

Subject: RE: Public Information Request (TX-HARRIS-24-0222)- PIR#26108
Date: Thursday, May 2, 2024 at 2:06:02 PM Eastern Daylight Time
From: PublicRecords <PublicRecords@KATYISD.ORG>
To: AO Records <records@americanoversight.org>
CC: PublicRecords <PublicRecords@KATYISD.ORG>
Attachments: PIR#26108-3.pdf, PIR#26108-1.pdf, PIR#26108-2.pdf

EXTERNAL SENDER

Ms. Lewis:

Records responsive to your requests numbered 1, 2, and 3 in your public information request #26108 as clarified are attached hereto and redacted in accordance with the Family Educational Rights and Privacy Act and related regulations.

There are no records responsive to your request number 4 seeking the following-

“Records sufficient to identify any potential Katy Independent School District employee actions investigated for any potential violation of the Parental Authority and Gender Fluidity Policy related to student gender, sex, gender identity, or sexual orientation”

Please note that the District expended 1 hour of time in complying with this request, and has expended a cumulative total of 2 hours of time during the current fiscal year towards the established limit pursuant to Texas Government Code 552.275 and Katy ISD Board Policy GBAA(Local).

Cordially,

Gretchen McCord
Public Information Office
Katy Independent School District
6301 South Stadium Lane
Katy, Texas 77494
Office: 281.396.7883
publicrecords@katyisd.org



FA District Process/Considerations

FA District Process for Teacher/Staff Member

1. In accordance with Board Policy FA, it is expected that a teacher/staff member notify the Campus Principal and/or designated Campus Student Welfare Administrator (SWA) when a student requests to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA will then assume responsibility for parental notification.

FA District Process for School Mental Health Professional (*i.e., school counselor, social worker, school psychologist*)

1. If a student discusses feelings or thoughts regarding being referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender:
 - a. Consider if the discussion occurred with the school mental health professional in a confidential setting.
 - b. Consult with Campus Principal, SWA and/or district mental health personnel for additional guidance and support.

FA District Process for Campus Principal or Campus Student Welfare Administrator (SWA)

1. Campus Principal and/or SWA receives information that a student has requested to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA gathers information about the student and request and should consult with a school mental health professional (*i.e., school counselor, school social worker or school psychologist*) and/or district personnel.
 1. For students in grades PreK-5, it is recommended that the Campus Principal and/or SWA consult their Assistant Superintendent regarding the request.
 2. For students in grades 6-12, it is recommended that the Campus Principal and/or SWA speak with the student and inform them of FA policy/parental notification.
3. Campus Principal and/or SWA notifies parent(s)/guardian(s) of student request and
4. Campus Principal and/or SWA offers Student Welfare Conference.
 1. Campus Principal and/or SWA explains FA Parental Notification Form, Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records and Student Welfare Conference.
 2. If the parent/guardian agrees to Student Welfare Conference, complete required paperwork and submit to appropriate district personnel.
 3. If the parent/guardian waives Student Welfare Conference, make note on FA Parental Notification paperwork
 4. Campus Principal and/or SWA will share information from the conference with pertinent campus staff.



FA Parental Notification Form

Student Name: _____ Student ID: _____

Campus: _____

The parent/guardian of *(student name)* _____ was informed of the student request to a District staff member to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender per board policy FA-Student Welfare-Gender Fluidity on *(date)* _____ by *(staff name)* _____.

_____ Parent/Guardian was notified and **does not give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

_____ Parent/Guardian was notified and **does give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

Parent/Guardian **agrees** to the following *(check all that apply)*:

- _____ Gives permission for district staff to use name requested by student.
- _____ Completed Request for Unofficial Name Change to Preferred Name.
- _____ Attend Student Welfare Conference and create/discuss Student Welfare Support Plan.

Campus Principal and/or Student Welfare Administrator Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Parent/Guardian Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records

I, _____, hereby request to have my child's name changed from (*Student's Official/Legal Name*) _____, and this day forward be known as:

Student ID Number: _____

I understand that this form applies only to unofficial student/educational records maintained by the Katy Independent School District, that the legal name and gender must remain on the official student/educational records, and that this form does not substitute for a legal name and/or gender change, which would require legal documentation and/or a court order.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

___ eSchool Plus ___ Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FA-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FA Section 1.6
- V. Timeline of medical (*if applicable*) or social transition
- VI. Facilities/restrooms/locker room
 - a. Explanation and review of FA Sections 1.4 and 1.5
- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers (*if applicable*)
- XI. Discuss any other concerns as they relate to FA (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
- XIII. Sign required documents

Attendees:

Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
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Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Student Welfare Support Plan

The purpose of this plan is to create a shared understanding in which a student's gender identity will be supported by the school with parent permission. School staff, parents/guardians, caregivers, and the student have worked together to complete this document.

Date Plan was Created:
Name Student Uses:
Name on Birth Certificate:
Student's Gender Identity:
Student's Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

Student Safety	
Who will be the student's "go to adult" on campus?	
If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> • During class • During lunch • In the Hallways • Arrival and Dismissal • Other 	
If the student and/or parent/guardian have concerns about how other students are treating their child, who should they contact?	

Preferred Names, Pronouns and Student Records	
Preferred Name	
Preferred Pronouns	
Name on Student ID	
Name on Student Desk (<i>Elementary</i>)	
Name on Official Student Records/SIS System	
How will instances be handled when preferred name is not used by students and/or staff?	
District Facility Use	
Student will use the following bathroom(s) on campus	
Student will change clothes in the following place(s)	
If the student/parent has questions/concerns about facilities, who should they contact?	
Extra-Curricular Activities/Student Clubs	
In what extra-curricular programs/activities/school sponsored events does the student participate in?	
Who can the student go to for support during these events?	
Other Considerations	
Does the student have any sibling(s) at school? In district?	
Factors to be considered regarding the sibling's needs?	
Who can we share this information with outside of your scheduled teachers and on campus support staff? <ul style="list-style-type: none"> • PAL • Keys Mentor • Substitute Teachers • Bus Drivers 	

Student Welfare Plan Review and Revision	
If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?	

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
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Campus Principal
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_____ Attend Student Welfare Conference and create/discuss Student Welfare Support Plan.

Campus Principal and/or Student Welfare Administrator Signature: _____

Original: Parent/Guardian

Copy to: District Professional Registrar Specialist

Campus Principal

Professional Registrar/Registrar Office

Counselor



Parent/Guardian Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records

I, _____, hereby request to have my child's name changed from (*Student's Official/Legal Name*) _____, and this day forward be known as:

Student ID Number: _____

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Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

eSchool Plus Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
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- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers (*if applicable*)
- XI. Discuss any other concerns as they relate to FA (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
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Attendees:

Name: _____ Title: _____ Signature: _____

Original: Parent/Guardian

Copy to: District Professional Registrar Specialist

Campus Principal

Professional Registrar/Registrar Office

Counselor

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Student's Gender Identity:
Student's Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

Student Safety	
Who will be the student's "go to adult" on campus?	
If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> • During class • During lunch • In the Hallways • Arrival and Dismissal • Other 	
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Preferred Names, Pronouns and Student Records	
Preferred Name	
Preferred Pronouns	
Name on Student ID	
Name on Student Desk (<i>Elementary</i>)	
Name on Official Student Records/SIS System	
How will instances be handled when preferred name is not used by students and/or staff?	
District Facility Use	
Student will use the following bathroom(s) on campus	
Student will change clothes in the following place(s)	
If the student/parent has questions/concerns about facilities, who should they contact?	
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In what extra-curricular programs/activities/school sponsored events does the student participate in?	
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Other Considerations	
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Factors to be considered regarding the sibling's needs?	
Who can we share this information with outside of your scheduled teachers and on campus support staff? <ul style="list-style-type: none"> • PAL • Keys Mentor • Substitute Teachers • Bus Drivers 	

Student Welfare Plan Review and Revision

If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



From: Craig, Emily A (SCH LDSP/S)
Sent: Friday, September 1, 2023 2:00 PM
To: Adams, Stephen C (RSC);Black, Frederick J (MRJH);Brodts, Elisabeth J (AJH);Carrejo, Tanya J (SJH);Caruso, Carrie L (MDJH);Cobb, Gina B (MCHS);Coleman, Janelle W (OAC);Crowell, Ethan D (JHS);Herring, Elizabeth L (MCHS);Finnesand, Kerri A (SLHS);Grisdale, Mark J (OTHS);Guzzetta, Steve L (MMJH);Haworth, Tara N (TJH);Hinson, Julie A (MRHS);Hull, Richard D (KHS);Radloff, Leah (BJH);Kirila, Kelley M (MCTC);Knobbe, Todd G (WMJH);Kraus, Gregory A (MPJH);Lopardo, Genevieve M (SLJH);Lowery, Carrie L (KJH);Lowry, Andrew M (WCJH);Merriman, Richard S (RA);Moussavi-Zadeh, Paul (BDJH);Paz, David F (PHS);Rounds, Bryan S (CJH);Salinas, Mona (CRJH);Stone, Melinda A (THS);Weaver, Amanda S (MCJH);Williams, Kaye T (CRHS);Youngblood, Brent D (HJH)
Cc: Morgan, Christopher W (SCH LDSP/S);Haack, Leslie J (DPTY SUPT);Edwards, Ronnie K (SCH LDSP/S);Young, Marian R (DPTY SUPT);Thumann, Joy L (SCH LDSP/S);Sabol, Marcy E (SCH LDSP/S);Craig, Emily A (SCH LDSP/S)
Subject: Weekly Update 9.1.23
Attachments: Final Library Services Memo - Thursday, August 31, 2023.docx

Principals –

Happy Friday-before-a-long-weekend and September is here! Today's update is a bit long (with a wide variety of items) as we continue to ensure you have information in front of you to assist students and staff. As always, let us know if you have any questions!

NO SCHOOL ON MONDAY! 😊

FFJ (Local) Updates

Thank you for your feedback and support this week as we continue to develop the implementation of the required process per board policy FFJ (Local). Please anticipate updated information on Monday, September 4th ahead of our return to school on Tuesday. Pending further updates, please continue to communicate verbally with staff and remind them to direct concerns specific to FFJ to the campus principal and campus designated FFJ Student Welfare Administrator.

- Please click the link (<https://forms.gle/PdkECHMUZ5havZG88>) and provide the name of your campus FFJ Student Welfare Administrator (SWA). Regular meetings with the SWA designee will begin next week and continue through the implementation process. This will mirror the implementation of school safety and hardening via the campus designated Campus Safety Liaison.
- **District Process (per FFJ policy) Next Steps:**
 - **Designate campus FFJ Student Welfare Administrator (like the Safety Liaison Administrator)**
 - Campus staff communication should include:
 - The name of the campus designated FFJ Student Welfare Administrator
 - Inform staff with concerns regarding a student's request to use a name that may be identified with a change in pronoun(s), identifying as transgender, etc. should be directed to the campus designated FFJ Student Welfare Administrator and/or principal.
 - Refrain from contacting parents directly regarding students utilizing a different name other than the name in Eschool. Directing questions and information to the FFJ Student Welfare Administrator and/or principal will ensure review of information and confirmed parental notification if required.
 - Please note: Per the board policy, we cannot require staff to comply with a student's request to be called a name associated with a pronoun and/or transgender change.

Please confirm with your RLA teachers, ICs and Department Chairs that they are receiving the attached Thursday memo information and aware of the following:

- EFA (Local) and EFB (Local) mandatory training modules available on Tuesday, September 5th.
- Secondary RLA teachers can now check TAC and confirm if parents opted into their student checking out a classroom library book. The “B” alert is live and visible.

No Shows & Meal Benefits

No show students were dropped on 9/1. Work with your registrars to continue to track these potential 98s. Additionally, work with your registrars to have families complete the Annual Student Updates. **Those students who received meal benefits last year and have not completed their ASU or Application for meal benefits will lose benefits and instructional day course fees will appear on Sep 28, 2023.**

Katy Improvement Council (KIC) Meetings

Be sure you have selected your KIC representative *and that your campus is represented at each meeting.* The first meeting is Tuesday, September 26th at 4:15 p.m.

PSAT/NMSQT Information from RAA

RAA has been notified of several conflicts with the PSAT/NMSQT testing day for 11th graders on Thursday, October 12, 2023. These conflicts may or may not interfere with the PSAT/NMSQT administration. To assist with student testing conflicts, campuses may test 11th graders during a testing window from Tuesday, October 10 – Tuesday, October 17, 2023. Campuses will test 10th graders on Wednesday, October 11, 2023.

- Please note: For assessments completed by October 14, 2023, students will receive test results in the student reporting portal on November 6, 2023. Assessments submitted AFTER October 14, 2023, students will receive test results in the student reporting portal on November 16, 2023.
- Campuses will be responsible to inform their community about the 11th grade PSAT/NMSQT testing date.
- Please direct questions to Jennifer Tracy, Director SNAP.

Texas First Diploma Update (Note the last bullet!)

- Talk with your CCF or Mona Clark for additional information.

College and Career Update



- **Texas First Diploma**
 - graduate two or more semesters before their class
 - Receive up to a two semester scholarship
 - Approximately \$5,000 per semester
 - **22 credits**
 - 3.0 GPA
 - Overall score in at least the 80th percentile on one or more of the following assessments: ACT, SAT, PSAT/NMSQT, TSIA/TSIA2, or GED; or, alternatively, a GPA in the top 10 percent of the student's class
 - Mastery in each core subject area and foreign language
 - Completion of the STAAR EOC exams in English I or II, Algebra I, and Biology, or completion of eligible substitute assessments
 - **NEW as of Sept 1: ALL Texas Public Institutions**

Emergency Response Teams

Be sure that your campus has your Emergency Response Teams set up. Your campus nurse is available to assist with this and will be on your teams; however, they are not responsible for teams.

Upcoming Principal Meetings:

- **Associate Principals** - Tuesday, September 5th - 9:00-10:30 @ 1200BCG
- TIA Calibration Training - **Required for any administrator appraising TIA eligible teachers**

TX-HARRIS-24-0222-A-000016

- September 7th: 9 am - 12 pm (Location ESC 1200s)
- September 7th: 1 pm - 4 pm (Location ESC Board Room)
- **All Principals** Teams Meeting - Wednesday, September 13th

Reminders:

- September is Childhood Cancer Awareness Month and Suicide Prevention Month.
- Mandatory Training. Link for campuses (Due September 1): <https://katy.schoolobjects.com/strive/professional-learning/courses/105734>
- Please ensure that you request PD coverage for large events over 250. These events need to be scheduled **30 days in advance**. Use this link to enter events: <https://performs.katyisd.org/PresentationServer/Form.aspx/Play/nvAaggYi?f=nvAaggYi>

Attachments

- Library Services Memo

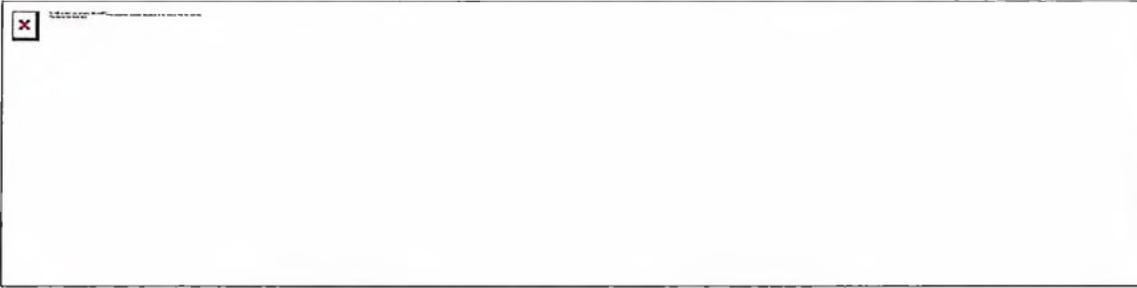


Enjoy your well-deserved

Emily & Chris

Mccord, Gretchen G (GEN COUNSL)

From: Internal Comms <InternalComms@katyisd.org>
Sent: Tuesday, September 5, 2023 6:00 AM
To: KATY ISD Recipients
Subject: The District Dish: Staff News - September 5



Weekly Digest eNews
District Information ([Read more](#))



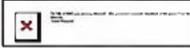
School Safety and Student Welfare Updates
House Bill 3 and Policy FFJ ([Read more](#))



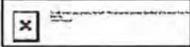
Email Signature Requirements
Access Logos to Update Your Signature ([Read more](#))



Community Education
From Poetry to Estate Planning,
We Have a Class for YOU! ([Read more](#))



Sick Leave Bank Enrollment
Enroll or Decline by September 15 ([Read more](#))



Deadline to Submit ESS Claims
Reimbursement Claims from 2022-23

Due by September 8
([Read more](#))

In Other News

1Source Highlights: Canvas Guides ([Read more](#))

Governor's Office Contact Information ([Read more](#))

Katy Leadership Pipeline ([Read more](#))

Mowing Schedule ([Read more](#))

Staff Recognitions ([Read more](#))

TRS Contribution Increase ([Read more](#))

Katy ISD Observances Calendar

Observance Days for 2023-24 ([Read more](#))

Contact: Internal & Community Relations at internalcomms@katyisd.org.

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You are receiving this email because of your relationship with KATY ISD. If you wish to stop receiving email updates sent through the Finals site service, please [unsubscribe](#).
KATY ISD | 6301 S. Stadium Lane, Katy, TX 77494 | 281-396-6000

School Safety and Student Welfare Updates

August 30, 2023

Dear Katy ISD Staff,

The purpose of this communication is to provide clarifications regarding House Bill 3 and the new Board Policy FFJ (LOCAL) Student Welfare: Parental Authority and Gender Fluidity. We understand that staff has a number of implementation questions. Please know that our internal teams of campus principals and district administration are actively working through procedures and campus level FAQs pertaining to these initiatives and we expect to roll out specific protocols very soon. Pending the release of protocols, staff may direct HB3 questions to their campus Safety Liaison, and policy FFJ questions to their campus designated Student Welfare Administrator and/or principal.

House Bill 3

With regard to armed security officers, an outcome of HB3, our district currently has a model in place in which a minimum of one police officer is assigned at every secondary school and roving police officers patrol elementary campuses. Over the past few months, the police department and administration have been working alongside the Board of Trustees to develop a plan to ensure that our campuses remain safe and fully comply with HB3. The bill came with inadequate funds to hire more police officers, though with our Board's support and their passage of Monday's resolution, we are in the position to

hire state certified Level 3-Armed Security Officers to fulfill the need. Regular updates will be provided to our staff throughout the implementation of this process.

Policy FFJ: Student Welfare: Parental Authority and Gender Fluidity

This month, Trustees also passed FFJ (LOCAL) Student Welfare: Parental Authority and Gender Fluidity. The policy Section 1.2- Overview reads: *The objectives of this policy are that (1) biological females and males and sex-specific spaces are safeguarded; (2) District facilities such as bathrooms, locker rooms, and changing facilities are separated by Biological Sex; (3) the pronouns used for persons on campus are consistent with the Biological Sex of the person; (4) Gender Fluidity content is excluded from the classroom and instructional materials; and (5) District staff will not diagnose or treat gender dysphoria and will respect the right of the parent to determine what is best for the welfare of their child.* An important component of the policy specifically states: *Except to the extent prohibited by law or in cases of suspected abuse, District staff will notify parents if their child requests he or she be identified as transgender, change his or her name, or use different pronouns at school.* In terms of district protocol for this requirement, the campus notification process will be standardized. Moving forward, each campus will have an assigned FFJ Student Welfare Administrator responsible for receiving and processing staff notifications regarding the implementation of this policy. This administrator, in collaboration with the campus principal, will ensure the requirements of the new policy are met. It is recommended that staff share all questions and concerns regarding implementation of the policy with their designated FFJ Student Welfare Administrator and/or principal.

We appreciate our staff's patience and support as we work through implementation of these initiatives to protect the safety and well-being of our entire school community.

Katy ISD

Return to The District Dish >

From: Craig, Emily A (SCH LDSP/S)
Sent: Tuesday, September 5, 2023 2:22 PM
To: Adams, Stephen C (RSC); Black, Frederick J (MRJH); Brodt, Elisabeth J (AJH); Carrejo, Tanya J (SJH); Caruso, Carrie L (MDJH); Cobb, Gina B (MCHS); Coleman, Janelle W (OAC); Crowell, Ethan D (JHS); Herring, Elizabeth L (MCHS); Finnesand, Kerri A (SLHS); Grisdale, Mark J (OTHS); Guzzetta, Steve L (MMJH); Haworth, Tara N (TJH); Hinson, Julie A (MRHS); Hull, Richard D (KHS); Radloff, Leah (BJH); Kirila, Kelley M (MCTC); Knobbe, Todd G (WMJH); Kraus, Gregory A (MPJH); Lopardo, Genevieve M (SLJH); Lowery, Carrie L (KJH); Lowry, Andrew M (WCJH); Merriman, Richard S (RA); Moussavi-Zadeh, Paul (BDJH); Paz, David F (PHS); Rounds, Bryan S (CJH); Salinas, Mona (CRJH); Stone, Melinda A (THS); Weaver, Amanda S (MCJH); Williams, Kaye T (CRHS); Youngblood, Brent D (HJH)
Cc: Morgan, Christopher W (SCH LDSP/S); Thumann, Joy L (SCH LDSP/S); Craig, Emily A (SCH LDSP/S)
Subject: SWA

Principals –

By tomorrow, please send the following to your staff:

Considering new board policy, all staff need to know that our campus FFJ Student Welfare Administrator (SWA) is (name) _____ . (Name) _____ will serve as our back-up. As a staff member, you should direct all questions and concerns regarding student request for change in name, change in pronouns, or identifying as transgender to the SWA or campus principal.

That is the extent of the teachers'/employees' responsibility. We are scheduling zoom sessions for this Friday for your SWA and back up; there will be multiple time offerings so that all can attend. In the meantime, please reach out to us if you have questions. Some of you already have! 😊

Also, if you have not sent in who your campus SWA is, please complete this form:

<https://forms.gle/dYeEhvkQgNyVyMTm8>

Thanks!

Emily & Chris



From: Craig, Emily A (SCH LDSP/S)
Sent: Wednesday, September 6, 2023 12:11 PM
To: Duty, Shelly R (AJH); Schneller, Julie M (AJH); Brodt, Elisabeth J (AJH); Young, Antonia D (CJH); Rounds, Bryan S (CJH); Calfee, David D (JHS); Schmeits, Dustin T (JHS); Crowell, Ethan D (JHS); Lowery, Carrie L (KJH); Fruge, Michael A (KJH); Smith, Erik M (MCHS); Herring, Elizabeth L (MCHS); Weaver, Amanda S (MCJH); Brookins, Jettie L (MCJH); Floyd Hargrove, Kristi L (MDJH); Caruso, Carrie L (MDJH); Brod, Kelly M (MMJH); Newsom, Kevin M (MMJH); Guzzetta, Steve L (MMJH); Kraus, Gregory A (MPJH); Abbott, Todd A (MPJH); Hinson, Julie A (MRHS); Paulk, Valerie M (MRHS); Hodge, Troy I (MRJH); Holdman, Tamika L (MRJH); Black, Frederick J (MRJH); Coleman, Janelle W (OAC); Carrus, Jeffrey A (OAC); Mulet, Miriam O (OTHS); Rizzo, Andrew M (OTHS); Grisdale, Mark J (OTHS); Fuquay, Karlyn E (THS); Smith, Grant M (THS); Stone, Melinda A (THS); Meyers, Samantha E (TJH); Grelle, Brent E (TJH); Haworth, Tara N (TJH)
Subject: SWA Zoom Meetings

Good Morning!

You have been identified on your campus as the Student Welfare Administrator (SWA), the back up SWA, or you are the campus principal. This role will function like the Safety Liaison who attends meetings, is the point of contact, and brings information to the campus.

On Friday, we will be hosting zooms to discuss district processes and clarify action steps. All SWA admin, back ups, and campus principals need to **attend ONE (1)** of these zoom meetings. I will forward you links to all of them; choose the one that works with your schedule. Please arrive at least 5 minutes before the meeting as this will be a closed meeting.

Friday, September 8th:

- Zoom Meeting: 10:00 a.m. (1 hour)
- Zoom Meeting: 11:45 a.m. (1 hour)
- Zoom Meeting: 1:15 p.m. (1 hour)
- Zoom Meeting: 2:30 p.m. (1 hour)

See you Friday!



From: Meadows, Mary K (KHS)

Sent: Friday, September 29, 2023 10:19 AM

To: Hull, Richard D (KHS) <RichardDHull@KATYISD.ORG>; Darnell, Ashly T (KHS) <AshlyTDarnell@KATYISD.ORG>; Plake, Karen S (KHS) <KarenSPlake@KATYISD.ORG>; Riley, Sean O (KHS) <SeanORiley@katyisd.org>; Kang, Han (KHS) <HanLKang@KATYISD.ORG>; Knapp, Brandon A (KHS) <BrandonAKnapp@KATYISD.ORG>; Hurt, Melissa E (KHS) <MelissaEHurt@katyisd.org>; Barreto, Noemi (KHS) <noemibarreto@KATYISD.ORG>; Zera, Tina M (KHS) <TinaMZera@KATYISD.ORG>; Beauchamp, Carrie L (KHS) <CarrieLBeauchamp@KATYISD.ORG>; Rosa, Joanna A (KHS) <JoannaARosa@KATYISD.ORG>; Quinones, Leilani (KHS) <LeilaniQuinones@KATYISD.ORG>; Funk, Paulina J (KHS) <PaulinaJFunk@KATYISD.ORG>; Dyke, Shirley E (KHS) <ShirleyEDyke@KATYISD.ORG>; Carp, Sandra J (KHS) <SandraJCarp@KATYISD.ORG>; Rivas, Juliana M (KHS) <JulianaMRivas@KATYISD.ORG>; Wysong, Toni H (KHS) <ToniHWysong@KATYISD.ORG>; Bean, Sandra L (KHS) <SandraLBean@KATYISD.ORG>; Francois, Shari L (CAMP SUPP) <ShariLFrancois@KATYISD.ORG>; Valdez, Sharri S (KHS) <SharriSValdez@KATYISD.ORG>; Laitano, Edith G (KHS) <EdithGLaitano@KATYISD.ORG>; Mion, Andrea (KHS) <AndreaMion@KATYISD.ORG>; Ingles, Grace-Michaela P (KHS) <Grace-MichaelaPIngles@KATYISD.ORG>; Frankum, Rebecca L (KHS) <RebeccaLFrankum@KATYISD.ORG>; Dominguez, Chris na (KHS) <Chris naDominguez@KATYISD.ORG>; Arnold, Paula F (KHS) <PaulaFArnold@KATYISD.ORG>; Olton, Nikki M (KHS) <NikkiMOLton@KATYISD.ORG>; Flemming, Lynne e S (KHS) <Lynne eSFlemming@KATYISD.ORG>; Zutz, Jenifer K (KHS) <JeniferKZutz@KATYISD.ORG>; Benson, Susan K (KHS) <SusankBenson@KATYISD.ORG>; Woods, Tywillia G (KHS) <TywilliaGWoods@KATYISD.ORG>; Sanchez, Esther N (KHS) <EstherNSanchez@KATYISD.ORG>; Joseph, Gary E (KHS) <GaryEJoseph@KATYISD.ORG>; White, Shelby L (KHS) <ShelbyLWhite@KATYISD.ORG>; Sturr, Rachel L (KHS) <RachelLSturr@KATYISD.ORG>; Sherman, Mary L (GT/AAS) <MaryLSherman@KATYISD.ORG>; Schroeder, Angela D (KHS) <AngelaDSchroeder@KATYISD.ORG>; Schumann, Kelly R (KHS) <KellyRSchumann@KATYISD.ORG>; Mar nez, Jessica E (KHS) <JessicaEMar nez@KATYISD.ORG>; Graham, Neely A (KHS) <NeelyAGraham@KATYISD.ORG>; Cardenas, Katelyn E (SCH LDSP/S) <KatelynECardenas@KATYISD.ORG>; Heard, Shaneka Y (KHS) <ShanekaYHeard@KATYISD.ORG>; Bryant, Amy E (KHS) <AmyEBryant@KATYISD.ORG>; Farnsworth, Laura A (KHS) <LauraAFarnsworth@KATYISD.ORG>; Guynes, Jerry G (KHS) <JerryGGuynes@KATYISD.ORG>; Karasek, Danell L (KHS) <DanellLKarasek@KATYISD.ORG>; Lang, Crystal K (KHS) <CrystalKLang@KATYISD.ORG>; Maddock, Kenneth M (KHS) <KennethMMaddock@KATYISD.ORG>; Parker, Rebecca J (KHS) <RebeccaJParker@KATYISD.ORG>

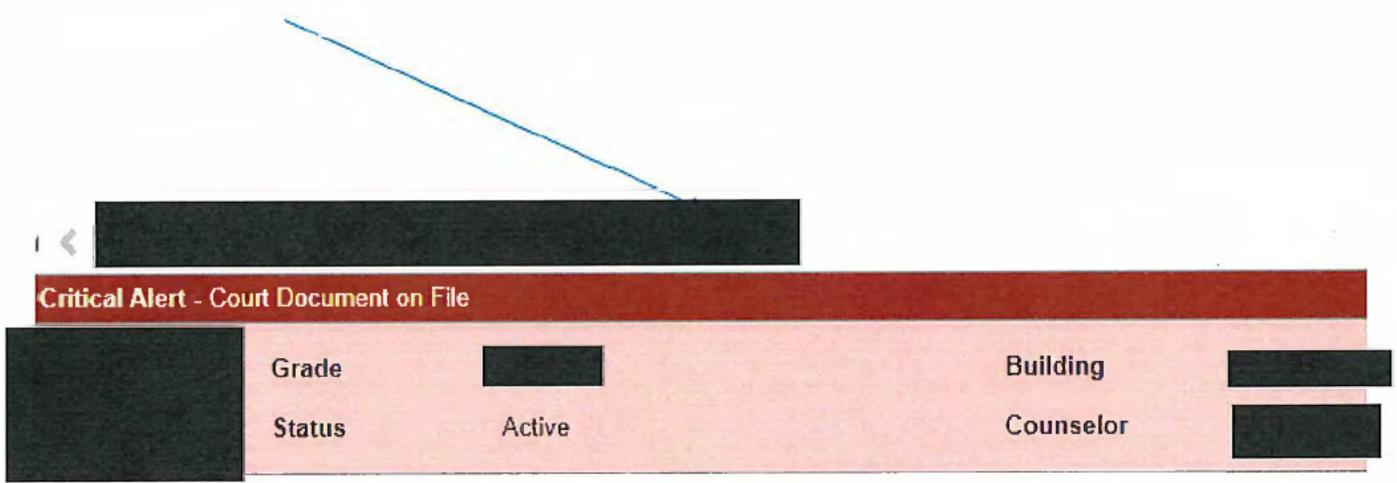
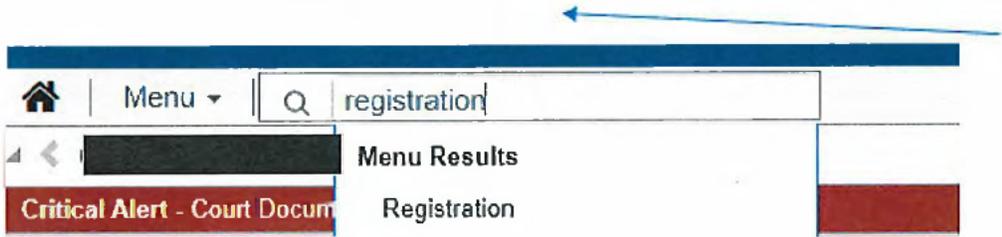
Cc: Ruiz, Karen C (KHS) <KarenCRuiz@KATYISD.ORG>; Garza, Kayla Y (KHS) <KaylaYGarza@katyisd.org> **Subject:** Student Nicknames for Non TAC Users

Good morning all,

I sent out an email to all staff about this Monday, BUT if you do not have TAC and you are wanting to view a student's nickname this is how you find it...And please share with anyone I may have missed. Thank you!

1. Find the student you are looking for.
2. Go to the search bar and type "Registration."
3. If they have a nickname, you will see it listed under Nickname.

I got permission from [REDACTED] to use her [REDACTED] as an example 😊.



Registration

Student

First Name*

Middle Name

Last Name*

Generation

Nickname

Home Language*

Mary Meadows, M.Ed
Professional Registrar
Katy HS 281-237-1750



From: Craig, Emily A (SCH LDSP/S)
Sent: Friday, October 20, 2023 4:04 PM
To: Adams, Stephen C (RSC);Black, Frederick J (MRJH);Brodt, Elisabeth J (AJH);Carrejo, Tanya J (SJH);Caruso, Carrie L (MDJH);Cobb, Gina B (HS10);Coleman, Janelle C (OAC);Crowell, Ethan D (JHS);Herring, Elizabeth L (MCHS);Finnesand, Kerri A (SLHS);Grisdale, Mark J (OTHS);Guzzetta, Steve L (MMJH);Haworth, Tara N (TJH);Hinson, Julie A (MRHS);Hull, Richard D (KHS);Radloff, Leah (BJH);Kirila, Kelley M (MCTC);Knobbe, Todd G (WMJH);Kraus, Gregory A (MPJH);Lopardo, Genevieve M (SLJH);Lowery, Carrie L (KJH);Lowry, Andrew M (WCJH);Merriman, Richard S (RA);Moussavi-Zadeh, Paul (BDJH);Paz, David F (PHS);Rounds, Bryan S (CJH);Salinas, Mona (CRJH);Stone, Melinda A (THS);Weaver, Amanda S (MCJH);Williams, Kaye T (CRHS);Youngblood, Brent D (HJH)
Cc: Morgan, Christopher W (SCH LDSP/S);Edwards, Ronnie K (SCH LDSP/S);Craig, Emily A (SCH LDSP/S);Thumann, Joy L (SCH LDSP/S);Haack, Leslie J (DPTY SUPT);Young, Marian R (DPTY SUPT);Sabol, Marcy E (SCH LDSP/S)
Subject: Weekly Update 10.20.23
Attachments: SSSP and PEIMS_PC Memo_8.31.23.pdf; FA Parental Notification Forms.pdf; FA District Process.pdf; Student Medical Alert Update in eschool.docx

Principals –

Hope you have had a great week. It was good to see you at the State of the District this morning. The videos shown this morning were so great to see the amazing things you do with kids every day!

Here is your update:

FFJ Policy change to Policy FA

New FA Policy can be found here:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=594&code=FA#localTabContent>

Attached you will find documents that reflect the change to Policy FA. All documents with FFJ can be discarded. Any FFJ documents that you have previously used to document students prior to this can remain in place. Moving forward you will use the Policy FA documents.

Reminder to code SSSP Team Review in eSchool

- If the SSSP team reviewed a student incident and conducted a behavior threat assessment and discipline was assigned, the AP must select SSSP Team Review in the Incident Details in eSchool.
- 8/31/23 PC Memo Attached with additional information and shows screen. It is on the very bottom of incident details in eSchool. You must select the + symbol to see it.

Katy Mental Health Intervention Team Update

- The HB 3 requirement has forced our PD to assign all officers to a campus. Officer Muniz is no longer with the district and beginning early November Officer Admani is scheduled to leave the district for another job opportunity. There is no longer a dedicated mental health team or dedicated mental health officers.
- Campuses in need of officer assistance for mental health crises should first speak with their campus assigned officer and/or contact dispatch.
- We do have mental health trained officers in the district; however, they are not dedicated to solely serving the district in that capacity.
- Remember that officer assistance for mental health issues is primarily for transport to a facility with parent consent.

Last minute county updates to voting locations have delayed production of the required Katy ISD election posters displayed by campuses. Attached in the memo link below you will find PDFs for the required signage. Please print and display the attached election posters by Monday, Oct 23. More information regarding additional poster requirements will be shared via email this coming Monday. [CLICK here](#).

UPDATE: Staff Culture & Climate Survey

The first Culture & Climate survey cycle for the 2023-2024 school year opened on September 25, and will close on November 6. Satchel Pulse, the survey vendor, experienced some technical difficulties that delayed the display of results for some campuses this month. This week, the vendor manually uploaded results for all campuses and departments that have met the reporting threshold based on the size of staff at the location. The vendor will also be sharing additional updates they plan to make to data reporting criteria and dashboard features within the coming months. If you are experiencing any issues accessing your Pulse data, please contact Dr. Grooms' office at (281) 396-2225.

Bond Advocacy Activities Near Campuses Beginning Monday

Supporters of the Bond 2023 referendum, including bond committee members and individuals involved in a non-district affiliated Political Action Committee (PAC), have informed the district that they plan on being present outside some campuses beginning this Monday. They will be sharing information about the bond propositions via flyers and dialogue they may have with people passing by. These groups have been reminded that their activities must take place on sidewalks, off school grounds. If you have any concerns about the groups' activities, please contact KISD PD and Dr. Grooms' office at (281) 396-2225.

Yellow Medical Alert Triangle in eschool

See the attachment regarding teacher access to medical alerts.

AP High School Honors – Congrats!!

The following schools received huge honors from College Board. We know all of our schools are working hard and have initiatives to increase participation and AP testing. Success at the HS begins with JH programs. Thanks to y'all and your teachers for all they do!

- CRHS Silver
- THS Bronze
- JHS Gold
- KHS Bronze
- OTHS Silver-Also the AP Access Award
- SLHS Silver-Also the AP Access Award

The AP Access Award is given to high schools if the percentage of AP Exam takers who are underrepresented minority and/or low-income students mirrors the school's overall student demographics.

Upcoming Principal Meetings:

- Oct 31, 2023 Leadership Meeting

Reminders:

- 23-31 Red Ribbon Week
- Please ensure that you request PD coverage for large events over 250. These events need to be scheduled **30 days in advance**. Use this link to enter events: <https://performs.katyisd.org/PresentationServer/Form.aspx/Play/nvAaggYi?f=nvAaggYi> .

Attachments

- Documents for Policy FA formerly FFJ
- SSSP and PEIMS Memo
- Eschool student medical update

Have an amazing weekend!!

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Dr. Emily Craig

Assistant Superintendent
for Secondary School Leadership & Support
Katy Independent School District
6301 S. Stadium Lane
Katy, TX 77494
Office: 281.396.7823





FA District Process/Considerations

FA District Process for Teacher/Staff Member

1. In accordance with Board Policy FA, it is expected that a teacher/staff member notify the Campus Principal and/or designated Campus Student Welfare Administrator (SWA) when a student requests to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA will then assume responsibility for parental notification.

FA District Process for School Mental Health Professional (*i.e., school counselor, social worker, school psychologist*)

1. If a student discusses feelings or thoughts regarding being referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender:
 - a. Consider if the discussion occurred with the school mental health professional in a confidential setting.
 - b. Consult with Campus Principal, SWA and/or district mental health personnel for additional guidance and support.

FA District Process for Campus Principal or Campus Student Welfare Administrator (SWA)

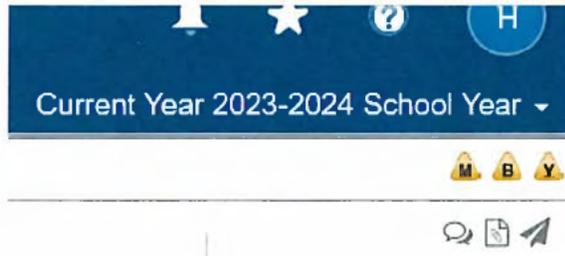
1. Campus Principal and/or SWA receives information that a student has requested to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA gathers information about the student and request and should consult with a school mental health professional (*i.e., school counselor, school social worker or school psychologist*) and/or district personnel.
 1. For students in grades PreK-5, it is recommended that the Campus Principal and/or SWA consult their Assistant Superintendent regarding the request.
 2. For students in grades 6-12, it is recommended that the Campus Principal and/or SWA speak with the student and inform them of FA policy/parental notification.
3. Campus Principal and/or SWA notifies parent(s)/guardian(s) of student request and
4. Campus Principal and/or SWA offers Student Welfare Conference.
 1. Campus Principal and/or SWA explains FA Parental Notification Form, Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records and Student Welfare Conference.
 2. If the parent/guardian agrees to Student Welfare Conference, complete required paperwork and submit to appropriate district personnel.
 3. If the parent/guardian waives Student Welfare Conference, make note on FA Parental Notification paperwork
 4. Campus Principal and/or SWA will share information from the conference with pertinent campus staff.

Student Medical Alert Update

In eSchool Plus, you may have seen a yellow triangle with the letter “M” in the center.

PREVIOUS VIEW:

- The “M” stood for MEDICAL INFORMATION to view. The information that would be visible was medical conditions associated with that student that could be life-threatening or to seek additional information from the campus nurse.



PRESENT VIEW:

- The yellow triangle with the letter “M” in the center is no longer visible in eSchool Plus, EXCEPT for Principals, AP’s and NURSES.
- Principal’s, AP’s and Nurses will be able to see **ALL** Medical Alert information that a nurse has entered into the eSchool Plus system.
- For staff members with student rosters, the yellow triangle with the letter “M” in the center can now be found in the Teacher Access Center next to the student name.
- Teachers and other staff members with class rosters will only be able to view medical alert information that is life threatening or direction to see the nurse for additional information. Medical conditions that teachers can view:
 - All Allergy
 - Cardiac
 - Epilepsy
 - Seizure
 - Diabetic
 - NUR-Please see the Nurse



Department of School Leadership and Support

MEMORANDUM

TO: All Principals

FROM: Ronnie Edwards, Assistant Superintendent of School Leadership and Support
Anne McHale Miller, LCSW, Coordinator for School Leadership and Support

DATE: August 31, 2023

SUBJECT: **New PEIMS Data Element/Threat Assessment**

The Texas Education Agency (TEA) has added a new data element to be reported in PEIMS. The new data element will indicate whether the Safe and Supportive Schools Program Team (SSSP) conducted a threat assessment related to a reported disciplinary incident.

If the SSSP team reviewed an incident and conducted a threat assessment in which discipline was assigned, campus administrators will need to check "SSSP Team Review" in the discipline incident under the "Other Incident Information/PEIMS Discipline Information." Please see image below.

A screenshot of a web form titled "Other Incident Information" and "PEIMS Discipline Information". The form contains four fields: "PEIMS Incident ID" (text input), "PEIMS Incident ID Override" (checkbox), "Cyberbullying" (dropdown menu), and "SSSP Team Review" (checkbox).

Other Incident Information	
PEIMS Discipline Information	
PEIMS Incident ID	<input type="text"/>
PEIMS Incident ID Override	<input type="checkbox"/>
Cyberbullying	<input type="text"/>
SSSP Team Review	<input type="checkbox"/>

Contact Anne McHale Miller at 281-396-2445 or AnneMMcHaleMiller@katyisd.org with any questions.

cc: Assistant Principals



FA Parental Notification Form

Student Name: _____

Student ID: _____

Campus: _____

The parent/guardian of *(student name)* _____ was informed of the student request to a District staff member to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender per board policy FA-Student Welfare-Gender Fluidity on *(date)* _____ by *(staff name)* _____.

_____ Parent/Guardian was notified and **does not give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

_____ Parent/Guardian was notified and **does give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

Parent/Guardian **agrees** to the following *(check all that apply)*:

_____ Gives permission for district staff to use name requested by student.

_____ Completed Request for Unofficial Name Change to Preferred Name.

_____ Attend Student Welfare Conference and create/discuss Student Welfare Support Plan.

Campus Principal and/or Student Welfare Administrator Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Parent/Guardian Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records

I, _____, hereby request to have my child's name changed from (*Student's Official/Legal Name*) _____, and this day forward be known as:

Student ID Number: _____

I understand that this form applies only to unofficial student/educational records maintained by the Katy Independent School District, that the legal name and gender must remain on the official student/educational records, and that this form does not substitute for a legal name and/or gender change, which would require legal documentation and/or a court order.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

___ eSchool Plus ___ Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FA-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FA Section 1.6
- V. Timeline of medical *(if applicable)* or social transition
- VI. Facilities/restrooms/locker room
 - a. Explanation and review of FA Sections 1.4 and 1.5
- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers *(if applicable)*
- XI. Discuss any other concerns as they relate to FA (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
- XIII. Sign required documents

Attendees:

Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Student Welfare Support Plan

The purpose of this plan is to create a shared understanding in which a student's gender identity will be supported by the school with parent permission. School staff, parents/guardians, caregivers, and the student have worked together to complete this document.

Date Plan was Created:
Name Student Uses:
Name on Birth Certificate:
Student's Gender Identity:
Student's Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

Student Safety	
Who will be the student's "go to adult" on campus?	
If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> • During class • During lunch • In the Hallways • Arrival and Dismissal • Other 	
If the student and/or parent/guardian have concerns about how other students are treating their child, who should they contact?	

Preferred Names, Pronouns and Student Records	
Preferred Name	
Preferred Pronouns	
Name on Student ID	
Name on Student Desk (<i>Elementary</i>)	
Name on Official Student Records/SIS System	
How will instances be handled when preferred name is not used by students and/or staff?	
District Facility Use	
Student will use the following bathroom(s) on campus	
Student will change clothes in the following place(s)	
If the student/parent has questions/concerns about facilities, who should they contact?	
Extra-Curricular Activities/Student Clubs	
In what extra-curricular programs/activities/school sponsored events does the student participate in?	
Who can the student go to for support during these events?	
Other Considerations	
Does the student have any sibling(s) at school? In district?	
Factors to be considered regarding the sibling's needs?	
Who can we share this information with outside of your scheduled teachers and on campus support staff? <ul style="list-style-type: none"> • PAL • Keys Mentor • Substitute Teachers • Bus Drivers 	

Student Welfare Plan Review and Revision

If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



FA Parental Notification Form

Student Name: _____ Student ID: _____

Campus: _____

The parent/guardian of *(student name)* _____ was informed of the student request to a District staff member to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender per board policy FA-Student Welfare-Gender Fluidity on *(date)* _____ by *(staff name)* _____.

_____ Parent/Guardian was notified and **does not give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

_____ Parent/Guardian was notified and **does give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

Parent/Guardian **agrees** to the following *(check all that apply)*:

- _____ Gives permission for district staff to use name requested by student.
- _____ Completed Request for Unofficial Name Change to Preferred Name.
- _____ Attend Student Welfare Conference and create/discuss Student Welfare Support Plan.

Campus Principal and/or Student Welfare Administrator Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor

AMERICAN
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TX-HARRIS-24-0222-A-000043



Parent/Guardian Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records

I, _____, hereby request to have my child's name changed from (*Student's Official/Legal Name*) _____, and this day forward be known as:

Student ID Number: _____

I understand that this form applies only to unofficial student/educational records maintained by the Katy Independent School District, that the legal name and gender must remain on the official student/educational records, and that this form does not substitute for a legal name and/or gender change, which would require legal documentation and/or a court order.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

___ eSchool Plus ___ Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FA-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FA Section 1.6
- V. Timeline of medical (*if applicable*) or social transition
- VI. Facilities/restrooms/locker room
 - a. Explanation and review of FA Sections 1.4 and 1.5
- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers (*if applicable*)
- XI. Discuss any other concerns as they relate to FA (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
- XIII. Sign required documents

Attendees:

Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Student Welfare Support Plan

The purpose of this plan is to create a shared understanding in which a student's gender identity will be supported by the school with parent permission. School staff, parents/guardians, caregivers, and the student have worked together to complete this document.

Date Plan was Created:
Name Student Uses:
Name on Birth Certificate:
Student's Gender Identity:
Student's Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

Student Safety	
Who will be the student's "go to adult" on campus?	
If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> • During class • During lunch • In the Hallways • Arrival and Dismissal • Other 	
If the student and/or parent/guardian have concerns about how other students are treating their child, who should they contact?	

Preferred Names, Pronouns and Student Records	
Preferred Name	
Preferred Pronouns	
Name on Student ID	
Name on Student Desk (<i>Elementary</i>)	
Name on Official Student Records/SIS System	
How will instances be handled when preferred name is not used by students and/or staff?	
District Facility Use	
Student will use the following bathroom(s) on campus	
Student will change clothes in the following place(s)	
If the student/parent has questions/concerns about facilities, who should they contact?	
Extra-Curricular Activities/Student Clubs	
In what extra-curricular programs/activities/school sponsored events does the student participate in?	
Who can the student go to for support during these events?	
Other Considerations	
Does the student have any sibling(s) at school? In district?	
Factors to be considered regarding the sibling's needs?	
Who can we share this information with outside of your scheduled teachers and on campus support staff? <ul style="list-style-type: none"> • PAL • Keys Mentor • Substitute Teachers • Bus Drivers 	

Student Welfare Plan Review and Revision

If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor





FA District Process/Considerations

FA District Process for Teacher/Staff Member

1. In accordance with Board Policy FA, it is expected that a teacher/staff member notify the Campus Principal and/or designated Campus Student Welfare Administrator (SWA) when a student requests to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA will then assume responsibility for parental notification.

FA District Process for School Mental Health Professional (*i.e., school counselor, social worker, school psychologist*)

1. If a student discusses feelings or thoughts regarding being referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender:
 - a. Consider if the discussion occurred with the school mental health professional in a confidential setting.
 - b. Consult with Campus Principal, SWA and/or district mental health personnel for additional guidance and support.

FA District Process for Campus Principal or Campus Student Welfare Administrator (SWA)

1. Campus Principal and/or SWA receives information that a student has requested to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA gathers information about the student and request and should consult with a school mental health professional (*i.e., school counselor, school social worker or school psychologist*) and/or district personnel.
 1. For students in grades PreK-5, it is recommended that the Campus Principal and/or SWA consult their Assistant Superintendent regarding the request.
 2. For students in grades 6-12, it is recommended that the Campus Principal and/or SWA speak with the student and inform them of FA policy/parental notification.
3. Campus Principal and/or SWA notifies parent(s)/guardian(s) of student request and
4. Campus Principal and/or SWA offers Student Welfare Conference.
 1. Campus Principal and/or SWA explains FA Parental Notification Form, Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records and Student Welfare Conference.
 2. If the parent/guardian agrees to Student Welfare Conference, complete required paperwork and submit to appropriate district personnel.
 3. If the parent/guardian waives Student Welfare Conference, make note on FA Parental Notification paperwork
 4. Campus Principal and/or SWA will share information from the conference with pertinent campus staff.

Student Medical Alert Update

In eSchool Plus, you may have seen a yellow triangle with the letter “M” in the center.

PREVIOUS VIEW:

- The “M” stood for MEDICAL INFORMATION to view. The information that would be visible was medical conditions associated with that student that could be life-threatening or to seek additional information from the campus nurse.

PRESENT VIEW:

- The yellow triangle with the letter “M” in the center is no longer visible in eSchool Plus, EXCEPT for Principals, AP’s and NURSES.
- Principal’s, AP’s and Nurses will be able to see **ALL** Medical Alert information that a nurse has entered into the eSchool Plus system.
- For staff members with student rosters, the yellow triangle with the letter “M” in the center can now be found in the Teacher Access Center next to the student name.
- Teachers and other staff members with class rosters will only be able to view medical alert information that is life threatening or direction to see the nurse for additional information. Medical conditions that teachers can view:
 - All Allergy
 - Cardiac
 - Epilepsy
 - Seizure
 - Diabetic
 - NUR-Please see the Nurse

From: Craig, Emily A (SCH LDSP/S) <EmilyACraig@KATYISD.ORG>

Sent: Friday, October 20, 2023 4:03 PM

To: Adams, Stephen C (RSC) <StephenCAdams@KATYISD.ORG>; Black, Frederick J (MRJH) <FrederickJBlack@KATYISD.ORG>; Brodt, Elisabeth J (AJH) <ElisabethJBrodt@KATYISD.ORG>; Carrejo, Tanya J (SJH) <TanyaJCarrejo@KATYISD.ORG>; Caruso, Carrie L (MDJH) <CarrieLCaruso@KATYISD.ORG>; Cobb, Gina B (HS10) <GinaBCobb@KATYISD.ORG>; Coleman, Janelle C (OAC) <JanelleWColeman@KATYISD.ORG>; Crowell, Ethan D (JHS) <EthanDCrowell@KATYISD.ORG>; Herring, Elizabeth L (MCHS) <ElizabethLHerring@KATYISD.ORG>; Finnesand, Kerri A (SLHS) <KerriAFinnesand@KATYISD.ORG>; Grisdale, Mark J (OTHS) <MarkJGrisdale@KATYISD.ORG>; Guzzetta, Steve L (MMJH) <SteveLGuzzetta@KATYISD.ORG>; Haworth, Tara N (TJH) <TaraNHaworth@KATYISD.ORG>; Hinson, Julie A (MRHS) <JulieAHinson@KATYISD.ORG>; Hull, Richard D (KHS) <RichardDHull@KATYISD.ORG>; Radloff, Leah (BJH) <LeahRadloff@KATYISD.ORG>; Kirila, Kelley M (MCTC) <KelleyMKirila@KATYISD.ORG>; Knobbe, Todd G (WMJH) <ToddGKnobbe@KATYISD.ORG>; Kraus, Gregory A (MPJH) <GregoryAKraus@KATYISD.ORG>; Lopardo, Genevieve M (SLJH) <GenevieveMLopardo@KATYISD.ORG>; Lowery, Carrie L (KJH) <CarrieLLowery@KATYISD.ORG>; Lowry, Andrew M (WCJH) <AndrewMLowry@KATYISD.ORG>; Merriman, Richard S (RA) <RichardSMerriman@KATYISD.ORG>; Moussavi-Zadeh, Paul (BDJH) <PaulMoussavi-Zadeh@KATYISD.ORG>; Paz, David F (PHS) <DavidFPaz@KATYISD.ORG>; Rounds, Bryan S (CJH) <BryanSRounds@KATYISD.ORG>; Salinas, Mona (CRJH) <MonaSalinas@KATYISD.ORG>; Stone, Melinda A (THS) <MelindaAStone@KATYISD.ORG>; Weaver, Amanda S (MCJH) <AmandaSWeaver@KATYISD.ORG>; Williams, Kaye T (CRHS) <KayeTWilliams@KATYISD.ORG>; Youngblood, Brent D (HJH) <BrentDYoungblood@KATYISD.ORG>

Cc: Morgan, Christopher W (SCH LDSP/S) <ChristopherWMorgan@KATYISD.ORG>; Edwards, Ronnie K (SCH LDSP/S) <RonnieKEdwards@KATYISD.ORG>; Craig, Emily A (SCH LDSP/S) <EmilyACraig@KATYISD.ORG>; Thumann, Joy L (SCH LDSP/S) <JoyLThumann@KATYISD.ORG>; Haack, Leslie J (DPTY SUPT) <LeslieJHaack@KATYISD.ORG>; Young, Marian R (DPTY SUPT) <MarianRYoung@KATYISD.ORG>; Sabol, Marcy E (SCH LDSP/S) <MarcyESabol@KATYISD.ORG>

Subject: Weekly Update 10.20.23

Principals –

Hope you have had a great week. It was good to see you at the State of the District this morning. The videos shown this morning were so great to see the amazing things you do with kids every day!

Here is your update:

FFJ Policy change to Policy FA

New FA Policy can be found here:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=594&code=FA#localTabContent>

Attached you will find documents that reflect the change to Policy FA. All documents with FFJ can be discarded. Any FFJ documents that you have previously used to document students prior to this can remain in place. Moving forward you will use the Policy FA documents.

Reminder to code SSSP Team Review in eSchool

- If the SSSP team reviewed a student incident and conducted a behavior threat assessment and discipline was assigned, the AP must select SSSP Team Review in the Incident Details in eSchool.
- 8/31/23 PC Memo Attached with additional information and shows screen. It is on the very bottom of incident details in eSchool. You must select the + symbol to see it.

Katy Mental Health Intervention Team Update

- The HB 3 requirement has forced our PD to assign all officers to a campus. Officer Muniz is no longer with the district and beginning early November Officer Admani is scheduled to leave the district for another job opportunity. There is no longer a dedicated mental health team or dedicated mental health officers.
- Campuses in need of officer assistance for mental health crises should first speak with their campus assigned officer and/or contact dispatch.
- We do have mental health trained officers in the district; however, they are not dedicated to solely serving the district in that capacity.
- Remember that officer assistance for mental health issues is primarily for transport to a facility with parent consent.

UPDATE: Early Voting & Election Day Signage

Last minute county updates to voting locations have delayed production of the required Katy ISD election posters displayed by campuses. Attached in the memo link below you will find PDFs for the required signage. Please print and display the attached election posters by Monday, Oct 23. More information regarding additional poster requirements will be shared via email this coming Monday. [CLICK here.](#)

UPDATE: Staff Culture & Climate Survey

The first Culture & Climate survey cycle for the 2023-2024 school year opened on September 25, and will close on November 6. Satchel Pulse, the survey vendor, experienced some technical difficulties that delayed the display of results for some campuses this month. This week, the vendor manually uploaded results for all campuses and departments that have met the reporting threshold based on the size of staff at the location. The vendor will also be sharing additional updates they plan to make to data reporting criteria and dashboard features within the coming months. If you are experiencing any issues accessing your Pulse data, please contact Dr. Grooms' office at (281) 396-2225.

Bond Advocacy Activities Near Campuses Beginning Monday

Supporters of the Bond 2023 referendum, including bond committee members and individuals involved in a non-district affiliated Political Action Committee (PAC), have informed the district that they plan on being present outside some campuses beginning this Monday. They will be sharing information about the bond propositions via flyers and dialogue they may have with people passing by. These groups have been reminded that their activities must take place on sidewalks, off school grounds. If you have any concerns about the groups' activities, please contact KISD PD and Dr. Grooms' office at (281) 396-2225.

Yellow Medical Alert Triangle in eschool

See the attachment regarding teacher access to medical alerts.

AP High School Honors – Congrats!!

The following schools received huge honors from College Board. We know all of our schools are working hard and have initiatives to increase participation and AP testing. Success at the HS begins with JH programs. Thanks to y'all and your teachers for all they do!

- CRHS Silver
- THS Bronze
- JHS Gold
- KHS Bronze
- OTHS Silver-Also the AP Access Award
- SLHS Silver-Also the AP Access Award

The AP Access Award is given to high schools if the percentage of AP Exam takers who are underrepresented minority and/or low-income students mirrors the school's overall student demographics.

Upcoming Principal Meetings:

- Oct 31, 2023 Leadership Meeting

Reminders:

- 23-31 Red Ribbon Week
- Please ensure that you request PD coverage for large events over 250. These events need to be scheduled **30 days in advance**. Use this link to enter events: <https://performs.katyisd.org/PresentationServer/Form.aspx/Play/nvAAggYi?f=nvAAggYi> .

Attachments

- Documents for Policy FA formerly FFJ
- SSSP and PEIMS Memo
- Eschool student medical update

Have an amazing weekend!!

Dr. Emily Craig

Assistant Superintendent

for Secondary School Leadership & Support

Katy Independent School District

6301 S. Stadium Lane

Katy, TX 77494

Office: 281.396.7823





Department of School Leadership and Support

MEMORANDUM

TO: All Principals

FROM: Ronnie Edwards, Assistant Superintendent of School Leadership and Support
Anne McHale Miller, LCSW, Coordinator for School Leadership and Support

DATE: August 31, 2023

SUBJECT: **New PEIMS Data Element/Threat Assessment**

The Texas Education Agency (TEA) has added a new data element to be reported in PEIMS. The new data element will indicate whether the Safe and Supportive Schools Program Team (SSSP) conducted a threat assessment related to a reported disciplinary incident.

If the SSSP team reviewed an incident and conducted a threat assessment in which discipline was assigned, campus administrators will need to check "SSSP Team Review" in the discipline incident under the "Other Incident Information/PEIMS Discipline Information." Please see image below.

A screenshot of a web form titled "Other Incident Information". Underneath, there is a section titled "PEIMS Discipline Information". This section contains four fields: "PEIMS Incident ID" (a text input field), "PEIMS Incident ID Override" (a checkbox), "Cyberbullying" (a dropdown menu), and "SSSP Team Review" (a checkbox).

Contact Anne McHale Miller at 281-396-2445 or AnneMMcHaleMiller@katyisd.org with any questions.

cc: Assistant Principals



FA Parental Notification Form

Student Name: _____

Student ID: _____

Campus: _____

The parent/guardian of *(student name)* _____ was informed of the student request to a District staff member to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender per board policy FA-Student Welfare-Gender Fluidity on *(date)* _____ by *(staff name)* _____.

_____ Parent/Guardian was notified and **does not give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

_____ Parent/Guardian was notified and **does give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

Parent/Guardian **agrees** to the following *(check all that apply)*:

_____ Gives permission for district staff to use name requested by student.

_____ Completed Request for Unofficial Name Change to Preferred Name.

_____ Attend Student Welfare Conference and create/discuss Student Welfare Support Plan.

Campus Principal and/or Student Welfare Administrator Signature: _____

Original: Parent/Guardian

Copy to: District Professional Registrar Specialist

Campus Principal

Professional Registrar/Registrar Office

Counselor

AMERICAN
OVERSIGHT

TX-HARRIS-24-0222-A-000055



Parent/Guardian Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records

I, _____, hereby request to have my child's name changed from (*Student's Official/Legal Name*) _____, and this day forward be known as:

Student ID Number: _____

I understand that this form applies only to unofficial student/educational records maintained by the Katy Independent School District, that the legal name and gender must remain on the official student/educational records, and that this form does not substitute for a legal name and/or gender change, which would require legal documentation and/or a court order.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

___ eSchool Plus ___ Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FA-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FA Section 1.6
- V. Timeline of medical (*if applicable*) or social transition
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- XI. Discuss any other concerns as they relate to FA (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
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The purpose of this plan is to create a shared understanding in which a student's gender identity will be supported by the school with parent permission. School staff, parents/guardians, caregivers, and the student have worked together to complete this document.

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Name Student Uses:
Name on Birth Certificate:
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Student's Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

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If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> • During class • During lunch • In the Hallways • Arrival and Dismissal • Other 	
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Student Welfare Plan Review and Revision

If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
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FA District Process/Considerations

FA District Process for Teacher/Staff Member

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FA District Process for Campus Principal or Campus Student Welfare Administrator (SWA)

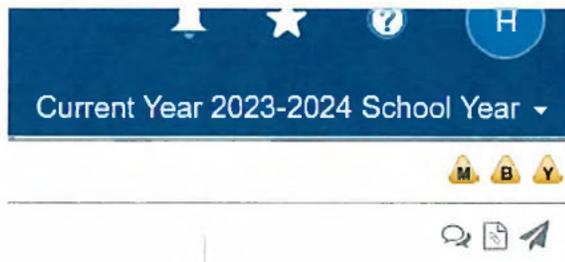
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4. Campus Principal and/or SWA offers Student Welfare Conference.
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 - Cardiac
 - Epilepsy
 - Seizure
 - Diabetic
 - NUR-Please see the Nurse

From: Morgan, Christopher W (SCH LDSP/S)
Sent: Friday, September 8, 2023 3:56 PM
To: Adams, Stephen C (RSC); Cobb, Gina B (MCHS); Coleman, Janelle W (OAC); Craig, Emily A (SCH LDSP/S); Crowell, Ethan D (JHS); Finnesand, Kerri A (SLHS); Grisdale, Mark J (OTHS); Herring, Elizabeth L (MCHS); Hinson, Julie A (MRHS); Hull, Richard D (KHS); Kirila, Kelley M (MCTC); Merriman, Richard S (RA); Morgan, Christopher W (SCH LDSP/S); Paz, David F (PHS); Stone, Melinda A (THS); Williams, Kaye T (CRHS); Black, Frederick J (MRJH); Brodt, Elisabeth J (AJH); Carrejo, Tanya J (SJH); Caruso, Carrie L (MDJH); Guzzetta, Steve L (MMJH); Haworth, Tara N (TJH); Knobbe, Todd G (WMJH); Kraus, Gregory A (MPJH); Lopardo, Genevieve M (SLJH); Lowery, Carrie L (KJH); Lowry, Andrew M (WCJH); Moussavi-Zadeh, Paul (BDJH); Radloff, Leah (BJH); Rounds, Bryan S (CJH); Salinas, Mona (CRJH); Weaver, Amanda S (MCJH); Youngblood, Brent D (HJH)
Cc: Thumann, Joy L (SCH LDSP/S)
Subject: Friday Updates 9-8-23
Attachments: Library Services Memo - Thursday September 7 2023.pdf; FFJ Board Policy District Process.pptx.pdf; RaaWee Action Boards.docx; Truancy Prevention Steps.pdf; FFJ Policy Process and Resources.docx

Good afternoon, Principals

Below you will find your Friday update for this week. Please reach out to us if you have any questions about any of these items. We hope you have a great weekend.

Student Welfare Reminders

Thank you for attending meetings today. Paperwork you may need is attached. Prior to scheduling any SW Conference, please notify your Asst. Supt. Your continued feedback is appreciated.

PSAT/NMSQT Digital Readiness Check Update

PSAT/NMSQT is mandated online this year per College Board. New requirements are not campus friendly. Our District SNAP team has visited with all high school CTCs about the new requirements. Please communicate with your CTC and review the guidance below. *College Board requires campuses to complete Digital Readiness Checks prior to testing. College Board recommends checks be completed 1-2 weeks prior to testing. It is a campus-based decision when to implement the Digital Readiness Checks, however if a campus decides to complete the Digital Readiness Check on testing day and the app is not operating effectively, testing may not occur on that specific testing day and will need to be rescheduled and notification to parents must occur.*

Smart Tags

If you have a ST card that becomes defunct not due to intentional damage - just quits working, issue the student another one at no charge. Hang on to the card as transportation may need these later.

Truancy Prevention and Attendance

As you continue to work on your attendance incentives, be sure your APs and ADAs are working together with the information in RaaWee to send warning and notification letters. If you have questions, contact Gaby Pulido or [Ronnie Edwards](#). See attachments for some additional information.

September 22nd Campus PD Day

This is a campus day since all district training moved to before school. No teachers will be pulled by the district except one small subset to ensure compliance. This does NOT impact any HS teachers.

JH - This impacts dyslexia. Read more

here: <https://docs.google.com/document/d/11Mdd5I7C0CUgdGSK9Q22He9P49Q6IC836rHwlpuSh4Y/edit>

T-TESS Calibration Virtual Meeting

Because AP ToolBox was scheduled on the 14th, we were able to move the zoom meeting for calibration to the 13th between 9 and 12. Please join this virtual offering for those of you who missed the face-to-face training. Nicole Zwahr has been emailed, in hopes that she can get this training posted in Eduphora so people can sign up. Below is the link for the zoom.

Join Zoom Meeting :<https://us02web.zoom.us/j/83042911757?pwd= SXF5OVNxb29wSzhnYjVNZyt0TmRpUT09>

Meeting ID: 830 4291 1757

Passcode: 742218

Library Services

Please review this week's Library Services memo for EFA/EFB trainings for ELAR teachers and coaches and librarians. It would also be beneficial for you and your admin team to be familiar with this training.

Upcoming Principal Meetings:

- **All Principals** Teams Meeting - Wednesday, September 13th

Reminders:

- Please ensure that you request PD coverage for large events over 250. These events need to be scheduled **30 days in advance**. Use this link to enter events: <https://performs.katyisd.org/PresentationServer/Form.aspx/Play/nvAAggYi?f=nvAAggYi> .
- Please remind your APs to sign up for AP Toolbox on 9/14 in Eduphora AM Session <https://katy.schoolobjects.com//wshop/default.aspx?cid=106766> PM Session <https://katy.schoolobjects.com//wshop/default.aspx?cid=106767>

Attachments

- Student Welfare Conference Documents
- Truancy Prevention Steps
- RaaWee Action Boards

Chris Morgan

Assistant Superintendent for Secondary School Leadership and Support



christopherwmorgan@katyisd.org



FFJ District Process/Considerations

FFJ District Process for Teacher/Staff Member

1. In accordance with Board Policy FFJ, it is expected that a teacher/staff member notify the Campus Principal and/or designated Campus Student Welfare Administrator (SWA) when a student requests to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA will then assume responsibility for parental notification.

FFJ District Process for Campus Principal or Campus Student Welfare Administrator (SWA)

1. Campus Principal and/or SWA receives information that a student has requested to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA gathers information about the student and request and should consult with a school mental health professional (i.e., school counselor, school social worker or school psychologist) and/or district personnel.
 - 2.1. For students in grades PreK-5, it is recommended that the Campus Principal and/or SWA consult their Assistant Superintendent regarding the request.
 - 2.2. For students in grades 6-12, it is recommended that the Campus Principal and/or SWA speak with the student and inform them of FFJ policy/parental notification.
3. Campus Principal and/or SWA notifies parent(s)/guardian(s) of student request and
4. Campus Principal and/or SWA schedules Student Welfare Conference.
 - 4.1. Complete required Student Welfare Conference paperwork and submit to appropriate district personnel.
 - 4.2. Campus Principal and/or SWA will share information from the conference with pertinent campus staff.

FFJ District Process for School Mental Health Professional (i.e., school counselor, social worker, school psychologist)

1. If a student discusses feelings or thoughts regarding being referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender:
 - a. Consider if the discussion occurred with the school mental health professional in a confidential setting.
 - b. Consult with Campus Principal, SWA and/or district mental health personnel for additional guidance and support.



Parent/Guardian Request for Unofficial Change of Name and/or Gender of Minor in Educational Records

I, _____, hereby request to have my child's name changed from (Student's Official/Legal Name) _____, and this day forward be known as: _____

And furthermore, if applicable, be identified with the gender of

(Check One) Male Female Non-Binary

Student ID Number: _____

I understand that this form applies only to unofficial student/educational records maintained by the Katy Independent School District, that the legal name and gender must remain on the official student/educational records, and that this form does not substitute for a legal name and/or gender change, which would require legal documentation and/or a court order.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

eSchool Plus Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian

Copy to: District Professional Registrar Specialist

Campus Principal

Professional Registrar/Registrar Office

Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FFJ-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FFJ Section 1.6
- V. Timeline of medical (*if applicable*) or social transition
- VI. Facilities/restrooms/locker room
 - a. Explanation and review of FFJ Sections 1.4 and 1.5
- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers (*if applicable*)
- XI. Discuss any other concerns as they relate to FFJ (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
- XIII. Sign required documents

Attendees:

Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Student Welfare Support Plan

The purpose of this plan is to create a shared understanding in which a student's gender identity will be supported by the school with parent permission. School staff, parents/guardians, caregivers, and the student have worked together to complete this document.

Date Plan was Created:
Name Student Uses:
Name on Birth Certificate:
Student's Gender Identity:
Students Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

Student Safety	
Who will be the student's "go to adult" on campus?	
If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> During class During lunch In the Hallways Arrival and Dismissal Other 	
If the student and/or parent/guardian have concerns about how other students are treating their child, who should they contact?	

Preferred Names, Pronouns and Student Records	
Preferred Name	
Preferred Pronouns	
Name on Student ID	
Name on Student Desk (<i>Elementary</i>)	
Name on Official Student Records/SIS System	
How will instances be handled when preferred name is not used by students?	

District Facility Use	
Student will use the following bathroom(s) on campus	
Student will change clothes in the following place(s)	

If the student/parent has questions/concerns about facilities, who should they contact?	
Extra-Curricular Activities/Student Clubs	
In what extra-curricular programs/activities/school sponsored events does the student participate in?	
Who can the student go to for support during these events?	
Other Considerations	
Does the student have any sibling(s) at school? In district?	
Factors to be considered regarding the sibling's needs?	
Who can we share this information with outside of your scheduled teachers and on campus support staff? <ul style="list-style-type: none"> • PAL • Keys Mentor • Substitute Teachers • Bus Drivers 	

Student Welfare Plan Review and Revision	
If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?	

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Board Policy FFJ (Local) Updates

Friday, September 8, 2023



Board Policy FFJ (Local)

The objectives of the policy include:

- **Biological females and males and sex-specific spaces are safeguarded. (No Change)**
- **District facilities such as bathrooms, locker rooms, and changing facilities are separated by biological sex. (No Change)**



Objectives (cont.)

- **The pronouns used for persons on campus are consistent with the biological sex of the person. (District Process & Parental Consent).**
- **Gender Fluidity content is excluded from the classroom and instructional materials. (Teaching & Learning)**
- **District staff will not diagnose or treat gender dysphoria and will respect the right of the parent to determine what is best for the welfare of their child. (No Change).**



Reminders - Per FFJ Policy

- **District staff will not promote, require, or encourage the use of pronoun identifiers for students or any other persons in any manner inconsistent with the biological sex of such person.**
- **District staff will not ask (verbal, written, survey) a student for their “preferred pronouns”.**
- **Except as described below, District staff will not use pronouns for students which are inconsistent with the student’s biological sex. (requires parental consent - see district process).**



Reminders - Per FFJ Policy

- Overnight travel accommodations related to team sports and other extracurricular activities requiring hotel rooms will be separated based on biological sex.
- Outside entities that provide student opportunities to apply, participate, compete and may have information that is not aligned with FFJ (Local) - please ensure staff direct questions to the principal and/or SWA administrator.



Student Opportunities, Participation & Outside Entities (Disclaimer/Information)

Parents & Students,

The application for the **annual Scholastic Art & Writing Awards contest, sponsored by the National Organization Alliance for Young Artists and Writers**, is now open. **This competitive event is sponsored by the Harris County Department of Education** and is a voluntary opportunity for students to apply and participate in. Katy ISD students have demonstrated great success in prior year competitions, and we are extremely proud of their success.

The Department of Fine Arts prioritizes our student artists in having every opportunity to pursue their passion in art and participate in scholastic art and writing competitions. Please do not hesitate to contact your student's art teacher with questions regarding the competition and your child's participation.

Sincerely,

Katy ISD Fine Arts Department



Reminders - Per FFJ Policy

Per the District Process & Parental Consent is confirmed:

- **District staff interacting with the student may comply with the request.**
- **District cannot and will not compel staff or other students to address or refer to students in any manner that would violate the speaker's First Amendment rights.**



District Process & Implementation



FFJ District Process for Teacher/Staff Member

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2. Campus Principal and/or SWA gather information about the student and request and should consult with a school mental health professional (i.e., school counselor, school social worker or school psychologist) and/or district personnel.
 - a. For students in grades PreK-5, it is recommended that the Campus Principal and/or SWA consult their Assistant Superintendent regarding the request.
 - b. For students in grades 6-12, it is recommended that the Campus Principal and/or SWA speak with the student and inform them of FFJ policy/parental notification.



INSPIRING EXCELLENCE
LEARNERS INTO LEADERS



AMERICAN
OVERSIGHT

FFJ District Process for Campus Principal or Student Welfare Administrator (SWA) cont.

- 3. Campus Principal and/or SWA notifies parent(s)/guardian(s) of student request**
- 4. Campus Principal and/or SWA schedules Student Welfare Conference.**
 - a. Complete required Student Welfare Conference paperwork and submit to appropriate district personnel.**
 - b. Campus Principal and/or SWA will share information from the conference with pertinent campus staff.**



Student Welfare Conference Documents

- **Student Welfare Conference Agenda**
- **Request to Change Unofficial Student Records Consent Form**
- **Student Welfare Plan**



Student Welfare Conference

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FFJ-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FFJ Section 1.6
- V. Timeline of medical (*if applicable*) or social transition
- VI. Facilities/restrooms/locker room
 - a. Explanation and review of FFJ Sections 1.4 and 1.5



Student Welfare Conference Continued

- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers (*if applicable*)
- XI. Discuss any other concerns as they relate to FFJ (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
- XIII. Sign required documents



TRUANCY PREVENTION MEASURES

Daily Attendance

Daily attendance is entered by the ADA in eSchool Plus.
Automated phone call/text/email sent out daily to parent/guardian through Blackboard of all unexcused absences.

CAN Letter 1

3

1st CAN Letter emailed to parents once a student acquires **3 unexcused absences in a 4-week period**. Parents are afforded 5 days to notify Attendance of any corrections if needed.
ADAs: Monitor, generate, and email 1st CAN Letter through RaaWee.

CAN Letter 2

6

2nd CAN Letter emailed to parents once a student acquires **6 unexcused absences in a 6-month period**.
ADAs: Monitor, generate, and email 2nd CAN Letter through RaaWee. Campus designee must conference with parent/guardian to identify possible barriers for regular attendance, referral to additional resources.

Call Parent

7

Campus designee: Call parent to warn about Attendance Improvement Plan and following steps.

AIP & TRIAD

8

Students acquiring **8 unexcused absences in a 6-month period** will be placed on an **Attendance Improvement Plan (AIP) and referred to TRIAD (Harris County only)**.
Campus designee: Monitor, generate, and email AIP Letter through RaaWee
Meet with parent/guardian and student to prevent escalation of truancy measures; AIP must be signed by parent/guardian.

CAN Letter 3

10

3rd CAN Letter given to parent/guardian at time of **home visit** by campus designee(s) when student acquires **10 unexcused absences in a 6-month period**.
ADAs: Monitor, generate, and print 3rd CAN Letter through RaaWee; printed letter given to campus designee. Campus designee(s) will make a home visit and remind student/parent of AIP placement and risk of court referral.

Monitor/Court Referral

13

At **5th day of unsuccessful AIP** such may be *extended* at campus discretion or *escalated* to court referral by Campus

Court Referral

Appropriate interventions must be made for students with extenuating circumstances and cannot be filed with truancy court if applicable for homelessness, pregnancy, foster care, or sole household earner. Students under the age of 12 and 19 or older are also exempt from truancy court referral.

Campus designee files truancy on parent/student

The number to the left is intervention needed (Yellow sitting 3 days or more, Red 5 days or more). RaaWee will resume auto-generated reminders of pending interventions on Monday.

Loss of Credit letters are sent by the assistant principals. They need to get them started.

Unexcused Action Board

Truancy & Dropout Prevention System		
246	Warning Letter 1s	11 23
68	Warning Letter 2s	2 12
233	Call Parent	45 81
176	Attendance Improvement Plan	35 88
154	TRIAD Referrals (Harris County)	25 3
38	Warning Letter 3s	7 0
104	Home Visits	36 0
37	Refer to TO	0 0

Failure to Attend Letters

Truancy & Dropout Prevention System		
Caty ISD RW Home Action Board Nav Board Student Profile Attendance Intelligence Miscellaneous Administration LOC Re		
35	Failure To Attend Letters	3 12

Truancy & Dropout Prevention System

[Katy ISD RW Home](#) |
 [Action Board](#) |
 [Nav Board](#) |
 [Student Profile](#) |
 [Attendance Intelligence](#) |
 [Miscellaneous](#) |
 [Administration](#)

994	First Notice Letter 90%		183
			385
115	Second Notice Letter 80%		24
			40
57	Loss of Credit Letter		17
			5

CAMPUS TRUANCY PREVENTION STEPS

Truancy Interventions	Unexcused Absence Threshold	Mutually Agreed Speed	Responsibility	Effort	Message
CAN Letter 1 (Email and/or Print)	3 Unexcused Absences in 4 weeks	1 day (administer daily)	ADA	4 clicks	
CAN Letter 2 (Email and/or Print)	6 Unexcused Absences in 6 months	1 day (administer daily)	ADA	4 clicks	
Call Parent	7 Unexcused Absences in 6 months		Campus Support Staff	At least 2-3 phone call attempts	<i>Parent/Guardian, please note you have been sent a 2nd Warning Letter regarding your student's attendance. Please send documentation if available to correct attendance as the next preventive measure is an Attendance Improvement Plan.</i>
AIP (Email and/or Print)	8 Unexcused Absences in 6 months	2 to 7 days	Campus Admin	Number of clicks dependent on each students' needs (at least 10-15 mins to complete)	
<i>Conference with Parent (call, virtual, in person)</i>		Date issued or following day, note number of attempts	Campus Admin	At least 2-3 phone call attempts	What can we do to help reengage student in regular attendance? Referrals to DPIR, Social Worker, Homeless Liaison, Homebound (medical), etc.
Home Visit			KISD PD Communication		
CAN Letter 3 (Email and/or Print)	10 Unexcused Absences in 6 months		ADA	4 clicks	
Monitor/Court Referral	at 5th day of unsuccessful AIP	Monitor email notifications on continued absences	Campus Admin	check emails	
Failure to Attend	5 or more consecutive personal illness absences OR 8 in 6 months	1 day (administer daily)	ADA	4 clicks	
*Campus Support Staff assigned by Principal					



Department of School Leadership and Support
Library Services

MEMORANDUM

TO: Principals
FROM: Leslie Haack, Deputy Superintendent
DATE: Thursday, September 7, 2023
SUBJECT: EFA (LOCAL) & EFB (LOCAL) UPDATES

This memo is to inform personnel of EFA (Local) & EFB (Local) updates and instructional resources under review. Please note if an instructional resource is challenged and under review by an Instructional Resource Committee, the challenged instructional resource is accessible for student and staff use pending the determination of the committee.

Board policies EFA (Local) and EFB (Local) are accessible via the Instructional Resources Review page: https://www.katyisd.org/Page/4310.

The current list of reviewed books can be found at the following link: https://help.katyisd.org/help/dashboards-article-with-embedded-pdf-template. You may need to login to Tableau to access the list.

REMINDER: Personnel may complete the required EFA (Local) and EFB (Local) online training modules beginning on Tuesday, September 5, 2023.

Instructions on how to access and complete these trainings online may be found in the attached document. Use the links below to register for the appropriate training.

Table with 2 columns: Training and Audience. Row 1: 2023-2024 EFA (Local) - Mandatory Training for Books/Instructional Materials for Classrooms; Audience: Elementary & Secondary RLA Teachers, RLA Instructional Coaches, and RLA Department Chairs. Row 2: 2023-2024 EFB (Local) - Mandatory Training for Library Materials; Audience: Elementary and Secondary Librarians.

To earn credit for completing the course, employees must complete all course chapters and assessments and click the "Request Credit" button. Most eCourse questions can be answered on the Knowledge Base eCourse FAQs page.

Course Details

Request Credit

Mandatory Training for Campus Staff 2020-2021 (1)

Mandatory Training for campus instructional and non-instructional staff for the 2020-2021 school year. All campus staff

REVISED: It is anticipated that information regarding the 2023-2024 purchase of library books (books currently in circulation & books new to KISD circulation) will be provided with the Library Services memo on Thursday, September 14, 2023.

EFA (Local) Instructional Resource Challenge: None

EFB (Local) Instructional Resource Challenge: None

Katy ISD Internal Review(s):

- Elementary:

- The Crayons go back to School*
- The Three Water Drop Brothers*
- Hilda: The Night of the Trolls*
- Planet Kindergarten*
- Daddies Do it Different*
- The President's Stuck in the Bathtub: Poems about the Presidents*
- Splatoon vols 4 – 8*
- It's Christmas, David*

- Secondary:

- | | |
|---|--|
| 1. <i>Snow White with the Red Hair</i> | 13. <i>The First Magnificent Summer</i> |
| 2. <i>The Getaway</i> | 14. <i>Don't Call Us Dead</i> |
| 3. <i>Prince of Song and Sea</i> | 15. <i>The Curious Incident of the Dog in the Night-Time</i> |
| 4. <i>Rivals (American Royals 3)</i> | 16. <i>The Oberon Book of Modern Monologues for Men</i> |
| 5. <i>Mountain Runaways</i> | 17. <i>Pride: A Pride & Prejudice Remix</i> |
| 6. <i>One Punch Man, Vols. 6-10</i> | 18. <i>The Boy and Girl Who Broke the World</i> |
| 7. <i>High School Debut</i> | 19. <i>The Hawthorne Legacy</i> |
| 8. <i>One Shot: A Story of Bullying</i> | |
| 9. <i>The Problem with Prophecies</i> | |
| 10. <i>The Q</i> | |
| 11. <i>4*Town 4*Real</i> | |
| 12. <i>Crumbs</i> | |

Katy ISD Internal Review Determination(s):

- Elementary:

- Retained** – *When Santa Came to Stay*
- Retained** – *My First Book of Indonesian Words*
- Retained** – *My Very First Bible*
- Removed** – *Are you There God? It's me, Margaret* (retained secondary)

- Secondary:
 1. **Retained** – *Truth or Dare (Series: You're Invited to a Creepover)*
 2. **Removed** – *This Book is Gay*

Removed – Instructional Resources: <https://www.katyisd.org/Page/10182>

Retained – Instructional Resources: <https://www.katyisd.org/Page/10183>

You are welcome to contact the following personnel with questions and for support:

- Leslie Haack: lesliejhaack@katyisd.org
- Dr. Saneel Bell: EFA (Local) Classroom Instructional Resources: saneelbell@katyisd.org
- Ronnie Edwards: EFB (Local) Library Instructional Resources: ronniekedwards@katyisd.org

cc: Assistant Superintendents
Assistant Principals
Library Media Specialists
RLA Instructional Coaches
RLA Department Chairs

EFA (Local) and EFB (Local) Mandatory Training 2023-2024



Register for the Appropriate Training

Use the direct links to Eduphoria courses below to access the course.

You may be prompted to login using your Katy ISD username and password.

- [2023-2024 EFA \(Local\) Mandatory Training for Books/Instructional Materials for Classrooms](#)
- [2023-2024 EFB \(Local\) Mandatory Training for Library Materials](#)

The appropriate **Mandatory Training** course in Eduphoria will be displayed.

Register for the course by selecting **Enroll**.

Alternatively, employees may log into Strive and search for the appropriate course in the Eduphoria Course Catalog.

Access Mandatory Training

After registering for the course, go back to **My Professional Learning**, then to **Enrolled Courses**.

Find Mandatory Training in the list of courses. Click on the name of the course, then choose **Course Content** from the **Course Details** screen.



Complete Mandatory Training

From the Course Content screen, click **View** on the right side of the screen to access each Chapter. Read each training topic in each Chapter.

Course Details

KISD - 2023-2024 EFA (Local) - Mandatory Training for Books/Instructional Materials for Classrooms

Mandatory Training for secondary RIA teachers, RIA instructional coaches, and RIA department chair for the 2023-24 school year. Teachers will receive information on the Updated Board Policy EFA (Local), Selection Criteria, and the Katy ISD Reconsideration Process.
[Click here for help with completing eCourses in Educopia.](#) For help with this course, contact Lara Urban in Professional Learning at 281-396-2310.

Course Overview **Course Content** Instructor Notes Discussion

Chapter I: Introduction View

Chapter II: Selecting Books/Instructional Materials for Classrooms View

CLOSE

At the end of Chapter II, select the confirmation statement and click **Score Assessment**.

Selecting Books/Instructional Materials for Classrooms

Selecting Books/Instructional Materials for Classrooms

Acknowledgement

Acknowledgement

I confirm that I have received, read, and understood the following training: Selecting Books/Instructional Materials for Classrooms.

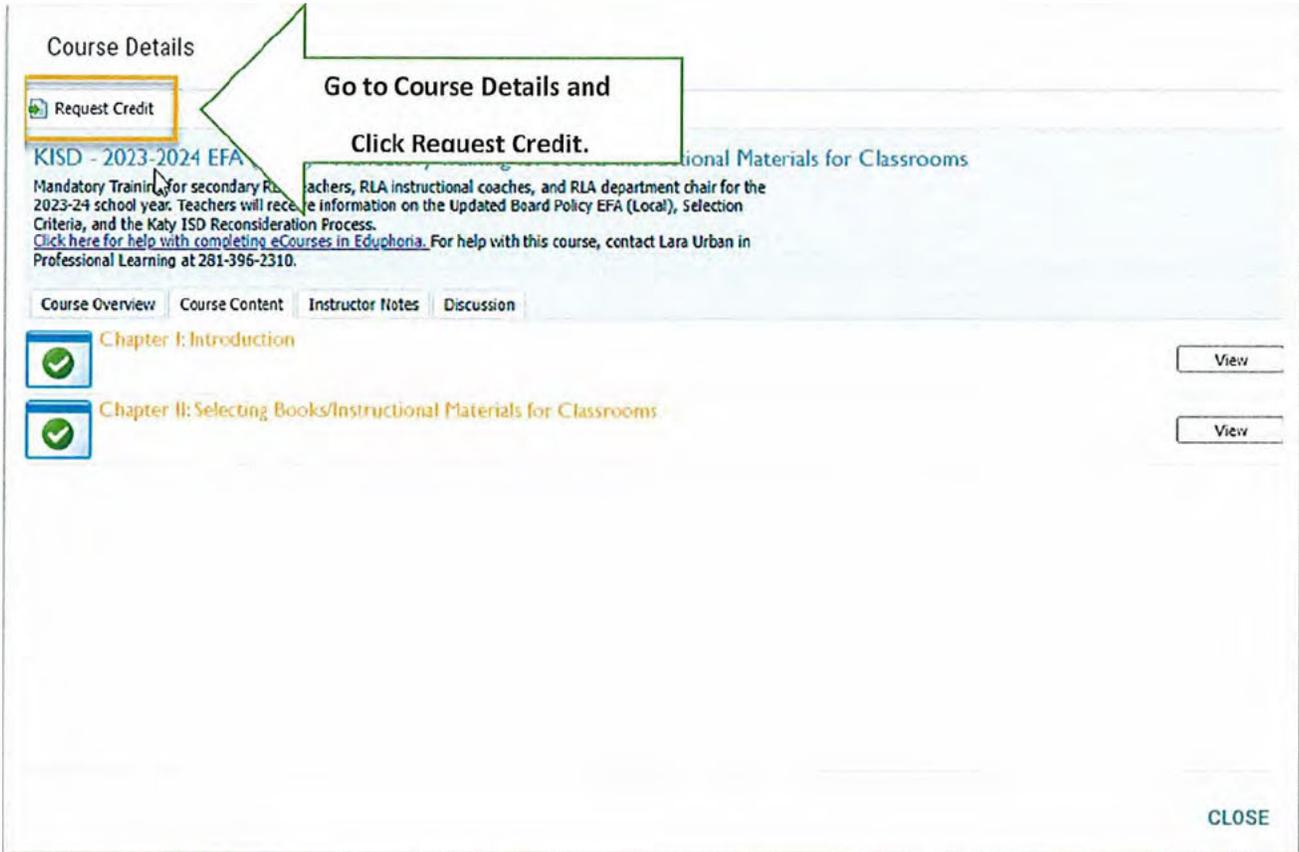
Yes
 No

Score Assessment

Request Credit

THIS IS THE MOST COMMONLY MISSED STEP IN MANDATORY TRAINING

When complete, return to the **Course Content** screen and select **Request Credit**.



If this button does not appear, look at the list of chapters. Each completed chapter will have a green check mark.

Find any chapters missing a green check mark. Click back through each page, complete all assessments, and ensure that you have clicked **Score Assessment** on each assessment.

Chapter Icons

-  Green check mark: Chapter is complete.
-  Globe: Chapter is not started.
-  Green Pencil: Chapter is incomplete.

From: Smith, Rahsan J (SCH LDSP/S)
Sent: Friday, September 8, 2023 3:33 PM
To: Harper, Kristin K (SCH LDSP/S); Hubble, Deborah S (SCH LDSP/S); Brown, Jason A (JWE); Chase, Lindsey N (CE); Frison, Lisa J (DWE); Grimet, Elizabeth A (KE); Heard, Itanya R (RRE); Lucas, Euberta E (PMCE); Marron, Rebecca M (WME); Pierce, Ashley N (BES); Pulido, Martha E (SERE); Smith, Shaunta D (HE); Sylvan, Yvette G (FES); Torres, Kari N (SE); Veguilla Martinez, Norma F (MPE); Wilhelm, Tammi R (RKE); Wofford, Thea J (JEE); Ashabranner, Felicia A (MCE); Barker, Debra K (PE); Gupton, Sally L (SCE); Hale, Jessica N (GE); Hobin, Charmaine M (RAE); Kampwerth, Marc A (FE); Keithan, Jacqueline A (MGE); Kemp, Troy L (MJE); Langley, Carole D (USE); Mosher, Ronald R (WCE); Mulcahy, Heather A (JHE); Ricks, Kelly D (RJWE); Rodriguez, Malynn R (OKE); Stroud, Tracy L (NCE); Fox, Kara B (SES); Gaskamp, Michelle C (JRE); Gilder, Charlotte Y (YES); Gonzales, Kristi L (FPSE); Griffith, Linnea C (BHE); Harwell, Shae A (TWE); Hinojosa, Anna (WE); Mcelroy, Stephanie A (BCE); Miller, Jessie B (KDE); Morgan, Kara L (CBE); Schwartz, Michael E (RCFE); Shipley, Jaime S (ACE); Sowders, Jason A (OLE); Stroud, Kelly B (PME); Wingfield, Rebecca J (SSE); Wolff, Timothy D (RES); Maurer, Lori A (MRE)
Cc: Burnham, Cynthia L (SCH LDSP/S); Kotellos, Anita M (SCH LDSP/S); Haack, Leslie J (DPTY SUPT); Young, Marian R (DPTY SUPT); Coffey, Gwendolyn F (SPECIAL ED); Bell, Sane L (A/SUPT T&I); Edwards, Ronnie K (SCH LDSP/S)
Subject: Weekly Updates
Attachments: FFJ Policy Process and Resources.docx; Library Services Memo - Thursday August 31 2023.pdf

*This has been one month of a week!!! 😊 Sometimes these short weeks can seem like the longest but lo and behold it's FRIDAY!
Here are this week's updates...*

FFJ and Student Welfare:

Thank you for attending a Zoom session today. Please see the attached DRAFT District Process instruction page and Student Welfare Conference documents and share with your SWA. **Prior to any scheduled SW conference**, please notify your supervising Assistant Superintendent.

Dyslexia Training on September 22 (PD Day):

Initial Reading by Design Volume 0 training was offered during the summer. To target campuses and teachers unable to attend during the summer months, the Department of Special Education will hold a makeup training on campus PD day, Friday, September 22, 2023. An AM and PM session will be offered.

AM – 8:00am - 11:00am
PM – 12:00pm - 3:00pm

Volume 0 Elementary Campus Needs:

- All General Education Dyslexia teachers
- At least 2 SPED Dyslexia teachers (R/ICS) trained

If campuses need to send the teachers that fit the criteria above, please fill out this Google document with the necessary information. Danni Smith will contact the teachers with further information about the training.

Library Book Online Training Modules:

Personnel may begin completing the required EFA (Local) and EFB (Local) online training modules beginning on Tuesday, September 5, 2023. Instructions on how to access and complete these trainings online may be found in the attached document. Use the links in the attached PDF to register for the appropriate training.

Training Audience 2023-2024 EFA (Local) – Mandatory Training for Books/Instructional Materials for Classrooms
Elementary & Secondary

- RLA Teachers
- RLA Instructional Coaches
- RLA Department Chairs

Training Audience for 2023-2024 EFB(Local)-Mandatory Training for Library Materials

- Elementary and Secondary Librarians

Enrollment Balancing- HR:

The timeline for the Enrollment Balancing Process is as follows:

- **Tuesday, Sept. 12th** - Principals Notified of Loss or Growth by email from Area Supts.
- **Wednesday Sept. 13th** - "TEA Class Section Survey" issued to principals by email from Human Resources. Your immediate response will be required – instructions and data requests will be sent to you. All principals will have their "TEA Class Section Survey" emailed to them by the evening of Wednesday, Sept. 13th. *Campuses without Loss or Growth may actually begin getting these surveys as early as Monday, September 11th.*
- **Thursday, Sept. 14th** - "TEA Class Section Survey" data must be returned to, Lisa Moore (copy your Coordinator) by noon.

AP Toolbox:

Please remind your APs to sign up for AP Toolbox on 9/14 in Eduphoria

AM Session

<https://katy.schoolobjects.com//wshop/default.aspx?cid=106766>

PM Session

<https://katy.schoolobjects.com//wshop/default.aspx?cid=106767>

Reminders:

- Please ensure that you request **PD coverage** for large events over 250. These events need to be scheduled **30 days in advance**. Use this link to enter events: <https://performs.katyisd.org/PresentationServer/Form.aspx/Play/nvAaggYi?f=nvAaggYi>
- **Principal Teams meeting:** Wednesday, September 13 at 1:00 p.m.
- **CIP:** By now, everyone should have an attendance goal in their CIP, and all references to previous year's ELAR curriculum and assessments should be removed. Please be sure to go in and replace your "X's", as you now have percentage scores for each grade level and content area.
- **Sub Blitz:** The first Sub Blitz of the year will be on Tuesday, September 12 (8:30-11:00 a.m.). HR is asking that each school send a representative for at least two interviews. Please register [here](#). Thank you!
- **T-PESS:** This is a reminder to complete your T-PESS Goals and Self-Evaluations if you have not already done so.

T-TESS Calibration Workshop (Zoom):

Due to the AP ToolBox that is scheduled on September 14th, the T-TESS Calibration Workshop has been rescheduled for September 13th. Please encourage your campus administrators who missed the face-to-face

training to attend. Hopefully, this will allow those who couldn't attend this week or had a conflict with the original date of the 14th to have another option. Sign up in eduphoria.

Topic: Katy ISD T-TESS Calibration Workshop
Time: Sep 13, 2023 09:00 AM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/83042911757?pwd= SXF5OVNxb29wSzhnYjVNZyt0TmRpUT09>

Meeting ID: 830 4291 1757
Passcode: 742218

That is all for this week. Thank you for being incredible leaders! Have a fun and relaxing weekend.

Deb, Kristin and Rahsan



Rahsan Smith
Assistant Superintendent for Elementary School Leadership and Support
Katy Independent School District
Office Phone: (281)396-2038





FFJ District Process/Considerations

FFJ District Process for Teacher/Staff Member

1. In accordance with Board Policy FFJ, it is expected that a teacher/staff member notify the Campus Principal and/or designated Campus Student Welfare Administrator (SWA) when a student requests to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA will then assume responsibility for parental notification.

FFJ District Process for Campus Principal or Campus Student Welfare Administrator (SWA)

1. Campus Principal and/or SWA receives information that a student has requested to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA gathers information about the student and request and should consult with a school mental health professional (i.e., school counselor, school social worker or school psychologist) and/or district personnel.
 - 2.1. For students in grades PreK-5, it is recommended that the Campus Principal and/or SWA consult their Assistant Superintendent regarding the request.
 - 2.2. For students in grades 6-12, it is recommended that the Campus Principal and/or SWA speak with the student and inform them of FFJ policy/parental notification.
3. Campus Principal and/or SWA notifies parent(s)/guardian(s) of student request and
4. Campus Principal and/or SWA schedules Student Welfare Conference.
 - 4.1. Complete required Student Welfare Conference paperwork and submit to appropriate district personnel.
 - 4.2. Campus Principal and/or SWA will share information from the conference with pertinent campus staff.

FFJ District Process for School Mental Health Professional (i.e., school counselor, social worker, school psychologist)

1. If a student discusses feelings or thoughts regarding being referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender:
 - a. Consider if the discussion occurred with the school mental health professional in a confidential setting.
 - b. Consult with Campus Principal, SWA and/or district mental health personnel for additional guidance and support.



Parent/Guardian Request for Unofficial Change of Name and/or Gender of Minor in Educational Records

I, _____, hereby request to have my child's name changed from
(Student's Official/Legal Name) _____, and this day forward be known as:

And furthermore, if applicable, be identified with the gender of

(Check One) Male Female Non-Binary

Student ID Number: _____

I understand that this form applies only to unofficial student/educational records maintained by the Katy Independent School District, that the legal name and gender must remain on the official student/educational records, and that this form does not substitute for a legal name and/or gender change, which would require legal documentation and/or a court order.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

eSchool Plus Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian

Copy to: District Professional Registrar Specialist

Campus Principal

Professional Registrar/Registrar Office

Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FFJ-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FFJ Section 1.6
- V. Timeline of medical (*if applicable*) or social transition
- VI. Facilities/restrooms/locker room
 - a. Explanation and review of FFJ Sections 1.4 and 1.5
- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers (*if applicable*)
- XI. Discuss any other concerns as they relate to FFJ (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
- XIII. Sign required documents

Attendees:

Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____
Name: _____	Title: _____	Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor



Student Welfare Support Plan

The purpose of this plan is to create a shared understanding in which a student's gender identity will be supported by the school with parent permission. School staff, parents/guardians, caregivers, and the student have worked together to complete this document.

Date Plan was Created:
Name Student Uses:
Name on Birth Certificate:
Student's Gender Identity:
Students Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

Student Safety	
Who will be the student's "go to adult" on campus?	
If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> • During class • During lunch • In the Hallways • Arrival and Dismissal • Other 	
If the student and/or parent/guardian have concerns about how other students are treating their child, who should they contact?	

Preferred Names, Pronouns and Student Records	
Preferred Name	
Preferred Pronouns	
Name on Student ID	
Name on Student Desk (<i>Elementary</i>)	
Name on Official Student Records/SIS System	
How will instances be handled when preferred name is not used by students?	

District Facility Use	
Student will use the following bathroom(s) on campus	
Student will change clothes in the following place(s)	

If the student/parent has questions/concerns about facilities, who should they contact?	
Extra-Curricular Activities/Student Clubs	
In what extra-curricular programs/activities/school sponsored events does the student participate in?	
Who can the student go to for support during these events?	
Other Considerations	
Does the student have any sibling(s) at school? In district?	
Factors to be considered regarding the sibling's needs?	
Who can we share this information with outside of your scheduled teachers and on campus support staff? <ul style="list-style-type: none"> • PAL • Keys Mentor • Substitute Teachers • Bus Drivers 	

Student Welfare Plan Review and Revision	
If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?	

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor





*Department of School Leadership and Support
Library Services*

MEMORANDUM

TO: Principals
FROM: Leslie Haack, Deputy Superintendent
DATE: Thursday, August 31, 2023
SUBJECT: EFA (LOCAL) & EFB (LOCAL) UPDATES

This memo is to inform personnel of EFA (Local) & EFB (Local) updates and instructional resources under review. Please note if an instructional resource is challenged and under review by an Instructional Resource Committee, the challenged instructional resource is accessible for student and staff use pending the determination of the committee.

Board policies EFA (Local) and EFB (Local) are accessible via the Instructional Resources Review page: <https://www.katyisd.org/Page/4310>.

The current list of reviewed books can be found at the following link: <https://help.katyisd.org/help/dashboards-article-with-embedded-pdf-template>. You may need to login to Tableau to access the list.

NEW: Personnel may begin completing the required EFA (Local) and EFB (Local) online training modules beginning on Tuesday, September 5, 2023.

Instructions on how to access and complete these trainings online may be found in the attached document. Use the links below to register for the appropriate training.

Training	Audience
2023-2024 EFA (Local) – Mandatory Training for Books/Instructional Materials for Classrooms	Elementary & Secondary RLA Teachers, RLA Instructional Coaches, and RLA Department Chairs
2023-2024 EFB (Local) – Mandatory Training for Library Materials	Elementary and Secondary Librarians

To earn credit for completing the course, employees must complete all course chapters and assessments and click the “Request Credit” button. Most eCourse questions can be answered on the [Knowledge Base eCourse FAQs page](#).



Course Details

Request Credit

Mandatory Training for Campus Staff 2020-2021 (1)

NEW: It is anticipated that information regarding the 2023-2024 purchase of library books (books currently in circulation & books new to KISD circulation) will be provided with the Library Services memo on Thursday, September 7, 2023.

REMINDER: Secondary IC's & RLA Teachers:

- The "B" Alert allowing secondary student access to RLA classroom library book check-out is now **current and visible** in eSchoolPlus/ TAC.
- If the guardian has already submitted their Annual Student Update and they want to change their option, they can log into [MyKaty Cloud](#) and select the Katy Option Portal (KOP) tile to change their selection.

EFA (Local) Instructional Resource Challenge: None

EFB (Local) Instructional Resource Challenge: (1)

- *This Book is Gay* (Friday, August 4, 2023)

Katy ISD Internal Review(s):

- Elementary:

1. *Everybody! You, Me, and Us*
2. *My very first Bible*
3. *My first Book of Indonesian Words*
4. *When Santa Came to Stay*
5. *The Crayons go back to School*
6. *The Three Water Drop Brothers*
7. *Hilda: The Night of the Trolls*
8. *Planet Kindergarten*
9. *Daddies Do it Different*
10. *The President's Stuck in the Bathtub: Poems about the Presidents*
11. *Splatoon vols 4 - 8*

- Secondary:

1. *Snow White with the Red Hair*
2. *The Getaway*
3. *Prince of Song and Sea*
4. *Rivals (American Royals 3)*
5. *Mountain Runaways*
6. *One Punch Man, Vols. 6-10*
7. *High School Debut*
8. *One Shot: A Story of Bullying*
9. *The Problem with Prophecies*
10. *The Q*
11. *4*Town 4*Real*
12. *Crumbs*
13. *The Final Gambit*
14. *The First Magnificent Summer*
15. *Don't Call us Dead*
16. *The Curious Incident of the Dog in the Night-time*
17. *The Oberon Book of Modern Monologues for Men*
18. *Pride: A Pride & Prejudice Remix*
19. *The Boy and Girl Who Broke the World*
20. *The Hawthorne Legacy*
21. *Truth or Dare (Series: You're Invited to a Creepover)*

Katy ISD Internal Review Determination(s):

- Elementary:
 1. **Retained** – *Apple Crush*
 2. **Retained** – *The Arctic Code*

 3. **Removed** – *No, David!*
 4. **Removed** – *The Paper Bag Princess*
 5. **Removed** – *Wacky Wednesday*
 6. **Removed** – *Take me out of the Bathtub and Other Silly Dilly Songs*
 7. **Removed** – *Draw Me a Star*

- Secondary: No Action

Removed – Instructional Resources: <https://www.katyisd.org/Page/10182>

Retained – Instructional Resources: <https://www.katyisd.org/Page/10183>

You are welcome to contact the following personnel with questions and for support:

- Leslie Haack: lesliejhaack@katyisd.org
- Dr. Saneel Bell: EFA (Local) Classroom Instructional Resources: saneelbell@katyisd.org
- Ronnie Edwards: EFB (Local) Library Instructional Resources: ronniekedwards@katyisd.org

cc: Assistant Superintendents
Assistant Principals
Library Media Specialists
RLA Instructional Coaches
RLA Department Chairs

EFA (Local) and EFB (Local) Mandatory Training 2023-2024



Register for the Appropriate Training

Use the direct links to Eduphoria courses below to access the course.

You may be prompted to login using your Katy ISD username and password.

- [2023-2024 EFA \(Local\) Mandatory Training for Books/Instructional Materials for Classrooms](#)
- [2023-2024 EFB \(Local\) Mandatory Training for Library Materials](#)

The appropriate **Mandatory Training** course in Eduphoria will be displayed.

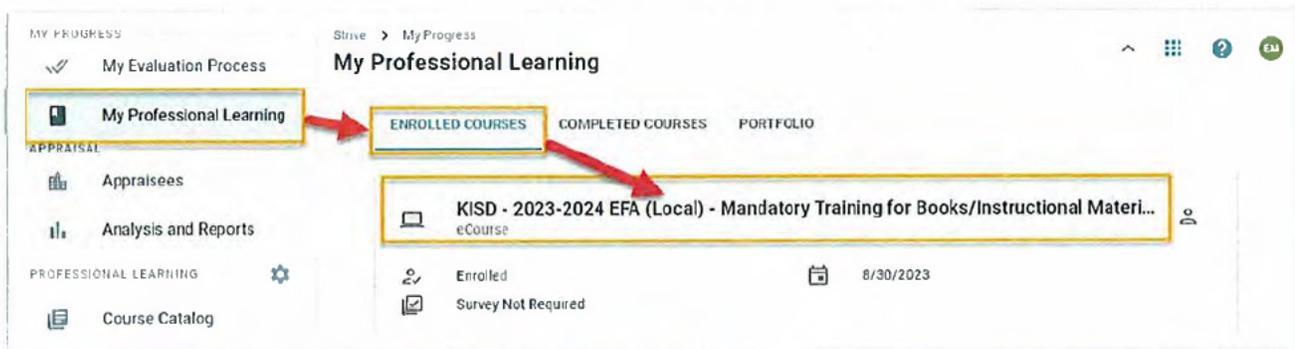
Register for the course by selecting **Enroll**.

Alternatively, employees may log into Strive and search for the appropriate course in the Eduphoria Course Catalog.

Access Mandatory Training

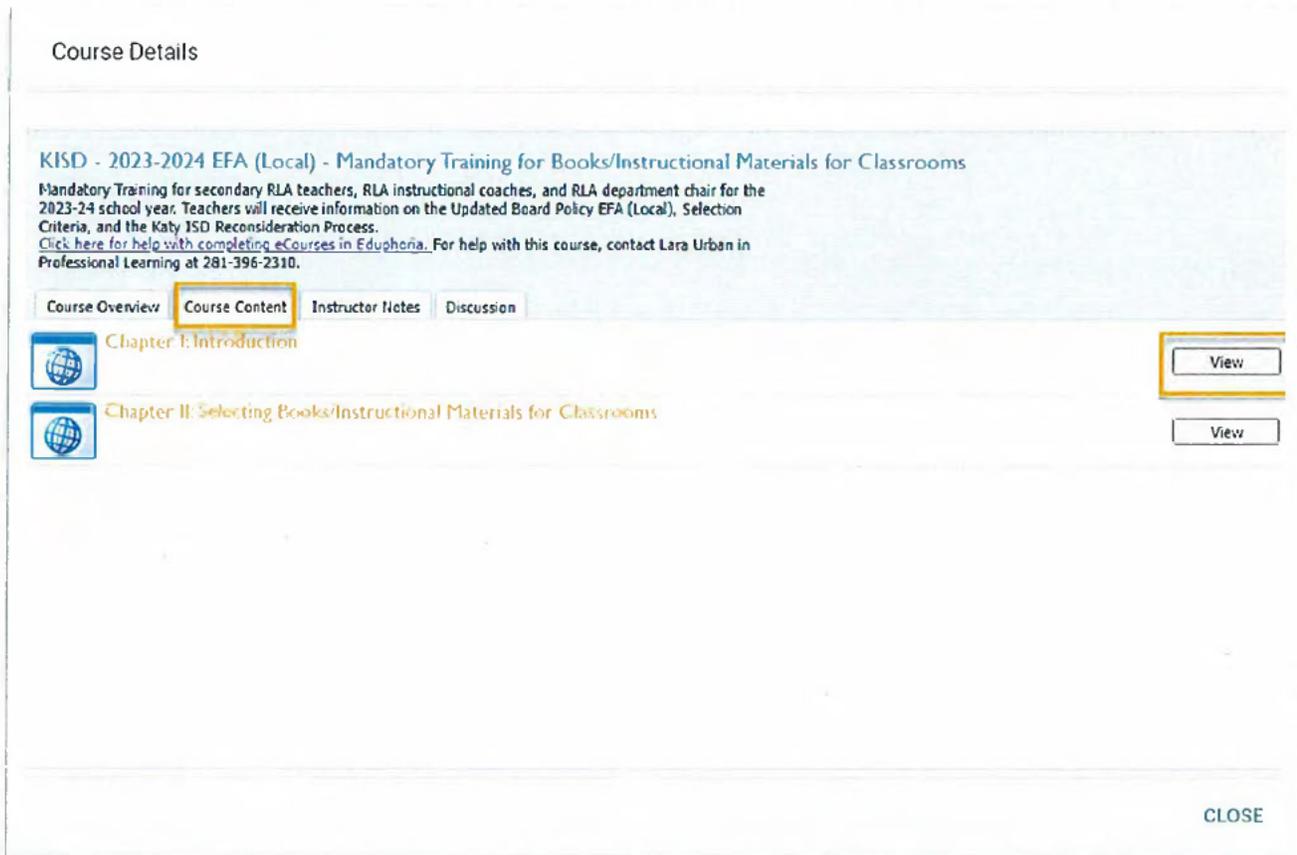
After registering for the course, go back to **My Professional Learning**, then to **Enrolled Courses**.

Find Mandatory Training in the list of courses. Click on the name of the course, then choose **Course Content** from the **Course Details** screen.



Complete Mandatory Training

From the Course Content screen, click **View** on the right side of the screen to access each Chapter. Read each training topic in each Chapter.



Course Details

KISD - 2023-2024 EFA (Local) - Mandatory Training for Books/Instructional Materials for Classrooms

Mandatory Training for secondary RLA teachers, RLA instructional coaches, and RLA department chair for the 2023-24 school year. Teachers will receive information on the Updated Board Policy EFA (Local), Selection Criteria, and the Katy ISD Reconsideration Process.
[Click here for help with completing eCourses in Eduphoria.](#) For help with this course, contact Lara Urban in Professional Learning at 281-396-2310.

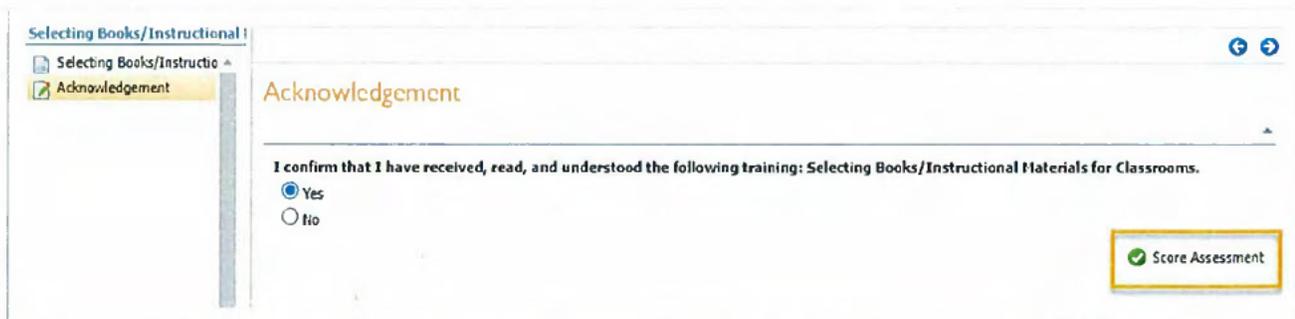
Course Overview **Course Content** Instructor Notes Discussion

 Chapter I: Introduction View

 Chapter II: Selecting Books/Instructional Materials for Classrooms View

CLOSE

At the end of Chapter II, select the confirmation statement and click **Score Assessment**.



Selecting Books/Instructional Materials for Classrooms

Selecting Books/Instructional Materials for Classrooms

Acknowledgement

I confirm that I have received, read, and understood the following training: Selecting Books/Instructional Materials for Classrooms.

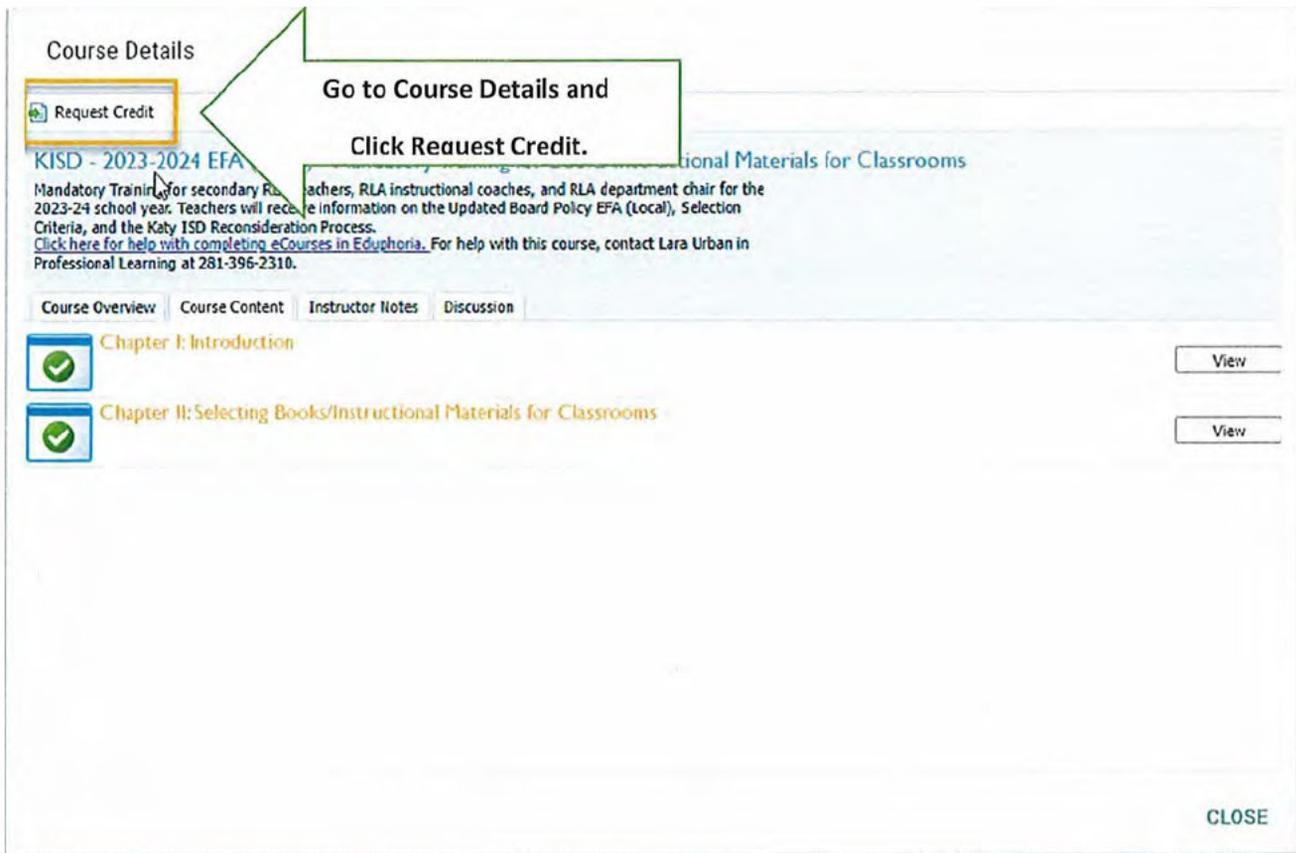
Yes
 No

Score Assessment

Request Credit

THIS IS THE MOST COMMONLY MISSED STEP IN MANDATORY TRAINING

When complete, return to the **Course Content** screen and select **Request Credit**.



If this button does not appear, look at the list of chapters. Each completed chapter will have a green check mark.

Find any chapters missing a green check mark. Click back through each page, complete all assessments, and ensure that you have clicked **Score Assessment** on each assessment.

Chapter Icons

-  Green check mark: Chapter is complete.
-  Globe: Chapter is not started.
-  Green Pencil: Chapter is incomplete.

From: KISD ASST SUPTS
Sent: Tuesday, September 12, 2023 9:41 AM
To: Adams, Stephen C (RSC); Ashabrunner, Felicia A (MCE); Barker, Debra K (PE); Black, Frederick J (MRJH); Brodt, Elisabeth J (AJH); Brown, Jason A (JWE); Carrejo, Tanya J (SJH); Caruso, Carrie L (MDJH); Chase, Lindsey N (CE); Cobb, Gina B (FHS); Coleman, Janelle C (OAC); Crowell, Ethan D (JHS); Finnesand, Kerri A (SLHS); Fox, Kara B (SES); Frison, Lisa J (DWE); Gaskamp, Michelle C (JRE); Gilder, Charlotte Y (YES); Gonzales, Kristi L (FPSE); Griffith, Linnea C (BHE); Grimet, Elizabeth A (KE); Grisdale, Mark J (OTHS); Gupton, Sally L (SCE); Guzzetta, Steve L (MMJH); Hale, Jessica N (GE); Harwell, Shae A (TWE); Haworth, Tara N (TJH); Heard, Itanya R (RRE); Herring, Elizabeth L (MCHS); Hinojosa, Anna (WE); Hinson, Julie A (MRHS); Hobin, Charmaine M (RAE); Hull, Richard D (KHS); Kampwerth, Marc A (FE); Keithan, Jacqueline A (MGE); Kemp, Troy L (MJE); Kirila, Kelley M (MCTC); Knobbe, Todd G (WMJH); Kraus, Gregory A (MPJH); Langley, Carole D (USE); Lopardo, Genevieve M (SLJH); Lowery, Carrie L (KJH); Lowry, Andrew M (WCJH); Lucas, Euberta E (PMCE); Marron, Rebecca M (WME); Maurer, Lori A (MRE); Mcelroy, Stephanie A (BCE); Merriman, Richard S (RA); Miller, Jessie B (KDE); Morgan, Kara L (JH18); Mosher, Ronald R (WCE); Moussavi-Zadeh, Paul (BDJH); Mulcahy, Heather A (JHE); Paulk, Valerie M (MRHS); Paz, David F (PHS); Pierce, Ashley N (BES); Pulido, Martha E (SERE); Radloff, Leah L (BJH); Ricks, Kelly D (RJWE); Rodriguez, Malynn R (OKE); Rounds, Bryan S (CJH); Russell, Robert R (HR); Salinas, Mona (CRJH); Schwartz, Michael E (RCFE); Shipley, Jaime S (ACE); Smith, Shaunta D (HE); Sowders, Jason A (OLE); Stone, Melinda A (THS); Stroud, Kelly B (PME); Stroud, Tracy L (NCE); Sylvan, Yvette G (FES); Torres, Kari N (SE); Veguilla Martinez, Norma F (MPE); Weaver, Amanda S (MCJH); Wilhelm, Tammi R (RKE); Williams, Kaye T (CRHS); Wingfield, Rebecca J (SSE); Wofford, Thea J (JEE); Wolff, Timothy D (RES); Youngblood, Brent D (HJH)
Cc: Morgan, Christopher W (SCH LDSP/S); Craig, Emily A (SCH LDSP/S); Hubble, Deborah S (SCH LDSP/S); Smith, Rahsan J (SCH LDSP/S); Harper, Kristin K (SCH LDSP/S); Haack, Leslie J (DPTY SUPT); Coffey, Gwendolyn F (SPECIAL ED); Bell, Sane L (A/SUPT T&I); Hill, Neta Y (HR); Schuss, Brian H (HR); Vierling, Theodore J (OPS); Kotellos, Anita M (SCH LDSP/S); Sabol, Marcy E (SCH LDSP/S); Burnham, Cynthia L (SCH LDSP/S); Thumann, Joy L (SCH LDSP/S); Young, Marian R (DPTY SUPT); Edwards, Ronnie K (SCH LDSP/S)
Subject: FFJ Policy Process and Resources
Attachments: FFJ Policy Process and Resources (003).docx

Student Welfare Administrators and Principals –

Attached, you will find updates to our FFJ Process and forms based on your feedback in our zoom sessions last week. We appreciate your input and feedback. Most is a clarification in language; however, there is an additional form to document that parental notification was made and whether parents gave permission for changes to be made.

As always, contact your Assistant Superintendent with any questions or concerns.





FFJ District Process/Considerations

FFJ District Process for Teacher/Staff Member

1. In accordance with Board Policy FFJ, it is expected that a teacher/staff member notify the Campus Principal and/or designated Campus Student Welfare Administrator (SWA) when a student requests to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA will then assume responsibility for parental notification.

FFJ District Process for School Mental Health Professional (*i.e., school counselor, social worker, school psychologist*)

1. If a student discusses feelings or thoughts regarding being referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender:
 - a. Consider if the discussion occurred with the school mental health professional in a confidential setting.
 - b. Consult with Campus Principal, SWA and/or district mental health personnel for additional guidance and support.

FFJ District Process for Campus Principal or Campus Student Welfare Administrator (SWA)

1. Campus Principal and/or SWA receives information that a student has requested to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.
2. Campus Principal and/or SWA gathers information about the student and request and should consult with a school mental health professional (*i.e., school counselor, school social worker or school psychologist*) and/or district personnel.
 - 2.1. For students in grades PreK-5, it is recommended that the Campus Principal and/or SWA consult their Assistant Superintendent regarding the request.
 - 2.2. For students in grades 6-12, it is recommended that the Campus Principal and/or SWA speak with the student and inform them of FFJ policy/parental notification.
3. Campus Principal and/or SWA notifies parent(s)/guardian(s) of student request and
4. Campus Principal and/or SWA **offers** Student Welfare Conference.
 - 4.1. **Campus Principal and/or SWA explains FFJ Parental Notification Form, Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records and Student Welfare Conference.**
 - 4.2. **If the parent/guardian agrees to Student Welfare Conference, complete required paperwork and submit to appropriate district personnel.**
 - 4.3. **If the parent/guardian waives Student Welfare Conference, make note on FFJ Parental Notification paperwork**
 - 4.4. Campus Principal and/or SWA will share information from the conference with pertinent campus staff.



FFJ Parental Notification Form

Student Name: _____

Student ID: _____

Campus: _____

The parent/guardian of (student name) _____ was informed of the student request to a District staff member to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender per board policy FFJ-Student Welfare-Gender Fluidity on (date) _____ by (staff name) _____.

_____ Parent/Guardian was notified and **does not give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

_____ Parent/Guardian was notified and **does give permission** for the student to be referred to by an alternate name and/or pronouns that may be associated with a change in gender or identify as transgender.

Parent/Guardian **agrees** to the following (check all that apply):

_____ Gives permission for district staff to use name requested by student.

_____ Completed Request for Unofficial Name Change to Preferred Name.

_____ Attend Student Welfare Conference and create/discuss Student Welfare Support Plan.

Campus Principal and/or Student Welfare Administrator Signature: _____

Original: Parent/Guardian

Copy to: District Professional Registrar Specialist

Campus Principal

Professional Registrar/Registrar Office

Counselor



Parent/Guardian Request for Unofficial Change of Name to Preferred Name of Minor in Educational Records

I, _____, hereby request to have my child's name changed from (Student's Official/Legal Name) _____, and this day forward be known as:

Student ID Number: _____

I understand that this form applies only to unofficial student/educational records maintained by the Katy Independent School District, that the legal name and gender must remain on the official student/educational records, and that this form does not substitute for a legal name and/or gender change, which would require legal documentation and/or a court order.

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Campus Administrator Printed Name: _____

Campus Administrator Signature: _____

For Office Use Only:

Changes made to the following:

____ eSchool Plus ____ Student ID

Changes made by District Professional Registrar Specialist

Name: _____ Signature: _____ Date: _____

Original: Parent/Guardian

Copy to: District Professional Registrar Specialist

Campus Principal
Professional Registrar/Registrar Office
Counselor

Student Welfare Conference Agenda

Campus Name: _____ Date of Conference: _____

- I. Historical review of request
- II. Provide parent/guardian with a copy of Board Policy FFJ-Student Welfare-Gender Fluidity
- III. Create Student Welfare Support Plan
- IV. Preferred name and pronouns
 - a. Explanation and review of FFJ Section 1.6
- V. Timeline of medical (*if applicable*) or social transition
- VI. Facilities/restrooms/locker room
 - a. Explanation and review of FFJ Sections 1.4 and 1.5
- VII. Review of class schedule
- VIII. Safety concerns
- IX. Provide community resources if requested
- X. Provide release of information for outside providers (*if applicable*)
- XI. Discuss any other concerns as they relate to FFJ (UIL, overnight trips, legal documents, etc.)
- XII. Schedule a time to reconvene to evaluate the plan
- XIII. Sign required documents

Attendees:

Name: _____ Title: _____ Signature: _____

Original: Parent/Guardian
Copy to: District Professional Registrar Specialist
Campus Principal
Professional Registrar/Registrar Office
Counselor

Student Welfare Support Plan

The purpose of this plan is to create a shared understanding in which a student's gender identity will be supported by the school with parent permission. School staff, parents/guardians, caregivers, and the student have worked together to complete this document.

Date Plan was Created:
Name Student Uses:
Name on Birth Certificate:
Student's Gender Identity:
Student's Sex Assigned at Birth:
Date of Birth:
Current Katy ISD Campus:
Current Grade Level:

Parent(s)/Guardian(s) Name	
Relation to Student	
Parent(s)/Guardian(s) Name	
Relation to Student	

Student Safety	
Who will be the student's "go to adult" on campus?	
If this person is not available, what should the student do?	
If the student is feeling unsafe, how will they signal the need for help/support? <ul style="list-style-type: none"> • During class • During lunch • In the Hallways • Arrival and Dismissal • Other 	
If the student and/or parent/guardian have concerns about how other students are treating their child, who should they contact?	

Preferred Names, Pronouns and Student Records	
Preferred Name	
Preferred Pronouns	
Name on Student ID	
Name on Student Desk (<i>Elementary</i>)	
Name on Official Student Records/SIS System	
How will instances be handled when preferred name is not used by students?	

District Facility Use	
Student will use the following bathroom(s) on campus	
Student will change clothes in the following place(s)	

If the student/parent has questions/concerns about facilities, who should they contact?	
Extra-Curricular Activities/Student Clubs	
In what extra-curricular programs/activities/school sponsored events does the student participate in?	
Who can the student go to for support during these events?	
Other Considerations	
Does the student have any sibling(s) at school? In district?	
Factors to be considered regarding the sibling's needs?	
Who can we share this information with outside of your scheduled teachers and on campus support staff? <ul style="list-style-type: none"> • PAL • Keys Mentor • Substitute Teachers • Bus Drivers 	

Student Welfare Plan Review and Revision	
If the student, family, or school wish to revisit any aspects of this plan, who do they contact on campus?	

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Original: Parent/Guardian
 Copy to: District Professional Registrar Specialist
 Campus Principal
 Professional Registrar/Registrar Office
 Counselor



From: [Haack, Leslie J \(DPTY SUPT\)](#)
To: [Highnote, Therese D \(HLTH SRVCS\)](#); [Spurlock, Angela G \(ATHLETICS\)](#); [Cook, Laura D \(ENT SYS\)](#); [Melendez, Matthew A \(ATHLETICS\)](#); [Young, Marian R \(DPTY SUPT\)](#); [Dowling, Patrick D \(ATHLETICS\)](#); [Landers, Justin L \(ATHLETICS\)](#); [Green, Kyle E \(ATHLETICS\)](#); [Archer, George D \(FINE ARTS\)](#); [Chiboroski, Susan E \(FINE ARTS\)](#); [Mcgowen, Lakeisha W \(FINE ARTS\)](#); [Otten, Joan E \(GT/AAS\)](#); [Bell, Sanee L \(A/SUPT T&I\)](#); [Caskey, Christine W \(CAO\)](#); [Knierim, Jeannie S \(CTE\)](#); [Morgan, Christopher W \(SCH LDSP/S\)](#); [Craig, Emily A \(SCH LDSP/S\)](#); [Patton, Latrice S \(SCH LDSP/S\)](#); [Minix, Donna M \(CAMP SUPP\)](#); [Schmidt, Mary Frances M \(CAMP SUPP\)](#); [Sanguinetti, Carrie W \(CAMP SUPP\)](#); [Tabor, Kevin L \(POLICE\)](#); [Gaw, Henry J \(POLICE\)](#); [Norsworthy, John T \(POLICE\)](#); [Howard, Clarence V \(POLICE\)](#); [Martinez, Ruben A \(POLICE\)](#); [Nauman, Lance N \(RISK MGMT\)](#); [Hynds, Jamey R \(FIN SRVCS\)](#); [Crider, James E \(ENT SYS\)](#); [Pulido, Gabriela \(CAMP SUPP\)](#); [Grooms, Andrea M \(S&C ENGAGE\)](#); [Nelson, Ivan B \(POLICE\)](#); [Jackson, Ronnie \(POLICE\)](#); [Hubble, Deborah S \(SCH LDSP/S\)](#); [Smith, Rahsan J \(SCH LDSP/S\)](#); [Clark, Remona L \(COUNS SRVS\)](#); [Price, Kelli L \(COUNS SRVS\)](#); [Slaughter, Jodi D \(COUNS SRVS\)](#); [White, Edith L \(SCH LDSP/S\)](#); [Vierling, Theodore J \(OPS\)](#); [Truskowski, Gloria A \(PURCHASING\)](#); [Rampelli, Kerry D \(ENT SYS\)](#); [Harper, Kristin K \(SCH LDSP/S\)](#); [Winters, Cheryl A \(CAO\)](#); [Vetterick, Julie A \(ATHLETICS\)](#); [Smego, Kelly E \(OPS\)](#); [Carter, Lance W \(ATHLETICS\)](#); [Edwards, Ronnie K \(SCH LDSP/S\)](#)
Date: Wednesday, September 6, 2023 8:49:15 AM

Gender fluidity content is excluded from the classroom and instructional materials. No change.

From: Haack, Leslie J (DPTY SUPT) <LeslieJHaack@KATYISD.ORG>
Sent: Wednesday, September 6, 2023 8:49 AM
To: Highnote, Therese D (HLTH SRVCS); Spurlock, Angela G (ATHLETICS); Cook, Laura D (ENT SYS); Melendez, Matthew A (ATHLETICS); Young, Marian R (DPTY SUPT); Dowling, Patrick D (ATHLETICS); Landers, Justin L (ATHLETICS); Green, Kyle E (ATHLETICS); Archer, George D (FINE ARTS); Chiboroski, Susan E (FINE ARTS); MCGOWEN, Lakeisha W (FINE ARTS); Otten, Joan E (GT/AAS); Bell, Sane L (A/SUPT T&I); Caskey, Christine W (CAO); Knierim, Jeannie S (CTE); Morgan, Christopher W (SCH LDSP/S); Craig, Emily A (SCH LDSP/S); Patton, Latrice S (SCH LDSP/S); Minix, Donna M (CAMP SUPP); Schmidt, Mary Frances M (CAMP SUPP); Sanguinetti, Carrie W (CAMP SUPP); Tabor, Kevin L (POLICE); Gaw, Henry J (POLICE); Norsworthy, John T (POLICE); Howard, Clarence V (POLICE); Martinez, Ruben A (POLICE); Nauman, Lance N (RISK MGMT); Hynds, Jamey R (FIN SRVCS); Crider, James E (ENT SYS); Pulido, Gabriela (CAMP SUPP); Grooms, Andrea M (S&C ENGAGE); Nelson, Ivan B (POLICE); Jackson, Ronnie (POLICE); Hubble, Deborah S (SCH LDSP/S); Smith, Rahsan J (SCH LDSP/S); Clark, Remona L (COUNS SRVS); Price, Kelli L (COUNS SRVS); Slaughter, Jodi D (COUNS SRVS); White, Edith L (SCH LDSP/S); Vierling, Theodore J (OPS); Truskowski, Gloria A (PURCHASING); Rampelli, Kerry D (ENT SYS); Harper, Kristin K (SCH LDSP/S); Winters, Cheryl A (CAO); Vetterick, Julie A (ATHLETICS); Smego, Kelly E (OPS); Carter, Lance W (ATHLETICS); Edwards, Ronnie K (SCH LDSP/S)

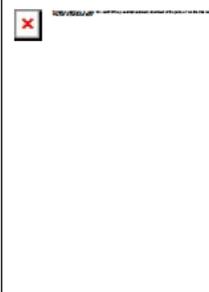
Gender fluidity content is excluded from the classroom and instructional materials. No change.

From: Haack, Leslie J (DPTY SUPT) <LeslieJHaack@KATYISD.ORG>
Sent: Wednesday, September 6, 2023 8:50 AM
To: Highnote, Therese D (HLTH SRVCS); Spurlock, Angela G (ATHLETICS); Cook, Laura D (ENT SYS); Melendez, Matthew A (ATHLETICS); Young, Marian R (DPTY SUPT); Dowling, Patrick D (ATHLETICS); Landers, Justin L (ATHLETICS); Green, Kyle E (ATHLETICS); Archer, George D (FINE ARTS); Chiboroski, Susan E (FINE ARTS); MCGOWEN, Lakeisha W (FINE ARTS); Otten, Joan E (GT/AAS); Bell, Sane L (A/SUPT T&I); Caskey, Christine W (CAO); Knierim, Jeannie S (CTE); Morgan, Christopher W (SCH LDSP/S); Craig, Emily A (SCH LDSP/S); Patton, Latrice S (SCH LDSP/S); Minix, Donna M (CAMP SUPP); Schmidt, Mary Frances M (CAMP SUPP); Sanguinetti, Carrie W (CAMP SUPP); Tabor, Kevin L (POLICE); Gaw, Henry J (POLICE); Norsworthy, John T (POLICE); Howard, Clarence V (POLICE); Martinez, Ruben A (POLICE); Nauman, Lance N (RISK MGMT); Hynds, Jamey R (FIN SRVCS); Crider, James E (ENT SYS); Pulido, Gabriela (CAMP SUPP); Grooms, Andrea M (S&C ENGAGE); Nelson, Ivan B (POLICE); Jackson, Ronnie (POLICE); Hubble, Deborah S (SCH LDSP/S); Smith, Rahsan J (SCH LDSP/S); Clark, Remona L (COUNS SRVS); Price, Kelli L (COUNS SRVS); Slaughter, Jodi D (COUNS SRVS); White, Edith L (SCH LDSP/S); Vierling, Theodore J (OPS); Truskowski, Gloria A (PURCHASING); Rampelli, Kerry D (ENT SYS); Harper, Kristin K (SCH LDSP/S); Winters, Cheryl A (CAO); Vetterick, Julie A (ATHLETICS); Smego, Kelly E (OPS); Carter, Lance W (ATHLETICS); Edwards, Ronnie K (SCH LDSP/S)

District staff will not diagnose or treat gender dysphoria and will respect the right of the parent to determine what is best for the welfare of their child. Parental consent and district process.

Mccord, Gretchen G (GEN COUNSL)

From: InternalComms
Sent: Tuesday, August 29, 2023 6:00 AM
To: KATY ISD Recipients
Subject: The District Dish: Staff News - August 29



Weekly Digest eNews
District Information ([Read more](#))



New Board Policy
FFJ Student Welfare
([Read more](#))



Mandatory Training for 2023-24
Due this Friday, Sept. 1 through Eduphoria
([Read more](#))



Grant Writing Workshop Dates
Grant Application is NOW OPEN! ([Read more](#))



Community Education Fall 2023
Register Today to Experience
the Joy of Lifelong Learning! ([Read more](#))



**Update on Voluntary Benefits Rates
for 2024**
See the Updated Rates
([Read more](#))

In Other News

1Source Highlights: District Canva Accounts ([Read more](#))

Employee Reimbursement Claims (Action Required) ([Read more](#))

Governor's Office Contact Information ([Read more](#))

Katy Leadership Pipeline ([Read more](#))

Mowing Schedule ([Read more](#))

Sick Leave Bank Enrollment (Action Required) ([Read more](#))

Staff Recognitions ([Read more](#))

TRS Contribution Increase ([Read more](#))

Katy ISD Observances Calendar

Observance Days for 2023-24 ([Read more](#))

Contact: Internal & Community Relations at internalcomms@katyisd.org.

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KATY ISD | 6301 S. Stadium Lane, Katy, TX 77494 | 281-396-6000

New Board Policy: FFJ Student Welfare

At this month's Regular Board meeting, Trustees discussed and approved Board Policy FFJ Local concerning Student Welfare.

The objectives of this policy are that (1) biological females and males and sex-specific spaces are safeguarded; (2) District facilities such as bathrooms, locker rooms, and changing facilities are separated by Biological Sex; (3) the pronouns used for persons on campus are consistent with the Biological Sex of the person; (4) Gender Fluidity content is excluded from the classroom and instructional materials; and (5) District staff will not diagnose or treat gender dysphoria and will respect the right of the parent to determine what is best for the welfare of their child. The District's ultimate goal is to ensure students are safe to learn and grow, and not to engage in the social transitioning of students. The right to free speech, biological facts, and grammatical accuracy will be respected. All students and staff will be treated with respect. Enforcement of anti-bullying and antiharassment policies on behalf of every student will be applied by District staff even-handedly. Compliance with this policy does not qualify as bullying or harassment. (See FFH and FFI.) The District staff will not teach, share, instruct, train, or otherwise require any student or other District staff to adopt, support, or otherwise promote Gender Fluidity.

Return to the District Dish>

ID #	Preferred Name	First Name	Last Name	Campus	Home Campus	MCTC	Updated eSchool	Updated Badge	Comments	Barcode Scan
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