongly discouraged from removing a sibling from-school to attend a campus event during the school day. Such unexcused partial day absences will be documented and may negatively affect compulsory and/or attendance for credit absence reporting.

### **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. All absences, including those for health care appointments for which the student cannot be penalized under compulsory attendance, are counted on the report card because these absences are not exempt from attendance for credit promotion mandates. Parents are able to access current attendance data via the online [Home Access Center](#) or via the [Katy OnTheGo Mobile App](#).

### **Common Absence Types:**

Since school attendance is compulsory, a reason must be given whenever a student misses school per FEA (LEGAL). 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). Examples of excused and unexcused absences are as follows.

### **Excused:**

- Homeland security/visa appointment with documentation requiring appearance and proof of attendance (visa, INS, residency)

- Citizenship application appointment and/or participation in a US Naturalization Oath Ceremony for a student
- Death of an immediate family member (immediate family is defined as parent, guardian, grandparent, sibling of the student or a person living in the home) – note required
- Death of an individual who has had a significant impact on the family (approved by the campus administration)
- Health Care Professional appointment/medical excuse (with doctor's note)
- Illness resulting from on-going medical treatment (ie: chemotherapy with doctor's note on file)
- Nurse sent home from school
- School-sponsored or extracurricular events that occur within school day
- Family emergency (with principal/designee approval)
- Juvenile probation appointment (with written verification)
- Removal of CPS/law enforcement and related days
- Lice (1 day excused)
- Personal illness (5 days without doctor note)
- Private therapy (ABA, OT, speech) for students identified on autism spectrum; on-going with health care 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)
- Active military visits (see ADA clerk for details)

An unexcused absence is any excused absence without required documentation and student absences including, but not limited to, the following:

**Unexcused:**

- Any absence for which no reason is provided by parent
- Failure to bring required doctor's note related to excessive absences
- Doctor's appointment for someone other than the child
- 4-H activities
- Private lessons, 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 (most gymnastic events, dance competitions, etc., certain Olympic caliber competitions can be excused based on application to the principal)
- Religious retreat or other non-obligated church events, scheduled prayer
- Transportation issues (car trouble or no one to drive)
- Runaway and/or truancy (skipping school/class, leaving campus/class without permission)
- Welfare/WIC appointments

### **Attendance Recognition:**

To earn an annual exemplary attendance certificate:

- A child must be enrolled in Katy ISD on the first day of school and must be present the entire school year. If a child enrolls after the first day, he/she must have a documented record of perfect attendance from his/her previous school.
- Absences from natural disasters or uncontrollable factors will not be counted if officially designated by the Superintendent as being such, i.e., weather conditions.

Note: An exemplary attendance recognition will not be earned if a student has five (5) or more TOTAL tardies and/or early check-outs, regardless if reason is excused or unexcused.

## **II. Academic Eligibility:**

In order to participate in extracurricular and club activities, state law requires that a student must have a 70 or better average in all classes posted to the report card. This pertains to activities such as the Katy ISD District Choir, Destination Imagination, Elks Hoop Shoot, Campus/District Spelling Bee, 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 each three-week progress check.

Loss of eligibility is based on report card 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).** 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 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.

At times, music classes require demonstration of the mastery of the essential knowledge and skills in a public performance. For such courses, certain on-campus co-curricular performances are not governed by the academic eligibility rule.

State and District policies place much value on daily student attendance. While not a UIL rule, students scheduled to participate in extracurricular events are expected to be in attendance during the given school day. Extenuating circumstances may be discussed with a campus administrator. Participation decisions are made by the campus principal according to established organization rules and procedures.

### **III. Bullying**

Students who believe that they have been bullied are encouraged to promptly report such incidents to a teacher, counselor, principal or assistant 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 meets the definition of bullying as defined in State law, the administrator shall promptly notify the parents of the victim and of the student who engages in bullying. Disciplinary consequences will be assessed as appropriate. Refer to FFI (LEGAL and LOCAL) for related policies. Refer to the *Katy ISD Discipline Management Plan and Student Code of Conduct* for the state definition of bullying and other related information.

### **IV. Cafeteria**

Katy ISD students are expected to eat lunch on campus per Board Policy FEE (LOCAL). For efficiency, all foods, snacks, desserts, and

drinks must be purchased before sitting at the cafeteria table. 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 lunches are \$2.25 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.

### **Breakfast:**

Breakfast is available for all district students each school day. The campus [menus](#) are available on the district website. Breakfast is served at times designated by the campus. Students wanting to eat breakfast at school should arrive during the campus established time. Bus riders arriving after 8:15AM will be allowed to eat breakfast when the bus arrives, at the principal’s discretion. Students are to abide by cafeteria expectations for manners and procedures. Parents may prepay for student breakfast. The cost for breakfast is \$1.25 for students and \$1.75 for adults. Free and reduced meal prices are available to those who qualify. Parents may join their student(s) for breakfast periodically, although this practice is discouraged due to space availability, time constraints, and arrival procedures.

### **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 elementary charge policy allows for the value of 10 breakfast meals and 10 lunch meals to be charged. When the charge limit is reached, the elementary student will received a milk for breakfast or a milk and cereal for lunch. 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.

## **Cafeteria Manners and Expectations:**

Students are expected to exhibit good manners and courtesy dictated by home and society while in the classroom, cafeteria and all areas of the school. Parents will be notified, if a child has experienced difficulty with behavior in the cafeteria. Parent support in helping the school maintain a safe, pleasant cafeteria environment is appreciated.

Cafeteria expectations include:

- Treat fellow students and adults with respect
- Keep hands, feet and objects to one's self
- Follow directions
- Speak in a soft voice
- Stay seated
- Walk at all times
- Do not share food
- Clean up all trash
- Raise hand for help
- Glass containers are not allowed on campus
- See campus pages for campus-specific cafeteria expectations

## **MyPaymentsPlus 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 [Katy OntheGo 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.

### **Katy ISD Nutrition and Food Service Information:**

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.

### **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 Pre-K through 12<sup>th</sup> grade. A new application must be submitted every school year.

### **What menu components must be taken to pay the meal price?**

The federal Healthy, Hunger Free Kids Act of 2010 requires students paying the set meal price to take menu components that meet the meal pattern. The meal pattern consists of FIVE components: meat/meat alternate, grain, fruit, vegetable and milk.



If the minimum number of components for each meal are not chosen by the student, a la carte charges will be charged.

**Breakfast:**

- Must choose at least three of the four offered components to make a meal.
- Must choose one fruit or a juice as one of the components to pay the meal price.

**Lunch:**

- Must choose at least three of the five offered components to make a meal.
- Must choose at least a half cup of fruit or vegetable to pay the meal price.

**Severe Food Allergy/Diagnosed Disability:**

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

The District has developed and annually reviews a food allergy management plan. When the district receives information that a student has a severe food allergy that places the student at risk for anaphylaxis, the student will be referred to 504 so an individual health plan can be developed to assist the student in safely accessing the school environment.

Students with life threatening food allergies or disabilities requiring diet modifications may have an alert posted on the cafeteria point of sale/cashier's computer system. In order for the alert to be activated, the child's physician or other recognized medical authority must complete the and 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.

### **Peanut Allergy:**

Allergies to peanuts are not always limited to ingestion of the food item. Peanuts can also cause damage through the air as an airborne allergen. Peanut allergies may lead to life threatening situations. The following precautions have been taken in order to create a safe environment for all children.

- No peanut products are offered on the menu, however some a la carte products may contain or be processed in a facility that also processes nuts.
- Parents are encouraged to avoid sending peanut butter sandwiches to school.
- Treats brought for the two (2) parties allowed each year need to be peanut and peanut oil free. No homemade treats, only treats purchased in a store that have a label indicating the ingredients of item.
- Birthday treats sent to school should be peanut - free. No homemade treats, only treats purchased at a store that have a label indicating the ingredients of item.

There are situations in which a student's medical condition requires that the student be allowed to carry peanut butter crackers as an accommodation in the event that the crackers are needed. When conflicting needs arise, the students will not be placed in the same class and every effort will be made to keep both students safe.

**Visitors in Cafeteria:** (See the campus section for specific procedures):

- Parents are encouraged to limit their visits in the cafeteria in order to promote student independence and peer relationships. Campuses may choose to limit the number of visits to the cafeteria that a parent may make.
- During the first two weeks of school, the District asks that parents not visit during lunch as students are learning independence with routines and procedures.
- Each visitor will need to bring a driver's license or government issued photo identification in order to be cleared to visit the cafeteria.
- Visitors or guests of the campus are expected to behave appropriately. Visitors have no authority to discipline children.
- Due to space and safety concerns, lunch visitors are restricted to parents/step-parents/guardians, non-school aged siblings, grandparents (with written permission from the parent) and campus mentors per GKC (REGULATION). Visitors do not include aunts, uncles, or neighbors.
- Lunch visitors are limited to three (3) guests per student per day except on days designated by the campus as a Special event. (i.e. Grandparent Day). Unusual circumstances may be approved/addressed by the principal.
- Special tables may be designated for visitors.
- Only students eating with eligible visitors may eat at the designated table.
- **Parents should bring food for their children only.**
- Visits at lunch are limited to the 30-minute lunch period. Parents should say their good-byes at the cafeteria door and return to the front office to exit the building. Visitors should not expect to follow students out to recess or back to the classrooms per GKC (REGULATION).
- Visitors who repeatedly disregard cafeteria expectations may lose the privilege of coming to the lunchroom.
- Parents are not allowed to remove their children from the cafeteria for any reason without permission from a staff member on duty in the cafeteria. A parent wishing to check out their child must do this through the front office.
- Due to privacy issues outlined in FERPA, no photos/videos with cell phones or other electronic devices or cameras are allowed in the cafeteria per GKC (REGULATION).

- Strollers create a safety issue in a crowded cafeteria. Designated stroller parking may be established on the campus. If so, strollers are to be parked in this area during lunch.

### **Personal Food in the Cafeteria, Restricted Foods:**

Students may bring their own lunch or breakfast to school to eat in the cafeteria during designated times. Parents are encouraged to provide food items for their children only. Sharing food is strongly discouraged at the meal table for reasons of hygiene, allergic reactions and nutrition. Students may not bring glass containers on campus. See Birthday Treats page 19.

### **Smart Snacks Rules:**

The Smart Snacks in Schools standards published by the USDA will build on healthy meal changes through the National School Lunch Program and the School Breakfast Program. As of July 1, 2014, revised nutrition standards are in effect for all foods and beverages sold to students on campus during the school day with school day defined as from midnight to 30 minutes after the end of the instructional day. Related to these standards, any and all campus food sales during the school day must meet Smart Snack standards. This includes campus and PTA/PTO sales events and fundraisers. Any and all food sale days/events exempt from food standards are prohibited per Katy ISD guidelines. Currently according to Katy ISD guidelines, food sales outside of the cafeteria are not allowed anywhere on the school campus during the school day. General program information is available on the [Smart Snack Brochure](#).

## **V. Child Abuse/Neglect and Sexual Abuse Reference Board Policy FFG (LEGAL)**

While any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person is required by law to report the action, any professional is required to make such report within 48 hours after first suspecting abuse or neglect. A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential. A person acting in good faith who reports alleged abuse or neglect is immune from any civil or criminal liability. Sexual abuse

will, likewise, be reported. The District has developed methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children, including knowledge of the likely warning signs indicating that a child may be a victim using a variety of resources and interventions and informing individuals about available assistance that a child victim may obtain including counseling options. Students who are aware of any form of abuse or neglect should be encouraged to report the incident to any adult in a position of authority, including school employees such as a teacher, counselor, nurse, or administrator. *Education Code 38.004 and 38.0041.*

## **VI. Clinic**

Students who demonstrate signs and symptoms of illness or a possible communicable disease will be referred to the school clinic for further assessment. Those students with an elevated temperature of 100.0 degrees or above or those who vomit or have diarrhea must be isolated and sent home. The student must be fever-free without fever reducing medication for 24 hours before he/she can be allowed back in school. Those excluded due to vomiting or diarrhea must also be free of symptoms without the use of preventative medications before being allowed back in school per FFAD (REGULATION). Should any campus experience an unusually high number of students with the same illness Katy ISD will follow the Texas Administrative Code Title 25, Part, 1 which states that notifiable conditions will be reported to the public health authority for emergencies and suspect cases.

**It is very important to let the school know of any changes in work, home or cell phone numbers so parents can be contacted in case of an emergency. Parents should update email and phone numbers on the [Home Access Center](#) (HAC). If a parent is unable to electronically update information on the HAC, a note should be sent to the attendance clerk so the change can be made on the school records used by the nurse.**

### **Immunizations:**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be

immunized. Please see the school nurse and district website for information regarding immunizations and documentation requirements.

For a list of [immunization requirements](#) and exemptions, procedures for medication administration and other health related concerns contact your campus nurse or refer to the District website for further information.

**Medication Policy:** Reference Board Policy FAC (LEGAL), (LOCAL)  
All medications, prescription and nonprescription, including cough drops, brought to the school must be taken to the school clinic immediately upon arrival. Students may transport prescription/nonprescription medication to and from school as long as the medication is not a controlled substance. Parents are strongly encouraged to personally drop off and pick up medications in the campus clinic. Students may not be in possession of any prescription or nonprescription drug on school grounds during school hours unless officially authorized by the campus nurse for possession and self-administration of a prescription medication for asthma, anaphylaxis, or diabetes. The following procedures are in place regarding medications:

- All prescription drugs dispensed through a physician's office must be in their original pharmacy container or packing and labeled by the pharmacist or physician. The label must be current and must clearly state the following:
  - Names of student and physician
  - Prescription information including name, strength, dosage amount, dosage frequency, and date filled.
- All nonprescription drugs must be in their original container. The written request for administration of these over-the-counter drugs, made by parent, guardian, or physician, must contain the following:
  - Full name of student and date of request-
  - Drug information including name, dosage amount, dosage schedule, and reason drug is given-
  - Parent/Guardian signature-
- There shall be no more than one type of drug per properly labeled container.

- Written permission must be obtained from a parent to dispense prescription or nonprescription drugs to a student when the drugs are to be administered for 15 calendar days or less. Following the 15-day period, 30 days must lapse before a medicine considered to be in the same category (e.g. antihistamine, decongestant, pain reliever) can be administered with parent permission only.
- When long-term administration of medication is necessary (over 15 calendar days), for either prescription or nonprescription drugs, written permission from the parent and the physician must be obtained. This applies to all drugs to be given on a regular, prn (given as needed), or emergency basis for more than a 15-day period.
- Medications prescribed or requested to be give three (3) times a day or less are not to be given at school unless a specific time during school hours is prescribed by a physician or the campus nurse determines that a special need exists for an individual student.
- Permits to administer medications must be renewed at the beginning of each school year.
- Natural and/or homeopathic-like products, not FDA approved, will not be dispensed in the school setting by school district personnel.

In addition, first aid-type creams, ointments, eye drops, and cleansing aides (i.e., hydrogen peroxide, rubbing alcohol) are available in the clinic. If a student brings these types of items to school for use during the school day, the items must be brought to the clinic to be dispensed using the above guidelines.

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

## SCREENINGS ON CAMPUS

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

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

## VII. Communication between Home and School

### **Complaints:**

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 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.



## **Conferences:** Reference GKC (REGULATION)

Parents/Guardians requesting a conference with the teacher should make prior arrangements at least one day in advance with the principal, principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances requiring an immediate conference. Campus administrators, counselors, and support teachers often attend conferences in efforts to address all needs of the student discussed.

## **Home Access Center:**

The [Home Access Center](#) enables parents to access students' grades, assignments, test scores and absences, as well as allow parents to update basic contact information.

## **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.

### **Insurance:**

Katy ISD offers Voluntary Student Accident Insurance coverage for parents to purchase for their children who are enrolled in grades Pre-K through 12. There are a variety of plans and options to select from and premiums are annual and may not be prorated. Coverage is considered to be in force upon receipt of payment with enrollment at any time during the school year. For a detailed explanation of the plans offered and premium cost, or to enroll your child online, visit [East Texas Insurance Associates](#) or call 800-900-9750 or 979-268-5333 for an application.

### **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. Procedures/Routines**

### **Birthday Treats:**

It is a campus decision regarding when birthday treats are served. It is recommended that birthday treats be served after the lunch period ends so that treats do not interfere with students' appetites for a nutritious meal. Parents may send a birthday treat of their choice to be shared with the child's classmates on his/her birth date. Usually these treats will be shared at recess (if after lunch) or during the last ten (10) minutes of the instructional day. Because of the time constraints, the treat is limited to one item per classmate and it is preferred that the treat be a single-serve item (i.e. cupcake, cookie, etc.) so that it can be served, eaten, and cleaned up within the 10 minutes allotted. Birthday treat items must be purchased at a store with all ingredients clearly labeled. Parents should keep in mind that there are many students who have food allergies (i.e. peanuts, gluten, etc.) The birthday treat exception does not constitute a birthday party; therefore, no other items (party favors) may be distributed.

Per GKDA (REGULATIONS), invitations for birthday parties or other special events are defined as non-school related materials and may not be distributed to students at school since no other flyers from similar groups are allowed to be directly distributed to students.

### **Campus Advisory Team:**

The Campus Advisory Team acts in an advisory role to the principal in most cases. There are several meetings during the year which cover topics such as school budget, professional development, staffing and organization, review of student achievement, preparation of the Campus Improvement Plan and other topics of interest/need at the

campus. The Campus Advisory Team must approved campus' professional development plan.

These meetings are open meetings and may be attended by interested members of the school community. There is a visitor's forum time set aside for anyone who wishes to speak to the committee. The times, dates and meeting places will be announced by the campus. For Details, reference Board Policy BQB (LEGAL).

### **Cellular Phones:**

Refer to *Discipline Management Plan & Student Code of Conduct* for information regarding student telecommunication possession and use at the elementary level.

### **Classroom Observations:**

Parents/Guardians wishing to visit their child's classroom shall make arrangements at least one day in advance with the principal, the principal's designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents/guardians should not bring the child's siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.

Parents/Guardians in classrooms are there as "silent observers" and are asked to sit in the location specified by the teacher in an effort to minimize distractions to students. Parents/Guardians should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent/guardian has need for discussion with the teacher, a conference must be scheduled outside instructional time. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict classroom visits per GKC (REGULATION) if requests become excessive in terms of frequency, length of visit, and/or number of requests. Volunteers and Katy ISD employees shall follow the same procedures as other parents/guardians when requesting to observe in their children's classrooms.

### **Change of Clothes:**

A student may soil his/her clothing during the school day to the extent that a change of an item or outfit is needed. Parents are strongly encouraged to provide a change of clothes for their child which can be kept in the student's backpack. Having their own clothes to change into is more comforting to the children. If clothing is not available, parents may be contacted to bring clothes to school immediately. In these situations, the student(s) involved often miss learning time in the classroom while they wait in the office/clinic for clothes. At times, the campus may have suitable garments to loan the student(s). The campus/clinic are not responsible for providing clothing. Also, a student who requires a clothing change because of not abiding by dress code will be reported to an administrator for possible discipline consequences or given dress code appropriate clothing.

### **Deliveries:**

The District highly values instructional time. The District expects parents/volunteers to not interrupt classroom time. See campus pages for campus delivery instructions. Balloons, flowers, or other gifts cause distractions in the classroom. These items should not be sent to school.

### **Dress Code:**

For specific details related to Dress Code, see Board Policy FNCA (LOCAL) and the *Katy ISD Discipline Management Plan and Student Code of Conduct*. For any additional campus-based expectations, see the campus section in this handbook.

### **ID Badges:**

Each student will receive a photo ID badge at the beginning of the year at no cost. 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.

## **Mobile Learning Devices: Restricted to Grade 2 and above**

Students are allowed to bring personal telecommunication devices for academic classroom use as determined by the teacher. Each campus will develop procedures for use and management.

## **Picking-Up Students:**

Parents/Guardians or other authorized individuals picking up a student prior to the end of the school day must show a valid government-issued photo identification, sign the student out, and wait in a designated waiting area for the student. A student needing to leave during the school day for appointments should remain in the classroom to maximize instructional time until a parent/guardian arrive(s). School personnel will inform the student that the parent/guardian has arrived. [See FEE (REGULATION) for more specific details.]

## **School Hours:**

Elementary	8:20AM - 3:40PM
Early Dismissal	8:20AM - 12:40PM
Pre-K AM	8:20AM - 11:20AM
Pre-K PM	12:40PM - 3:40PM
Early Dismissal Pre-K AM	8:20AM - 10:20AM
Early Dismissal Pre-K PM	10:40AM - 12:40PM
Staff	7:55AM - 3:55PM

## **Selling Items at School:**

Students are not permitted to sell items at school for personal gain or for outside organizations. School-approved fundraiser sales will be governed by the local campus administration. At the elementary level, this includes the option of one food related fundraiser per month. Food items sold must meet the USDA Smart Snack mandate.

## **Start of the Day:**

Per TEC 25.082, students are to recite daily the Pledges of Allegiance to the United States flag and Pledge of Allegiance to the Texas flag. A student may be excused from reciting a Pledge of Allegiance with a written request from the student's parent/guardian. Following recitation of the pledges, a minute of silence is observed during which time a student may, as a student chooses, reflect, pray, meditate or engage in any other silent activity that does not distract or interfere with another student.

## **Toys/Valuables/Personal Items:**

Toys are not to be brought to school. Besides being distracting to classroom instruction, toys are often lost or misplaced at school. Toys include: electronic games, skateboards, yo-yos, trading cards or anything that disrupts the teaching/learning environment. Please do not add toys or key chains to backpacks. They serve as a source of distraction and noise while the teacher is teaching or preparing the class for dismissal. Elementary students are not permitted to listen to music on cell phones/electronic devices during the school day or at school-related activities. Students are not allowed to bring glass containers on campus. For Mobile Learning Devices, refer to pg. 21.

## **Videotaping/Recordings and Cameras:**

A District employee may, without consent of a child's parent, make a videotape or recording of the child if the videotape or recording is to be used only for:

- Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; [see FO (LEGAL)]
- A purpose related to a co-curricular or extracurricular activity; [see FM (LEGAL)]
- A purpose related to regular classroom instruction; [see EHA (LEGAL)] or
- Media coverage of the school.

*Education Code 26.009(b); FL (LEGAL)*

Due to confidentiality issues related to directory information and to the Family Educational Rights and Privacy Act (FERPA), parents, students, and visitors may not use video recorders, voice recorders, or cameras unless used during a performance open to the public or during a private conference with permission by an administrator. If a recording or photo is taken in violation of FERPA, the item in question will need to be deleted.

Public events are those events that occur when the general public has an opportunity to view students (i.e. outside for field day) or when students are not required to participate (i.e. a talent show performed after the end of the school day). If the event is during the instructional day (i.e. classroom or grade-level performance), students are considered a "captured" audience and directory information and FERPA rules apply. This is true even if parents are invited to observe. The principal at each campus has the authority to determine which

school-related events will be considered public performances at which photographs or videos can be taken.

**Visitors: GKC (REGULATION)**

Parents/Guardians and other individuals are welcome to visit District schools. For the safety of those within the school setting, all visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Each campus principal has the authority to permit or deny any person access to the campus, as deemed appropriate, in order to maintain student safety and/or an orderly environment. It is the principal’s responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:

- Upon arrival to a campus, visitors, including volunteers, must report to the front office to be entered into the visitor tracking system.
- All adult visitors needing to go beyond the front office area must present a government issued photo identification such as a driver’s license, state identification card, immigration visa, consulate card, or passport.
- A computer-generated identification badge will be printed and must be worn at all times while on campus.
- Visitor passes will allow an individual access to the areas of the campus specified on the badge only.
- Parents/Guardians may escort their children to class on the first three (3) days of the school year only. Parents/Guardians must leave the classroom area before the tardy bell on these days.
- Visitors are expected to follow all campus and district-based rules.
- Visitors must return to the front office area, return their visitor passes, and exit through designated doorways upon completion of their visit to the campus.
- Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or school activities in any way. If the visitor refuses to leave, as requested, the visitor may be arrested for or charged with trespassing.

The principal is authorized to establish check-in and check-out procedures for assemblies and programs depending on the location and type of event. Visitors to any area of the building other than a special event, for which regular check-in procedures have been



waived, must sign in and obtain a visitor's pass prior to proceeding to areas other than the special event area of the building.

Private service providers, other than those contracted by the District, are not permitted to provide on-site services to students during the instructional day. Private service providers may reserve District facilities in accordance with Board Policy and Administrative Regulation GKD. Private service providers, advocates and attorneys hired or contracted by parents are expected to follow all campus and district-based rules, and these individuals are not permitted to make classroom observations.

### **Withdrawals:**

Parents should notify the attendance clerk's office several days in advance when a child is withdrawing. Teachers will receive a withdrawal form from the office to complete. The completed form is returned to the Attendance Clerk. The parent must come to the office to complete final withdrawal procedures. Records will be sent to the new school when release of records documentation has been received on campus.

## **IX. Instructional Topics**

### **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 such as 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.
- 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.
- Items of personal apparel which become the property of the student and which are used in extracurricular activities.

### **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's parent/guardian will complete the [Application for Waiver of Fees](#) provided by the District.
- If after reviewing the application for a waiver, the principal determines that, according to District guidelines, the family is unable to provide the necessary supplies or fees, the principal or designee will grant the waiver.

### **Opting Out of Instructional Activities and Test:**

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

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

### **Mandated Assessments:**

The State of Texas requires annual assessments of the State of Texas Assessments of Academic Readiness (STAAR) for the elementary areas:

3<sup>rd</sup> grade: STAAR reading, math

4<sup>th</sup> grade: STAAR reading, math, writing

5<sup>th</sup> grade: STAAR reading, math, science

Scores are considered in promotion/retention decisions. For the 2017-18 school year, by law students in grade 5 must pass the STAAR reading and mathematics assessments in order to be promoted to the 6<sup>th</sup> grade. 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.

### **Students with Physical or Mental Impairments Protected under Section 504:**

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

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

### **Physical Education:**

For physical education classes, it is suggested girls wear shorts under their dresses or skirts. All students are required to wear athletic shoes with a non-marking rubber sole with laces and/or Velcro closures. Shoes should be closed-toe with full support around the heel. The following shoes are not allowed:

- flip flops
- dress shoes/boots
- cleats
- ballet/jazz shoes
- sandals
- shoes with wheels
- felt bottoms/soles

- Crocs
- Toms
- Bobs

When a student returns to school following an illness/injury, a written excuse from activities is required if the student is not able to participate in physical activities. A doctor's note is required to excuse a child from P.E. for more than ten (10) days. Any medical or disabling conditions that hinder a child's full participation in P.E. should be communicated to the teachers.

### **Promotion/Retention:**

Students eligible for promotion have met the following criteria:

- In grades 1 – 5, promotion to the next grade level shall be based on a combined **overall** average of 70 on a scale of 100 based on course-level, grade-level standards (TEKS) for the core subject areas (language, reading, mathematics, science, and social studies)

#### **AND**

- A grade of 70 or above in **each** of the following subject areas: reading, language, and mathematics.

#### **AND**

- For the 2016-2017 school year, by law, students in grade 5 must pass the STAAR reading and mathematics assessments in order to be prompted to the 6<sup>th</sup> grade.

PreKindergarten – There is not a retention option at PreK level. Due to the State's age eligibility requirements for PreK, all PreK students must be advanced to Kindergarten.

Students enrolled in Kindergarten will be promoted to 1st grade at the end of the school year based on academic achievement and demonstrated proficiency of subject matter taught during the Kindergarten year. Promotion/Retention considerations include the recommendation of the student's teacher; the student's competency-based report card grades; the student's performance on assessment instruments administered during the school year; and any other necessary academic information, as determined by the campus.

Students who do not meet the above criteria are not eligible for promotion. The campus Promotion/Retention Review Committee must meet to determine whether the student will be retained in the

current grade level or placed in the next grade level. The committee composition includes the parent, classroom teacher, campus counselor and the principal or principal's designee.

Timeline: Teachers are responsible for keeping parents informed of unsatisfactory student progress. Each February, students are identified as possible retention candidates. Parents are notified by letter from the campus that their child is at risk of retention. Documented communication from teacher(s) with parents continues throughout the spring addressing a collaborative approach to assisting the student. In May, the campus will hold official Retention Review Committee meetings to discuss student grades and progress. Decisions related to retention, placement, or promotion are to be completed by the last instructional day of the year.

**Child Find:** Katy ISD is responsible for identifying and evaluating students who within the intent of Section 504 of the Rehabilitation Act of 1973 need special services or programs in order that such students may receive the required free appropriate education. A student who may need specialized instruction or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one or more of life's major activities; or
- Has a record of such impairment; or
- Is regarded as having such impairment.

Students may be eligible under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities Education Act. Parents who believe that they have a child who may qualify for special services or programs under Section 504 should contact the Campus 504 Coordinator at the home campus. In addition, parents who believe that they have a child who may qualify for special education services or programs under the Individuals with Disabilities Education Improvement Act (IDEA) should contact the home campus office for more information.

### **Textbooks:**

Textbooks are one of many instructional resources initialized in Katy ISD. Some textbooks are printed and bound while others are available online. All textbooks are the property of Katy ISD. State-approved textbooks are provided free of charge to students. Students shall treat textbooks with care and must keep the textbooks covered at all times. A student who is issued a damaged book should report that fact to the teacher at the time

the textbook is issued. Fines, up to the actual replacement cost of the textbook, will also be assessed for damage based on severity. It is important to note that textbooks can be expensive, ranging in price from \$25 to over \$100 depending on the book. A student failing to return a textbook issued by the school shall lose the privilege of having textbooks assigned until the book is returned or paid for by the parent or guardian. A student owing for textbooks shall be allowed to use textbooks at school during each school day.

## **X. Responsible Use Guidelines**

Refer to Katy ISD *Discipline Management Plan & Student Code of Conduct* for detailed information regarding District expectations for responsible use of electronic devices and applications.

## **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](http://www.katyisd.org). The consumer information sheet can be downloaded from the Texas Department of Agriculture site: [www.texasagriculture.gov](http://www.texasagriculture.gov).

## **XII. Transportation**

### **Bus Eligibility:**

To be eligible for regular bus transportation services, elementary students must live beyond approximately ½ mile from school property. Parents may confirm bus eligibility at <https://apps.katyisd.org/public/katyisdcampusmap/> and inserting the residence address.

### **Bus Notes:**

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

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

### **Bus Drop-Off:**

It is suggested that a parent or other responsible party be at the bus stop or home five minutes prior to bus arrival at the end of the school day. In the event that a parent is unable to be home when a student arrives at the bus stop, alternate plans should be made by the parent with the child. Depending on the age of the student, plans may include where to go, how to find a hidden key, going to a neighbor, etc. Prekindergarten and Kindergarten students must have a responsible adult or older sibling receive them at the bus stop. For safety purposes, each student should know his/her full name, address, and phone number to reach an adult family member in an emergency.

### **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 should walk on sidewalks where available and cross streets in the crossing zone or at an 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. Bicycles should be walked while on district property. Family dogs (leashed) are to remain off campus property to prevent a child from becoming fearful or possibly injured.

## **XIII. Safety/Security**

### **Emergency Contacts on Enrollment Card:**

Each year parents/guardians are asked to designate persons on a student's enrollment card who can be contacted in the case of an emergency occurring at school when a parent/guardian cannot be



reached. An emergency may be as simple as a child with fever who needs to be taken home to a child who needs to be taken to the hospital via an ambulance for a severe medical condition. As a reminder, the enrollment card states, "Emergency contacts are only authorized access to information regarding the student and authority to transport the student in an emergency situation occurring at school when the parent/guardian cannot be reached. At any other time, emergency contacts have no rights regarding the student and must have written authorization from the parent/guardian for a specific date/time to pick up the student from school." It is important that the names and phone numbers listed for emergency contacts are accurate at all times.

### **Playground Safety:**

Students will have an opportunity to play on the school playground during recess while supervised by teachers/staff. Students are encouraged to wear rubber bottomed, closed-toe shoes for safety. Shoes must be worn at all times while on the playground. Students must follow all safety rules and procedures established by each campus. No visitors are permitted on the playground during school hours without campus permission.

### **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 the classrooms 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 completing one of these forms or telling an adult personally. By being well informed, the school can prevent most problems from happening.

### **School Closing/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. This information is provided by 6:00AM, prior to the

scheduled start of school or as soon as possible if school has already started. It is also available on the [Katy ISD website](#).

**Security:**

Safety and security of students and employees are of utmost importance. To help ensure the safety of all children, the procedures listed under Visitors in this handbook should be followed. In addition,

- ANY visitor WITHOUT a name tag will be taken to the front office to register.
- Students and staff are NOT to open the Cafeteria/Gym/Exterior doors for visitors.
- Exterior doors are locked after school begins.
- All late arrivals should enter through the front doors.
- YMCA is to keep all exterior doors locked at all times.
- The building is officially closed at 4:15PM daily.

The front office phones will be answered until 4:25PM.



# 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 Elementary District Professional Learning Day  
10 Secondary 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**

July 2017							January 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												

August 2017							February 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28			

September 2017							March 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31

October 2017							April 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

November 2017							May 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30			27	28	29	30	31		

December 2017							June 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	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)

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	
<b>First Semester</b>					<b>82</b>
3rd	46	20,060			
4th	48	20,760	32	13,580	
5th			33	14,010	
6th			29	12,290	
<b>Second Semester</b>					<b>94</b>
<b>Total Days</b>					<b>176</b>
<b>Total Minutes</b>		<b>78,160*</b>		<b>76,640*</b>	

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

**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.

**Hazel S. Pattison Elementary**  
**Campus Pages**  
**2017-2018**

## **Arrival:**

Children are expected to arrive at school on time. Instruction begins in classrooms at 8:20 a.m. **If your child reports to school and will not be in class by the 8:20 a.m. tardy bell, he/she must report to the office with a parent for a tardy slip.** To avoid tardy notices, students should be entering the school doors by 8:10 a.m. Children riding buses are not counted tardy as they cannot control delays in bus arrival. Those students who are not on campus because of appointments with health care providers will be counted present if they return to school on the same day **with a note from the medical professional.**

Children will be permitted to arrive on campus and doors open at 7:45 a.m. This means that working parents will need to make arrangements for their children to be supervised at home before 7:45 a.m. The school day is long; therefore, children should not arrive on campus before this time. Your cooperation with this matter is appreciated.

## **Attendance:**

State Guidelines state that a student who has been absent a total of eight (8) cumulative days or more will be required to bring a note from a physician verifying the illness.

School attendance is very important and we are required to monitor attendance by the State. Excessive absences will require further monitoring. When your student is absent, you need to report the absence to our attendance clerk **each day**. To report an absence, go to the Pattison website and fill out the *Absence Reporting Form*. This form is required each day your student is not in attendance at school.

\*[www.katyisd.org/campus/PE/Pages/default.aspx](http://www.katyisd.org/campus/PE/Pages/default.aspx)

\*Click on Parent Tab

\*Click on Absence Reporting Form

\*Complete Form/Submit

\*Send documentation (doctor's notes, etc.) when your student returns. Be sure first and last name is on all.

## **Car Rider/Parent Pickup:**

### **Car:**

Our back drive has been designated as the PARENT DRIVE for dropping children off and picking children up. Please do not drop your student off at the front or side lots in the morning. Safety patrol and teachers monitor the morning drop off until approximately 8:20. If you arrive at the back and safety patrol are not out, and the hardtop gate is CLOSED, your student is tardy and you will need to drive your child to the front and escort them into the office for a tardy slip. **DO NOT DROP YOUR STUDENT AT THE BACK IF SAFETY PATROL ARE GONE AND THE GATE IS CLOSED. Your student has no way to get into the building once the gate is closed.** You will need to bring your student to the front office. Rainy mornings will cause extra traffic for our Parent Drive. Our safety patrols do not go out on rainy days, however, we have a teacher on the hardtop to monitor students coming through the back gate. If you arrive **late** on a rainy day, please make sure the gate is still open before dropping your child off. If the gate is closed, you will need to drive around to the front.

Please refrain from parking on the side and walking your student into the building. Drop your child off at the back and then go around and park if you are coming into the building

At dismissal, teachers work with safety and security in mind, while loading students into cars. To ensure that the correct person is picking up the correct child(ren) and for traffic safety, parents are asked to stay in their cars and go through the car pick up line to retrieve children. Cars should not be left unattended at any time in the parent drive.

Parents will be given a tag board sign to use in order for teachers to quickly identify students in the car rider line. Place this sign in the front window (by rear view mirror) of your vehicle **each day** when you enter the car rider line. This will assist us in expediting the

process of our parent pick up system. Replacement cards are available from the front office with 24 hours notice.

Several cars will be loaded at one time. Please drive to the station as directed by the teachers and safety patrol on duty so that we may quickly load cars at dismissal time. We ask that parents remain in their cars. **Please do not park and walk across the pickup area to get your child(ren). This causes added congestion and delays and poses a safety hazard to the children and our staff.**

Please be PROMPT in picking up your child(ren). **All teachers and staff are off contract at 3:55 and are not available to supervise children after 3:55.**

### **Bus:**

The bus drive, on the side of the cafeteria/gym, is a **“BUS DRIVE ONLY” in the morning and afternoon. Do not drop off or pick up your child from this drive** or block this drive as it is EXTREMELY DANGEROUS for children and/or parents.

Bus schedules and routes are available throughout the year through the Katy ISD website at [www.katyisd.org](http://www.katyisd.org). The best way to determine when the bus will arrive at your child(ren)'s bus stop is to refer to the KISD bus schedule and watch for the bus the first few days. Maps of all bus routes are located in the school office. Your help will be greatly appreciated in determining the bus number your child(ren) should ride and the location of the bus stop. PLEASE READ THE KATY ISD RULES ON THE INSIDE OF THE KISD Elementary Parent-Student Handbook. If there are transportation questions, please contact transportation at 281-396-2700.

A student must ride only his/her designated bus unless a note, signed by a parent/guardian, is sent to the teacher in advance with specific instructions. Any change in the normal transportation of your child must be stated in WRITING (no emails) to your child's teacher.

PLEASE NOTE: PHONE CALLS, FAXES, AND E-MAILS ARE NOT ACCEPTABLE. WRITTEN CHANGES IN TRANSPORTATION MUST BE MADE PRIOR TO 3:00 P.M. THIS IS FOR THE PROTECTION OF YOUR CHILD! **FAXES (WITH DRIVERS LICENSE ATTACHED) MAY ONLY BE USED IN AN EMERGENCY SITUATION** AND YOU MUST CALL THE OFFICE AND VERIFY THAT THE EMERGENCY FAX WAS RECEIVED. NO ONE IS TO REMOVE A CHILD FROM THE BUS LINE OR BUS.

### **Bus Rules:**

1. Speak in a reasonable tone of voice.
2. Obey and respect the bus driver.
3. Keep hands, feet and all objects to yourself.
4. Remain seated until it is time to unload at your stop.
5. Use acceptable language at all times.
6. Observe the same conduct expectations as in the classroom.
7. No eating/drinking on the bus.
8. Refer to the Student Code of Conduct for additional bus rules.

### **Consequences For Misbehavior On The School Bus:**

- 1st Referral - Conference with an administrator, student is placed on probation/ parent called
- 2nd Referral - Conference with an administrator/parent called and student is suspended from riding the bus for minimum of three (3) days
- 3rd Referral - Conference with an administrator/parent called and student suspended from riding the bus for a minimum of five (5) days
- 4th Referral - Conference with an administrator/parent called and student suspended from riding the bus for a minimum of ten (10) days
- 5th Referral - Bus suspension for the remainder of the semester



**Note:**

**In the case of a severe behavioral infraction, bus privileges may be revoked immediately.**

**Backpacks:**

Children in Kindergarten do not need a backpack. Kindergarten students carry a book bag that is purchased from Pattison. Children in Grades 1 – 5 will use a backpack to carry items to and from school.

**Rolling backpacks are strongly discouraged. Younger grades (1-3) may not have a rolling backpack as they cause tripping hazards.**

**Bicycles:**

For safety reasons, only children from the neighborhoods surrounding Pattison (Kelliwood, Parklake, and Stonelodge neighborhoods) are encouraged to ride bikes to Pattison. Bike racks will be provided at the front of the school, but the school is not responsible for lost/stolen/damaged bikes. Thank you for your cooperation regarding this safety issue. You must have a rainy day plan in place for your bike rider and communicate the plan in writing to your child's homeroom teacher.

**Counselor:**

Pattison Elementary utilizes the services of one full-time, certified counselor. The counselor has a variety of duties and responsibilities that are directly related to the parent and child. There may be conferences throughout the year involving the teacher and the counselor. Some of the major functions of the counselor:

- Conferencing with teachers, principal, and parents regarding student progress in academic or behavioral areas;
- Leading group counseling sessions in the classroom/counselor's office;
- Supervising the testing program for the school;

- Helping to identify and process paperwork for special education students;
- Conducting parent-study groups on effective parenting;
- Conducting counseling sessions with individual children.

The counselor is prepared at all times to speak with concerned parents. **Please call to schedule a conference.**

### **Conferences:**

At Pattison Elementary, teachers are required to have one face-to-face conference with parents each year. If a child is struggling with academics or behavior, additional conferences may be called. **Parents may request a conference with the teacher and schedule it during the teacher's designated conference time within their contract day.**

### **Daycare Transportation:**

Some children ride a daycare bus to and from school daily. Please inform the daycare to bring your children between 8:00 a.m. - 8:15 a.m. and to pick up your children PROMPTLY at dismissal time!!! Children who are dropped off too early, or who are picked up after 3:45, may wait UNSUPERVISED! Daycare busses/vans will drop off students at the front door of the school and pick up students at the front in the afternoons.

Please be sure your child's teacher knows what daycare bus your child will be riding. Be sure your child's teacher **HAS WRITTEN INSTRUCTIONS REGARDING THE DAILY PLAN OF HOW YOUR CHILD GOES HOME EACH DAY.**

**\*\*\* Any change in these instructions must be submitted in writing! \*\*\***

If your child is absent or goes home ill from school during the day, PLEASE NOTIFY THE DAYCARE CENTER that your child will not be riding the daycare van/bus.

## **Deliveries:**

Children should arrive to school with everything they need for their day, including lunches, glasses, jackets, etc. **The front office will only make deliveries to the classroom at 10:00 a.m. each day. All items to be delivered must be at the school before the 10:00 delivery time.** Any items brought in after 10:00 a.m. will be placed in the teacher's mailbox. **We cannot guarantee that the teacher will check her mailbox before the end of the school day.** This policy applies to lunches, birthday treats, glasses, jackets, etc. We are unable to make exceptions to this policy. In the event that the weather changes, we will not be able to deliver jackets, coats, etc. to classrooms after 10:00 a.m. It is important that parents plan ahead and send their student prepared for the day.

## **Detention:**

Students may be assigned after-school detention for unexpected behavior throughout the school day. Behavior will be tracked in the daily conduct folder. Students who earn marks in their conduct folder may earn detention. See conduct folder for the individual grade-level's requirements for detention lab. After-school detention will be held 2 days a week generally on Tuesdays and Thursdays from 3:45 – 4:30 p.m. Parents are expected to pick up their students in the front drive at 4:30 p.m. After the 3<sup>rd</sup> detention lab has been served, the next consequence will be 2 days of lunch and recess detention. Then the cycle starts over again.

## **Dismissal:**

**For safety and security reasons, all afternoon student checkouts must be completed by 3:15 p.m. Children cannot be checked out after 3:15 p.m. Your cooperation is appreciated!** All children must leave campus at their class dismissal time in the afternoon. The buses

will bring children home promptly. Please encourage your children to think carefully before they leave school for the day so that they will have everything needed for homework and projects. **The school doors will be locked at 4:15 p.m. unless there is a special activity taking place after regular school hours.** Students and parents will not be allowed to go back to the classroom after 4:00 p.m.

Parents should plan to provide the school/homeroom teacher with your children's primary mode of transportation home (and rainy day plan) in writing at the beginning of the school year on a dismissal sheet in the classroom during Meet Your Teacher Night or on the first day of school.

Please inform the teacher whether your child will be a:

- Bus rider (bus number )
- Car rider
- Daycare rider (day care provider)
- Walker
- Bike Rider

On inclement weather days walkers and bike riders will be instructed to follow their "Rainy Day Plan" (See Rainy Day Plan further down).

**PARENTS ARE NOT PERMITTED TO PULL STUDENTS OUT OF THE CAR RIDER LINE, BUS LINE OR OFF THE BUS. IN ADDITION, PARENTS MAY NOT TAKE THEIR CHILD OUT OF THE DAYCARE LINE. THIS IS FOR THE SAFETY AND SECURITY OF OUR STUDENTS.**

If there is a change in a student's normal dismissal procedures, a written note must be sent to the student's teacher indicating this change. Please indicate if this change of transportation is going to be a permanent or a temporary change.

Transportation changes should be **infrequent and only out of necessity**. Try to predict afternoon school day plans and inform your

child(ren) in advance how he/she will go home that day. Please understand that a teacher is responsible for correctly and safely directing up to thirty elementary students to the appropriate dismissal location.

**For safety purposes, all written transportation changes must be received before 3:00 p.m. We do not allow transportation changes to be faxed. In case of an emergency (rare) we may accept a transportation change to be faxed to (281) 644-1575. The fax must have a copy of the parent's driver's license attached. It is your responsibility to call the office to make sure your fax has been received at (281) 237-5450. Other than a true emergency, phone calls, or e-mails are not acceptable ways to notify the school of a child's transportation change. Staff members cannot permit a student to change his/her mode of transportation without written notification from a parent/guardian.**

## **Homework:**

Homework is an essential part of the academic program at Pattison Elementary. As such, homework will be assigned on a regular basis. Here is a list of our basic homework guidelines:

- Homework does not have to be extremely long and difficult. It can involve a task such as taking papers home to be signed. Correcting papers with your child may also be considered as homework;
- Work that has been introduced and studied in class will be assigned for homework;
- Oral and written practice with math facts and reading at home are all activities that are beneficial to your child. Although the school is responsible for providing children with educational opportunities, no child learns to read or to compute exclusively at school;

- Each grade level will have a homework policy; parents will be made aware of this policy so you will know what to expect;
- Homework is generally not given over the weekend, or holidays, except when a student has make-up work to complete;
- Pattison will observe the KISD designated “No Homework Nights” listed on the instructional calendar.
- Completed homework will be graded or given a minimum of a check and will not be counted more than ten percent of the total grade;
- If a student fails to complete their homework, a check will be given in the conduct folder and this will be counted toward detention lab marks.
- Homework for students who are absent for MORE THAN ONE DAY should be requested **before 10:00 a.m.** to the absence phone number (281-237-5450), and then ask for the Absence Line. The requested homework may be picked up after 2:00 p.m. at the front office;
- Please encourage your child to remember his/her papers, books, etc., at the end of the day. The school doors will be locked at 4:15 p.m. each day!

## **Library:**

The library houses all types of instructional materials and equipment. Children are encouraged to come to the library regularly. Each class is scheduled for instruction and browsing. Children are also encouraged to participate in the reading incentive programs conducted by the librarian. Students are personally responsible for books checked out of the library. Parents are responsible for damaged/lost book charges. You may purchase a book through the library to celebrate your child’s birthday! This special program is called the Pattison Birthday Book Club. The form to join the Birthday Book Club is

included in the library packet that is sent home at the beginning of the school year. You may contact the Library for additional forms.

### **LIBRARY MATERIALS USAGE POLICY:**

Katy ISD is pleased that your child will be benefiting from the resources of the district's library media centers. It is the district's library policy to serve patrons with a broad selection of materials to satisfy the informational needs of the students, faculty and community members. When you sign the parent handbook, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book 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. Students are not allowed to keep the damaged items.

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. Please familiarize yourself with the materials your child borrows from the library media center. It is the parent's responsibility to determine any restrictions limiting access to materials for his child and to discuss those restrictions with the child. The Katy ISD Library Media Specialists look forward to fostering your child's academic achievement as materials are provided to meet the student's reading and informational needs.

### **Lost & Found:**

PLEASE mark all items of clothing, lunch boxes, and supplies with your child's first and last name and the name of his/her homeroom teacher. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school "Lost and Found." Students and parents are encouraged to periodically look through the "Lost and Found" for missing items. Jewelry, glasses,

money, and any other small items will be placed in the front office. All other items are placed on a rack that is located in the cafeteria. Items will periodically be displayed for student viewing during lunch. Items not reclaimed will be donated to a local charity.

## **Lunch:**

Every child will have a 30 minute lunch period each day. KISD elementary campuses are considered to be “closed campuses;” therefore a child may not be taken out of the building for lunch. KISD policy allows only parents and/or grandparents to have lunch with your child. Parents and/or grandparents are encouraged to have lunch with their child(ren) only for special occasions, and never **more than once a month**. During lunch, children work on developing independence and social skills. No more than two (2) lunch visitors at one time and visitors will only be accommodated for the space available. All visitors are required to sit on the stage with their student. Visitors may not sit at the classroom lunch table with other students. Parents must send a permission note to school if grandparents are going to eat with their child without the parent being present. **There are no lunch visitors on early dismissal days and closed campus days due to STAAR testing. We may also limit lunch visitors during special events when the stage is not available for visitors.**

## **Manners:**

Pattison students and parents are expected to be courteous and to use good manners at all times. This is a standard expectation in the classroom, cafeteria, and in all other areas of the school. Recognition programs will be in place to compliment appropriate manners of our students. Students who do not use good manners will be reminded of expectations.



## **Nurse:**

Pattison has a nurse on staff. You can reach her at 281.237.5475. The nurse will handle issues that arise during your student's day. Please send a set of extra clothing in your child's backpack for emergencies (including extra underwear) as we do not keep extra clothing at school. If your child has a bathroom accident, you will be called to come to school if extra clothes are not in your students' backpack. Any medications that are to be administered at school must be accompanied by a release form, located on the KISD website, or through the front office.

## **PTA:**

Pattison Elementary has an active PTA. There will be a membership drive at the beginning of the school year. Historically, we have enjoyed a large PTA membership and the enthusiastic and active involvement of our members! We encourage all parents to join our PTA. Dues for a one year membership will be set by the PTA Executive Board.

The PTA is extremely supportive of our school, and this support benefits every Pattison Elementary student. There will be many opportunities for all parents to become active in PTA functions throughout the year. If you are interested in becoming active in our PTA, please fill out the Volunteer Information Form, and send it back to your child's homeroom teacher (the Volunteer Information Form will be sent home with your child the first week of school). You may also contact a committee chairperson.

## **Parties:**

**There are two school parties each year.** Homeroom parents are in charge of organizing the parties. A winter party will be held on Friday, December 15th, and the spring party will take place on Wednesday, February 14th. Room parents may ask for your assistance in providing food, games, or help for the parties. Due to space restraints in our classrooms, we ask that other arrangements be

made for younger siblings and you limit visitors to two people per child.

## **Playground /Safety:**

The Pattison playground is open to the public after 4:30 pm daily. Playground safety rules are reviewed with the children in Physical Education classes and in homerooms. Each child has access to the playground during supervised recess daily for 15-20 minutes. Safety on the playground is vital. Please remind your child(ren) to play safely when at recess. In order to ensure the safety of the children, **we do not allow parents to accompany their child to recess or observe recess from the parking lot or the public walkways around our playground.** Our teachers monitor the walkways for onlookers and will ask anyone stopping to watch to move along.

## **Rainy Day Plan (Transportation):**

We sometimes experience severe weather during the school day and at dismissal time! Many children become quite concerned on days like this as to how they are going to get home. This occurs most often with children who walk or bike to school. **Please instruct your child as to what he/she should do on days when it is raining or when there is a severe weather condition.** This instruction should be given to your child and your child's teacher the first week of school. This is your child's Rainy Day Plan.

The principal or assistant principal will alert the children to use the "Rainy Day Plan" when there is inclement weather. **In order for this to work, children need to be aware of your directions.** This particularly pertains to walkers and bike riders who would then either ride the bus or become a part of the parent pick-up line. **There are no walkers or bikers on rainy day dismissals.** If weather is unsettled at approximately 3:20 p.m., a decision will be made as to whether the conditions are safe or unsafe for our students. An eNews will be sent to parents if we call a rainy day by 3:25 p.m.

**Please do not call the school.** Children will be told to follow their "Rainy Day Plan" if the following weather conditions exist:

- It is raining hard enough for your child to get soaked;
- There is lightening or thunder in the area;
- The Katy area is under a severe weather warning issued by the National Weather Service.
- **eNews messages regarding dismissal changes will be sent.** Your child's teacher will need a written copy of your "Rainy Day Plan" in order to have a record of what your child is to do on days when the weather conditions warrant dismissal changes. **There are NO walkers or bike riders on Rainy Days.**

### **Redo/Retest Procedures:**

1. Students who do not demonstrate mastery of an objective that has been taught will receive re-teaching to help them gain a better understanding of the topic.
2. A student who receives a grade below 70% on a **major** assignment in a course (2x multiplier in grades 1 – 4, major grade or 45% category in grade 5) will automatically participate in re-teaching and retest/redo.

The retest/redo opportunity applies only to subjects that yield a numerical average on the report card.

3. Pattison teachers will continue to strive to take two major grades per grading period.
4. The student's grade for the test/project will be determined by averaging the original and retest grade, and limiting the highest passing grade entered in the grade book to a 70% unless the original grade is higher than the retest grade. In this case, the original grade will remain. A teacher may submit an alternate method for determining the grade in unique situations to the principal for consideration.

5. The teacher will schedule the re-teaching during small group instruction embedded in content area learning and will notify the student in advance of the date for the reassessment. Re-assessments should be completed within 5 calendar days of return of the test.
6. Teachers should reassess with a different assessment. The assessment will be a “Test B”, oral test, etc.
7. Re-testing will occur Monday through Friday at the teacher’s discretion. A red note will be stapled to the student tracker to let parents know the date of re-testing and that students should arrive by 8:00. Re-teaching should not occur during recess except in rare situations.
8. Writing Composition Rubrics – if below a 70, the teacher will be responsible for re-teaching but not re-assessment due to the time constraints of writing composition.
9. Due to instructional pacing parameters, students typically will be offered only one opportunity to reassess. If a student does not complete the retesting within a reasonable time, then the original grade is upheld.
10. Pattison has developed a label/attachment to document original grade/retest/grade average.

## **Safety Patrol:**

The Safety Patrol is a trained group of fifth grade boys and girls organized to promote safety in and around the school. These students are recognized as leaders of Pattison Elementary. Children in every grade level are expected to obey our safety patrol students.

The P.E. teachers, along with the assistance of the fifth grade teachers, will organize, instruct, and maintain the Safety Patrol. Students on the

Safety Patrol must maintain satisfactory grades and demonstrate appropriate behavior and work habits. A student receiving a D, F, or U under conduct or academic areas will be suspended. If a student receives a “C” or an “N”, he/she will be placed on probation for three weeks. Students receive written guidelines for Safety Patrol when they are selected.

### **School (Katy ISD) Mission Statement:**

The mission of Hazel S. Pattison Elementary School is to provide a learning environment which offers each child, within a caring and cooperative atmosphere, the opportunity to develop individual intellectual, physical and social abilities, and to enable him/her to become a productive and responsible member of the community.

Inherent in this mission is the belief that all students, regardless of individual differences can learn; that schools make a difference, and that teachers who are committed to this belief provide for the most successful learning experience.

### **School Song/Motto/Colors/Mascot:**

Pattison Elementary is represented by the colors of purple and white. Our mascot is the Colt.

### **Selling Items at School:**

Pattison PTA and/or the Administrative staff are the only entities allowed to sell items at school. All items sold must be through a school sponsored fundraiser.

### **Specialty Classes:**

All students at Pattison receive regular instruction in Art, Music, and Physical Education. This instruction is provided by certified Art, Music, and Physical Education Teachers.

## **Student Council:**

Student Council will give fifth grade students the opportunity to take on leadership positions and be a part of student government on campus. Two representatives and one alternate will be elected from each homeroom. Once elected, these students will meet monthly/throughout the year with their sponsors to organize various service projects for the students/campus.

## **Testing Days Are Closed Campus Days:**

Due to testing security, our campus will be closed to all visitors on several days throughout the school year. Please check the campus website and marquee for these dates as visitors to the building, lunch visitors, and birthday treats will not be allowed on these scheduled testing dates. Thank you for your patience while we try to provide optimal testing conditions for our students

## **Transportation:**

Bus service is provided for most neighborhoods with Pattison's attendance zone. We strongly encourage you to place your student on the bus. **Parent Drive drop-off or pick-up should only be used for the occasional appointment.** All drop-offs and pick-ups **MUST** be at the back drive **ONLY**. **Do not drop your child off on at the side parking lot or at the street.** Any change in the normal transportation of your child must be stated in writing to your child's teacher. **We will not accept phone calls, faxes, or emails.**

- Changes in transportation must be made **prior to 3:00 p.m.**
- We will not allow your child to leave with someone without written permission from you.
- **Review safety procedures with your child** if you plan to let him/her walk to school. PLEASE WALK THE ROUTE WITH YOUR CHILD SEVERAL TIMES BEFORE YOU PERMIT HIM/HER TO WALK ALONE! Remember that we do not allow walkers on rainy days!

## **Tutorials:**

Tutorials are provided during the school day and embedded in small group instruction during the content area time.

## **Visitors at School:**

Katy ISD is a public school system and Pattison Elementary is a public school; however, our campus is not a public place. Access to our building is granted by administration. Visitors access may be denied at any time that the administration has concerns for students or staff security or well-being.

All adult visitors must abide by the Katy ISD dress code policy when coming to school for activities such as: lunch, field day, parties, volunteering, special grade level activities and all other school functions. Parents who wish to observe in the classroom must contact the principal, in advance, to set up a time!

During your observation, please DO NOT visit with the students in the classroom or the teacher. If you need to confer with the teacher, you will need to MAKE AN APPOINTMENT for a later date and time when he/she does not have students.

**PLEASE DO NOT BRING OTHER CHILDREN WITH YOU IF YOU PLAN TO VISIT THE CLASSROOM OR VOLUNTEER (All dress code requirements should be met).**

**School age children/siblings are not allowed on campus during the instructional school day.**

**FOR SAFETY AND SECURITY REASONS, ALL PARENTS AND VISITORS MUST REGISTER IN THE FRONT OFFICE AND OBTAIN A COMPUTER GENERATED BADGE. All visitors must present a valid I.D. Only approved forms of identification will be used. We will not make exceptions to this policy.**

## **Volunteers:**

Pattison has many opportunities for volunteers in our school. Our PTA will provide a *Volunteer Information Form* at the beginning of the year to assist parents in locating various volunteer opportunities. Our Library and our classroom teachers will also reach out to parents for volunteer opportunities. When volunteering at Pattison, we ask that you adhere to the following guidelines:

- Please follow the dress code policies set forth by KISD for our students and for our staff.
- Sign in at the front counter and receive a Raptor badge.
- Stay in your assigned areas, do not go into the classrooms without prior permission from the principal and/or the classroom teacher.
- We are sorry, but we cannot accommodate younger children at school while you volunteer. Please make other arrangements for your younger children while volunteering.
- If you need to visit with a teacher, please make a prior appointment. Teacher's days are very time-scheduled and while they are always glad to see you at school, they will need to schedule time to talk about your student.

## **Yearbooks:**

The Stampede is published annually thanks to the efforts of our fantastic Pattison PTA volunteers. To include as many school activities as possible in the yearbook, the yearbook is distributed to students at the end of each school year. Students will be offered opportunities to acquire autographs. Information regarding the sale of the yearbook will come home in your child's Communication Folder.



# Notes





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 practices.