



New Student Enrollment Packet

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This packet contains important information and required forms to enroll your child at KAPS.

Students who are 18 or older can register themselves. All other students must be registered by a parent, legal guardian, or other person having lawful control by a court order (except homeless students).

The following pages detail what you need to be aware of when enrolling your student. In addition, a checklist is provided to assist you with gathering the required documentation and ensuring you have all of the necessary paperwork filled out.

To keep current with news and events, visit our website regularly at: www.kapschool.org

**Katherine Anne Porter School
Celebrating Diversity and Choice in a Creative Community of Learners**

YOUR CHILD WILL NOT BE REGISTERED AT KAPS WITHOUT THESE DOCUMENTS ON FILE.

Mandatory documents needed from parent/guardian:

- _____ **TEA Charter Student Admission Application**
- _____ **Birth Certificate**
- _____ **Social Security Card**
- _____ **Immunization Records**
- _____ **Proof of Residence**
- _____ **Identification of Adult Enrolling Student**
- _____ **Withdrawal Form, Transcript or Last Report Card**
- _____ **Legal Guardianship Documents** (if applicable)
- _____ **Foster Care letter/DFPS form 2085** (if applicable)
- _____ **Court orders** (Divorce decree, custody, etc. if applicable and regarding the student)

Mandatory Forms provided by KAPS:

- | | |
|---|---------------------------------------|
| _____ Registration Form | _____ Mckinney-Vento Form |
| _____ Military Form | _____ Allergy Form |
| _____ Parent–Student Handbook Acknowledgment | _____ Initial Attendance Form |
| _____ (FERPA) Student Directory Information | _____ *Complete addendum items |
| _____ Release to Military and Institutes of Higher Education | |
| _____ Ethnicity and Race Data | |
| _____ Emergency Health Info. | |
| _____ TB Questionnaire | |
| _____ Home Language Survey | |
| _____ WIFI/Technology Agreement | |
| _____ Title 1 Parent Compact | |
| _____ SPED | |
| _____ Request for Records | |
| _____ Liability Waiver | |
| _____ ACE 21st Century- After school Program | |
| _____ Field Trip Permission | |
| _____ Risk Assessment | |
| _____ Socioeconomic Form | |

PARENTS: This is your child's registration form. Please complete all blank items and please correct any pre-printed information.

STUDENT INFORMATION

Student's LEGAL Last Name _____ First _____ Middle _____

Student's Date of Birth (MM-DD-YYYY) _____ Social Security Number _____

____ Male
____ Female

Has student ever attended a school in Texas? ____ Yes ____ No
Last school attended _____

Is this student the subject of a court or custody order? ____ Yes ____ No
If yes, please provide a copy of the order to the school.

#1 PARENT/GUARDIAN with whom the student resides

Last Name _____ First Name _____ MI _____

Address _____ Apt # _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____ Email _____

Primary Phone _____ Work Phone _____ Relationship to student _____

#2 PARENT/GUARDIAN with whom the student resides

Last Name _____ First Name _____ MI _____

Email _____ Cell Phone _____ Work Phone _____ Relationship to student _____

NAME OF PARENT NOT LIVING WITH STUDENT **If there are restrictions on individual's access to student, documentation must be on file.**

Last Name _____ First Name _____ MI _____

Address _____ City _____ Zip _____ Email _____

Primary Phone _____ Cell Phone _____ Work Phone _____ Relationship to student _____

PERSON(S) OTHER THAN PARENT WHO MAY TRANSPORT YOUR CHILD AND/OR SHOULD BE CONTACTED IN CASE OF EMERGENCY

1. Last Name _____ First Name _____ Middle _____ Pick up _____ Call in emergency _____

Primary Phone _____ Cell Phone _____ Work Phone _____ Relationship to student _____

PHOTOGRAPHS AND VIDEO IMAGES

I hereby grant permission to KAPS to photograph and/or video my child and to use his/her name, photographs or video clips in newspapers, district/campus website, brochures, newsletters, digital yearbooks, promotional venues, and/or instructional programs. The photograph(s) or video(s) are solely the property of KAPS. My child or I will not be paid a fee, stipend, or any other sort of compensation for his/her time nor for the use of his/her photograph and/or video.

ELECTRONIC COMMUNICATION SYSTEM

I hereby understand that students of KAPS will be granted access to the District's electronic communications system that includes access to the Internet and Worldwide Web. This access is a privilege, not a right. The District may suspend or revoke a system user's access upon violation of District policy and/or administrative regulations regarding acceptable use or upon written parental request to the campus principal. The information may be found in Parent/Student Handbook on the KAPS website, www.kapschool.org

PARENT/GUARDIAN SIGNATURE _____ **DATE:** _____

— ALL OF THE ABOVE INFORMATION IS CORRECT. I understand that the Texas Penal Code, Section 37.10, states that it is an offense to (1) make a false entry, or false alteration of a government record, (2) present a document with knowledge of its falsity, or (3) impair the verity or legality of the record. I further understand that the Texas Education Code, Section 25.001(h), states that it is an offense to knowingly provide false information on a form required for enrollment of a student. Offenses may result in legal actions including, but not limited to, fines and/or liability for payment of tuition.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Military Connected Form

Military Connected Student Form

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PLEASE RETURN THIS FORM TO YOUR CHILD'S CAMPUS

In 2009 the Texas Legislature adopted the Interstate Compact on Educational Opportunity for Military Students. The Interstate Compact is an agreement among member states to abide by a common set of requirements related to the education of military children. The purpose of the compact is to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents. Beginning in the 2013-2014 school year, the Texas Legislature is requiring all districts to report the enrollment of military connected students (Texas House Bill 525).

Please indicate which of the following is applicable for your student (mark with "X").

- ☐ 0 Not a military connected student
- ☐ 1 K-12 Student is a dependent of an active duty member of the U.S. military
- ☐ 2 K-12 Student is a dependent of a current member of the Texas National Guard
- ☐ 3 K-12 Student is a dependent of a current member of a reserve force in the U.S. military
- ☐ 4 PK Student is a dependent of an active duty or reserve or injured or KIA member of the military
- ☐ 5 K-12 Student is a dependent of a former member of the military, TxNtnl Guard, reserves
- ☐ 6 K-12 Student is a dependent of a KIA member of the military, TxNtnl Guard, reserves

Parent Name: _____

Date Completed: _____

Student Name: _____

Grade: _____

ACKNOWLEDGE OF ELECTRONIC DISTRIBUTION PARENT-STUDENT HANDBOOK

My child and I are responsible for reading, understanding, and abiding by the KAPS Parent-Student Handbook which includes the Student Code of Conduct, the Extra-Curricular Code of Conduct and the Internet Acceptable User Policy and consent. My child and I have been offered the option to receive a paper copy or to electronically access at www.kapschool.org.

I HAVE CHOSEN TO:

Accept responsibility to retrieve a paper copy of the Parent-Student Handbook and the Student Code of Conduct from the KAPS front desk.

Accept responsibility for accessing the Parent-Student Handbook and the Student Code of Conduct by visiting the Katherine Anne Porter School website at www.kapschool.org

I have read, understand and agree to abide by the Katherine Anne Porter school Student Code of Conduct for this school year. I understand that my child will be held accountable for the behavior expectations and disciplinary consequences outline in the Student Code of Conduct. I understand that the Student Code of Conduct governs all conduct at school , at school sponsored and school related activities and during school sponsored travel. I also understand the Student Code of Conduct governs some designated behaviors occurring within 300 feet of school property, some designated behaviors occurring off-campus, and for any school related misconduct regardless of time or location. I understand that a referral for criminal prosecution is possible for certain violations of the law. If you have any questions, we encourage you to ask for an explanation from teachers, school counselors, or campus administrators.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Katherine Anne Porter School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202**

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 899.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (899.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (899.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (899.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (899.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (399.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under 99.37. (899.31(a)(11))

Release of Information

HIGH SCHOOL STUDENTS ONLY

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher education, on request, with the name, address, or telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

Military: Select one of the following:

☐ I **DO NOT** object to the release of my child's name, address, and telephone number to a military recruiter.

☐ I **DO** object to the release of my child's name, address, and telephone number to a military recruiter.

Higher Education Institutions: Select one of the following:

☐ I **DO NOT** object to the release of my child's name, address, and telephone number to an institution of higher education.

☐ I **DO** object to the release of my child's name, address, and telephone number to an institution of higher education.

Note: If you do not make a selection, it means you do not object to the release of this information about your child.

Student Name: _____ **Parent/Guardian Signature:** _____ **Date:** _____

Katherine Anne Porter School

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Texas Education Agency Texas Public School Student/Staff Ethnicity and Race Data Questionnaire

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

Part 1. Ethnicity: Is the person Hispanic/Latino? *(Choose only one)*

- ☐ **Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **Not Hispanic/Latino**

Part 2. Race: What is the person's race? *(Choose one or more)*

- ☐ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ☐ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American** - A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student/Staff Name (please print)

(Parent/Guardian)/(Staff) Signature

Student/Staff Identification Number

Date

This space reserved for Local school observer – upon completion and entering data in student software system, file this form in student's permanent folder.

Ethnicity – choose only one:

_____ Hispanic / Latino

_____ Not Hispanic/Latino

Race – choose one or more:

_____ American Indian or Alaska Native

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Other Pacific Islander

_____ White

Observer signature:

Campus and Date:

Texas Education Agency – March 2021



Katherine Anne Porter School EMERGENCY HEALTH INFORMATION

ID # _____ Grade _____

Student Name _____

Female _____ Male _____ Nickname _____ Date of Birth _____

Home Address _____ City _____ State _____ Zip Code _____ Home Telephone # _____

Mailing Address _____

Mother's Name _____ If different from home address Father's Name _____

Mother's Employer _____ Father's Employer _____

Mother's Daytime Phone _____ Father's Daytime Phone _____

PC Physician _____ Phone _____

Insurance (choose one): CHIP Medicaid Private None Group/Policy#: _____

In the event parents cannot be reached, please list two other people who will be responsible for your child in the event of injury or illness. Please keep these records updated throughout the school year.

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

In case of accident or sudden illness, I hereby authorize school personnel to seek medical treatment for my child, EMS transport to an accepting hospital emergency room in Austin, Kyle or San Marcos. Transport to be carried out when school authorities feel my child's condition warrants such action. I agree to assume responsibility for payment of all emergency care to the health care providers involved.

(X) _____
Signature of Parent or Legal Guardian Date

SPECIAL HEALTH CONDITIONS

Does your child have any allergies? Yes _____ No _____

If yes, please explain _____

Does your child take medication on a regular basis? Yes _____ No _____

If yes, please list medicine name, dose and time(s) _____

Does your child have or has he/she ever had any health conditions that require special attention? Yes _____ No _____

If yes, please explain _____

TREATMENTS & MEDICATION AT SCHOOL

Medications to be given during school hours must be provided by the parent and kept in the school clinic. PRESCRIPTION and NON-PRESCRIPTION medication to be given on a daily or as needed basis for the duration of the school year require both a parent and doctor's note. Over the counter or NON-PRESCRIPTION medications (such as Tylenol, cough syrup, etc.) may be given for five school days when sent in the original container and accompanied by a parent note. Non-prescription medication to be given at school for more than five school days require a doctor's note. Homeopathic treatments, food supplements or herbal remedies will not be administered. Treatments and medical procedures to be performed during the school day require a doctor's note. School health protocol, signed by the Hays County Medical Director, allows for oral Tylenol and/or Benadryl, or generic equivalents, to be given according to age/weight directions on the bottle labels only under the following conditions:

- Temperature (fever) of **100.4 or greater**
- Local or systemic allergic reactions (hives, welts, severe swelling, generalized itching, tingling of mouth or throat).

I authorize school personnel to administer OTC medications to my child as directed. I understand that the health information provided above will be shared at the nurse's discretion with school staff directly involved with my child and that it is in the best interest of my child to provide current health information and emergency telephone numbers to the school nurse.

(X) _____
Signature of Parent or Legal Guardian Date

Name of Child _____ Date of Birth _____

Tuberculosis (TB) is a disease caused by TB germs and is usually transmitted by an adult person with active TB lung disease. It is spread to another person by coughing or sneezing TB germs into the air. These germs may be breathed in by the child.

Adults who have active TB disease usually have many of the following symptoms: cough for more than two weeks duration, loss of appetite, weight loss of ten or more pounds over a short period of time, fever, chills and night sweats.

A person can have TB germs in his or her body but not have active TB disease (this is called latent TB infection or LTBI).

Tuberculosis is preventable and treatable. TB skin testing (often called the PPD or Mantoux test) is used to see if your child has been infected with TB germs. No vaccine is recommended for use in the United States to prevent tuberculosis. The skin test is not a vaccination against TB.

We need your help to find out if your child has been exposed to tuberculosis.

Place a mark in the appropriate box:	Yes	No	Don't Know
TB can cause fever of long duration, unexplained weight loss, a bad cough (lasting over two weeks), or coughing up blood. As far as you know: has your child been around anyone with any of these symptoms or problems? or has your child had any of these symptoms or problems? or has your child been around anyone sick with TB?			
Was your child born in Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe or Asia?			
Has your child traveled in the past year to Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe or Asia for longer than 3 weeks? If so, specify which country/countries? _____			
To your knowledge, has your child spent time (longer than 3 weeks) with anyone who is/has been an intravenous (IV) drug user, HIV-infected, in jail or prison or recently came to the United States from another country?			

Has your child been tested for TB? Yes (if yes, specify date _____) No

Has your child ever had a positive TB skin test? Yes (if yes, specify date _____) No

For school/healthcare provider use only

PPD administered Yes____ No____

If yes,

Date administered ____/____/____ Date read ____/____/____ Result of PPD test _____ mm response

Type of service provider (i.e. school, Health Steps, other clinics) _____

PPD provider _____
signature printed name

Provider phone number _____

City _____ County _____

If positive, referral to healthcare provider Yes____ No____

If yes, name of provider _____

EF12-11494 TB Questionnaire for Children (Rev. 08/04)

Katherine Anne Porter

CHARTER SCHOOL

HOME LANGUAGE SURVEY-19 TAC Chapter 89, Subchapter BB, §89.1215

(Home Language Survey ONLY administered during initial enrollment in Texas public schools)

TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN PREKINDERGARTEN* THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12): The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

*Prekindergarten includes any student enrolling in a 3- or 4-year-old school program.

Dear Parent or Guardian:

To determine if your child meets eligibility for identification as an English learner and would benefit from bilingual education or English as a second language (ESL) program services, please answer the two questions below.

If either of your responses indicates the normal use of a language other than English, then the school district must conduct an assessment to determine how well your child communicates in English. This assessment information will be used to determine if bilingual education or ESL program services are appropriate and to inform instructional recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel.

For more information on the process that must be followed, please visit the following document:
<https://www.txel.org/media/p22bsjuc/english-learner-identification-reclassification-flowchart.pdf>

This survey shall be kept in each student's permanent record folder.

NAME OF STUDENT: _____ **STUDENT ID#:** _____

ADDRESS: _____

TELEPHONE #: _____ **CAMPUS:** _____

NOTE: PLEASE INDICATE ONLY ONE LANGUAGE PER RESPONSE.

1. What language is used in the child's home **most of the time**? _____
2. What language does the child use **most of the time**? _____

Signature of Parent/Guardian

Date

Signature of Student if Grades 9-12

Date

NOTE: If you believe you made an error when completing this Home Language Survey, you may request a correction, only if: 1) your child has not yet been assessed for English proficiency; and 2) corrections are made within two calendar weeks of your child's enrollment date.



At Risk Student Assessment

This information will be kept in your confidential file and does not affect your enrollment at KAPS. Your responses help us assist you with programs and aid the school's acquisition of grants.

Please check off any of the following that apply:

1. Not promoted for one or more school years.

Grade: _____ Year: _____

2. Did not maintain average of 70 in 2 or more subjects (07-12 grade)

3. Unsatisfactory performance on assessment instrument (STARR or End of Course Exams)

4. Unsatisfactory performance on a readiness test (PK-03 grade)

5. Pregnant or Parent

6. Placed in a DAEP (TEC37.006)

7. Expelled (TEC37.007)

8. On parole, probation, deferred prosecution or other conditional release

9. Previous PEIMS dropout

10. Emergent Bilingual

11. Is in the custody or care of the DFPS or has been referred to DFPS

12. Homeless

13. Residential Placement

14. Incarcerated or parent/guardian has been incarcerated during the student's lifetime, per Penal Code Section 1.07

15. Enrolled in a designated dropout recovery school under TEC 39.0548

16. None of these apply

Student Name

Grade

Date

Parent Signature

Date

STUDENT TECHNOLOGY AND INTERNET CONSENT-ACCEPTABLE USE POLICY

Student Name: _____ Date: _____ Grade: _____

Technology at the Katherine Anne Porter School is provided to facilitate the students' education. It is a privilege and will be taken away if the student violates school policy. Violation of school policy will also result in disciplinary action. If there is a violation of monetary value the student/parent will be held responsible. Students will not hold any teacher or Katherine Anne Porters School responsible or legally liable for material distributed or acquired from the network or internet.

All students at the Katherine Anne Porters School are required to follow these acceptable use guidelines:

1. The student may only use his/her password and user ID to enter the computer system.
2. Under no circumstances are students allowed to share their login credentials.
3. Students will not be allowed in the computer lab unless they are accompanied by a faculty member.
4. Students are not allowed to bring food or beverages into any computer lab.
5. Food and drink are prohibited when laptops are in use in the classroom.
6. Students are required to clean up after themselves.
7. Students are not allowed to connect or disconnect cables or devices (this applies to all areas).
8. Students are not allowed to install ANY programs on school computers (this applies to all areas).
9. Students are required to log off of the computer before leaving (this applies to all areas).
10. If Students use KAPS headphones they are required to return the headphones to the faculty member before leaving class.
11. The student will follow the directions of the faculty member in charge.
12. The student will not do anything to damage or disrupt equipment or system performance; students will not remove or add any furniture to the PC Lab.
13. Students will not use the school's technology for personnel, financial or commercial gain.
14. The unauthorized use of programs/applications is prohibited- (I.E., Students can only use programs for which he/she has been given rights.)
15. The student will not engage in any communications or transactions via the internet unless specified and supervised by teacher in charge or by the network administrator.
16. Students are not allowed to tamper with another student's account.
17. The network administrator reserves the right to disable any student's account upon suspicion of improper use of equipment or the violation of any of the stated guidelines.

Internet Filtering:

The school computers and network are not to be used for any communication (E.G., unauthorized email, social networking, chat, etc.) unless directed by a faculty member. The school uses an Internet filter to aid in the reduction of violent, offensive, inaccurate, inappropriate and illegal material found on the Internet. If for some reason the filter stops functioning students are still expected to adhere to school policy.. Any attempts to bypass the web filter will result in severe disciplinary action.

Portables:

Phones, Smart Phones, Tablets, Media Players and Notebooks are only allowed for school work and only in cases where students are instructed to use them by a *faculty member*. If they are used under any other circumstances they will be confiscated. These devices can be confiscated by any *staff member*. They will be returned at the discretion of the principal and will result in a monetary fine of \$15. In order to access the Katherine Anne Porter WiFi the student must bring the device to the IT department so that the MAC address can be recorded and entered into the system.

WiFi:

WiFi will be provided for the students. In order to gain access the student must sign the acceptable use policy. After the acceptable use policy is signed the student must bring his/her device to the IT department who will maintain a log based on the device ID. Any policy violations will result in the revocation of WiFi access by that device. If a student loses his/her Domain login privileges WiFi access will also be revoked.

Hot spots:

The establishment of unauthorized WiFi hot spots is strictly prohibited and will result in expulsion.

Your temporary WIFI password will be issued by our IT Manager

I have read this document and agree to comply with this policy:

***See Addendum Attached**

Student Signature: _____ Date: _____ Parent Signature: _____ Date: _____

Under the requirements of No Child Left Behind/Elementary and Secondary Education Act, the Katherine Anne Porter School and the parents of the students participating in activities funded by Title 1, Part A, agree to the terms set forth in this school-parent compact. It is intended to outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the way in which the school and parents will build and develop a partnership to help children achieve the State's high standards.

As a school, we will:

- Provide a high-quality effective learning environment that is safe and that enables the student to meet the State's student academic achievement standards.
- Provide ongoing two-way communication between teachers and parents through parent-teacher-student conferences and frequent reports to parents via postal mail, email, phone calls, and other communication means.
- Provide reasonable access to staff through an "open door" policy.
- Provide opportunities for parents to volunteer and participate in school activities and school decision making processes.
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers).

As a parent, I will:

- Support my child's learning by ensuring that he/she has proper rest and nutrition and attends school on time and on a regular basis.
- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff.
- Provide "protected" time for homework completion (Make sure that recreational activities don't interfere with school work.)
- Support my child's class/school. (i.e. helping in class/school, volunteering in school activities and/or committees and organizations, communicating with my child's teachers, attending school events when possible, etc.)
- Stay informed about my child's education and school responsibilities by monitoring my child's grades and attendance through my parent portal access, and being proactive in resolving issues.
- Promote positive use of my child's extracurricular time.

As a student, I will:

- Proudly follow the behavioral expectations and other topics communicated through the student handbook.
- Be a good steward of the school and act as a positive KAPS ambassador to the community.
- Expect respect from everyone and give respect to everyone in all circumstances.
- Hold myself accountable for making good choices academically, socially, and otherwise.
- Be the very best "Dragon" that I can be each and every day.

Parent Signature: _____ Date: _____

Student's Signature: _____ Date: _____

SPECIAL SERVICES INFORMATION

We are requesting the following information from you in order to best meet the needs of your child. Thank you for your assistance.

Student Name: _____ Grade: _____

Has your child ever been retained in a grade level? Yes No If yes, what grade level?

☐ No, my child has not received any special services at his/her former school.

☐ Yes, my child has received special services at his/her former school. Please check the following services received:

SPECIAL EDUCATION (ARD/IEP)

- ☐ Resource
- ☐ Speech Therapy
- ☐ Structured Behavior
- ☐ Related Service (i.e. OT, PT)
- ☐ Inclusion Class
- ☐ Early Childhood
- ☐ Special Education Home Room
- ☐ Other Health Impaired

Please specify:

SECTION 504

- ☐ Modifications provided in the classroom
- ☐ Support program in addition to classroom modifications

Please specify:

- ☐ STAAR Modifications

Please specify:

OTHER

- ☐ STAAR Tutorials
- ☐ Gifted and Talented
- ☐ Title 1
- ☐ Content Mastery (CMC)
- ☐ Multi-Sensory
- ☐ ESL/Bilingual
- ☐ Reading Assistance (i.e. Reading Recovery)

Parent Signature: _____ Date: _____

If you checked any of the above services, a member of the school staff will contact you to initiate services at KAPS.

REQUEST FOR RECORDS

I give permission to the Katherine Anne Porter School administration to request school records, including, but not limited to:

Academic Transcript

504 Records

Immunization Records

SPED Records and Evaluations

Attendance Records

Discipline Records

LPAC (Bilingual or ESL)

STAAR/STATE ASSESMENT DATA

Previous School(s): _____

Student Name:

Parent/Guardian Name:

Parent Signature:

Date:

***This document will be valid for as long as the student is registered at Katherine Anne Porter School.**

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Date(s) and Time(s): FROM ENROLLMENT TO WITHDRAWAL AT KAPS

Activity Location(s): 515 FM 2325, WIMBERLEY, TX 78676, OR OFF CAMPUS SCHOOL SPONSORED EVENTS

In consideration for being allowed to participate in any Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue **KATHERINE ANNE PORTER SCHOOL** and their employees, officers, directors, volunteers and agents (collectively "KAPS") from any and all claims, including claims of the school's negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss my student, or I may suffer because of my participation in any Activity, including travel to, from and during any Activity. I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in any Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in any Activity, including travel to, from and during any Activity. I agree to hold KAPS harmless from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in any Activity, including travel to, from and during any Activity. If KAPS incurs any of these types of expenses, I agree to reimburse the SCHOOL. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance. I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the school from all liability, (b) promising not to sue the school, (c) and assuming all risks of participating in any Activity, including travel to, from and during any Activity. I understand that this document is written to be as broad and inclusive as legally permitted by the State of Texas. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Participant Name (print): _____ Date: _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing KAPS from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in any Activity, including travel to, from and during any Activity. I allow Participant to participate in any Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Minor Participant's Name

Date

Name of Minor Participant's Parent/Guardian (print)

Signature of Minor Participant's Parent/Guardian

Student Name: _____

I, the legal guardian of the student named above, do hereby give my permission for any Katherine Anne Porter School employee's to take my student on field trips.

I do hereby hold Katherine Anne Porter School harmless for any claims that might arise out of incident while transporting students of Katherine Anne Porter School on field trips either in KAPS vans or in personal (privately owned) vehicles.

I understand that participation is purely voluntary and assume the risk of any injury resulting from or connected to that participation in the trip will not be the responsibility of Katherine Anne Porter School. I hereby agree to indemnify, defend and hold harmless Katherine Anne Porter School or its trustees, officers, employees and agents against any and all liabilities, losses, damages, claims, actions, or expenses, including reasonable attorney's fees arising out of any and all claims, demands, causes of action and suits of whatever nature, in law or equity, that arise out of or are connected with, or are based in whole or in part of any conduct, fact, matter, act or mission that relates to or is otherwise connected with transportation to the activity described above.

I also understand that alcohol, tobacco, illegal substances, and weapons are not allowed on any KAPS trip.

In the event that a student plans on using her/his vehicle for school functions, the student must provide a copy of her/his insurance card and a copy of her/his driver's license. If any other students are to ride with said individual, documented written consent from parents must be on file even if they are 18 or older.

Parent/Guardian Signature

Date

Student Signature

Date

2025 -26 Letter to Households to Qualify

School District/Charter School for Compensatory Education Funding for School Year 2025-2026

Dear Parent or Guardian:

The Katherine Anne Porter School District/Charter School may qualify for additional funding from the state if any of our students meet certain guidelines. The additional funding, known as the Compensatory Education Allotment, is used to provide supplemental services to students who are identified as at risk of dropping out of school. The purpose is to increase the academic achievement and reduce the dropout rate of these students. Please help us collect the necessary information so that we may receive additional state dollars for the benefit of our students.

The district is automatically eligible for this funding if you receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF). Otherwise, the district may qualify for this funding depending upon your income and family size. Please complete the attached ***Form for Compensatory Education Funding Qualification*** and return it to:

(Name and Address of Appropriate District/School Official).

Please complete a separate form for each child. Attached are more detailed instructions to help you fill out the form.

- Households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF): Complete the child's name and case number and have an adult household member sign the form. If you have more than one child attending school, complete a separate form for each child.
- Households with one or more foster child: List the child's name and the amount of "personal use" income the child received last month and have an adult household member sign the form. If you have more than one foster child attending school, complete a separate form for each one.
- Households that do not receive SNAP or TANF: If you do not have a case number, you should list the names of all household members, the amount of income each person received last month, and where the income came from. An adult household member must sign the form and include his or her social security number or indicate that he or she has no social security number. If you have more than one child attending school, you should complete a separate form for each one, but you only have to complete this section once.

Frequently Asked Questions:

Will the form be verified? Yes. State officials require us to verify the information that qualifies the district for the extra funding, therefore, the information that you send us may be checked at any time during the school year. School officials may ask you to send written documentation to verify that your income meets the eligibility guidelines.

Should I report any changes? Yes. If your income meets eligibility guidelines, please tell us if your income increases by more than \$50 per month or \$600 per year, or if the size of your household decreases. If your household receives food stamps or TANF, you should tell us when you no longer receive these benefits.

Will this information be kept confidential? Yes. We will use the information on your form only to see if your child or children meet the eligibility guidelines that will enable the district to receive the extra funding. The information will not be used for any other purpose.

Will my child receive extra services if I complete this form? Not necessarily. Funding for this program is based on the number of students with certain qualifying levels of family income, but the allocated funds must be spent for students that meet different eligibility criteria. If your child has performed poorly on STAAR or other required tests or meets other criteria for being at-risk of dropping out of school, then your child will likely receive additional services. If your child does not directly benefit other children in the district may benefit from this additional funding.

If my family income does not qualify the district for extra funding now, can I apply later if my circumstances change? Yes. You may submit the required forms at any time. If your income does not meet eligibility guidelines now but circumstances change (like household income decreases, household size increases, a wage earner become unemployed, the household receives SNAP or TANF), complete the form again. If you need new forms or any other help or information, call the school and report the change.

Why does the consent in paragraph 6 refer to free or reduced price meals or free milk when my school does not participate in that program? State compensatory education funds are partially allotted on the basis of the number of students in a school district or charter school who are eligible for the national free or reduced-price lunch program in which some schools participate. Therefore, in order for your school to receive the amount of state compensatory education funds to which it is entitled, you are being asked to provide the same information that would be provided in an application to participate in that program. The consent paragraph is included on the form because federal law does not allow the disclosure of information about children eligible for free or reduced price meals or free milk without consent and further requires that the consent include a statement that the failure to sign does not make the child ineligible for the meal/milk program.

Thank you for your help.

Sincerely,

Katherine Anne Porter School

Confidential
Information

Katherine Anne Porter School District/Charter School
Form for Compensatory Education Funding Qualification
School Year _____

Confidential
Information

Please fill out one form for each child attending school, sign each form, and return it to KAPS. Instructions for filling out the form are attached. If you need help, please call 512-648-3180.

1. Child's name: _____
(Last Name) (First Name) (Middle Initial)

Child's grade: _____ School: _____ SSN or student ID: _____
(Optional)

2. Is the child a foster child? If this is a foster child, check here [] and list the child's monthly personal use income:
\$ _____. SKIP sections #3 and #4 and GO TO section #5.

3. Are you receiving SNAP or TANF benefits for your child? If you are receiving SNAP or TANF benefits for this child, check here [], list the case number, and then SKIP section #4 and GO TO section #5.

SNAP case number: _____ TANF case number: _____

4. All other households. Complete this section if the child is not a foster child and you are not receiving SNAP or TANF benefits for the child (you did not complete sections #2 or #3). (If you have more than one child attending school and you are completing a separate form for each, you may complete this section only once.)

List all household members including the child listed above. Show all income. Then, GO TO section #5.

NAMES		CURRENT MONTHLY INCOME			
Name of household members (include the child listed above)	Check if \$0 income	Monthly earnings (before deductions) Job #1	Monthly welfare, child support, alimony	Monthly payments from pensions, retirement, social security	Monthly earnings from job #2 or any other monthly income
1.		\$	\$	\$	\$
2.		\$	\$	\$	\$
3.		\$	\$	\$	\$
4.		\$	\$	\$	\$
5.		\$	\$	\$	\$
6.		\$	\$	\$	\$
7.		\$	\$	\$	\$
8.		\$	\$	\$	\$
9.		\$	\$	\$	\$
10.		\$	\$	\$	\$

5. Signature and social security number. I certify that all of the above information is true and correct and that the **SNAP** or **TANF** case number is current and correct or that all income is reported. I understand that this information is being given in order for the school to receive additional state funding and that school officials may verify the information.

Signature of adult _____ Social security number **XXX - XX -** _____

Printed name _____ Date _____

Home phone _____ Work phone _____

Mailing address _____ City _____ State **TX** ZIP _____

6. Consent for release of information to Texas Education Agency for program audit purposes. I consent to the release of the above information by the Katherine Anne Porter school district/charter school to the Texas Education Agency for the purposes of auditing compensatory education funding reports. I understand that the Texas Education Agency will not share the information with any other entity or program. I also understand that the failure to sign this consent does not affect my child's eligibility for free or reduced price meals or free milk.

Signature of adult _____ Date _____

FOR OFFICIAL USE ONLY: SNAP or TANF Eligible []

Total Monthly Income \$ _____ Household Size _____ Income Eligible []

Determining Official _____ Signature _____

Date _____

Retain in District – Do Not Send to TEA

Instructions for Completing the Compensatory Education Funding Qualification Form

Please complete the **Compensatory Education Funding Qualification Form** using the instructions below. Sign, date and return the form to the registrar. If you need assistance, call 512-648-3180. Complete a separate form for each child in your household that attends public school.

1. Child information. Print your child's name, grade, and the name of the school.

2. Foster child. Complete this section if this is a foster child. List the foster child's monthly "personal use" income. Put "0" if the foster child does not receive "personal use" income. A foster parent or other official representing the child must sign the form in section #5. You are not required to list a social security number.

3. Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) benefits. If you are receiving SNAP or TANF benefits for the child, complete this section of the form. List the current SNAP or TANF case number for the child. An adult household member must sign the form in section #5. You are not required to list a social security number.

4. All other households. Complete this section of the form if the child is not a foster child and you are not receiving SNAP or TANF benefits for the child. (If you have more than one child attending public school and you are filling out a separate form for each one, you only need to complete this section once.)

List the name of everyone in your household even if they do not have an income. Include yourself, your spouse, the child, and all other household members.

List the amount of income each person received last month before taxes or any other payroll deductions. List the income source, such as earnings, welfare, pensions, and other income. (See examples below for types of income to report.) Each income amount should be entered in the appropriate column on the form. If any amount last month was more or less than usual, write that person's usual monthly income.

If anyone is self-employed, write the amount of income the person earns from self-employment. For example, self-employment income could be from operating a farm or a business such as a day care center.

Sign the form in section #5 and list your social security number. If you do not have a social security number, write "none."

5. Signature and social security number. The form must have the signature of an adult household member. Unless you have a SNAP or TANF case number or the child is a foster child, the last four digits of the social security number of the adult who signs the form must be included. If the person who signs the form does not have a social security number, put "none."

6. Consent. The adult household member whose signature appears in 5 should sign and date the consent.

Examples of Income to Report

Earnings from work

Wages/salaries/tips
Strike benefits
Unemployment compensation
Worker's compensation
Net income from self-owned Social security
business such as day care
center, farm or other

Pensions/Retirement/Social Security

Pensions
Supplemental security income
Retirement income
Veteran's payments

Other Monthly Income/Self-Employment

Disability benefits
Cash withdrawn from savings
Interest/dividends
Income from estates/trusts/investments
Regular contributions from persons not
living in the household
Net royalties/annuities/net rental income
Military allowance for off-base housing
Any other income

Welfare/Child Support/Alimony

Public assistance payments
Welfare payments
Alimony/child support payments

Your child may be eligible for educational services through the McKinney-Vento Act.
Eligibility is based on the current primary night time residence and can be determined by completing this questionnaire.

Student Name:

Grade:

1. Presently, are you and/or your family in any of the following situations? Check one box with "X".						
<input type="checkbox"/>	Staying in shelter					
<input type="checkbox"/>	Sharing the housing of others due to loss of housing, economic hardship, similar reason; doubled-up.					
<input type="checkbox"/>	Living in a car, park, campground, public space, abandoned building, substandard housing or similar.					
<input type="checkbox"/>	Temporarily living in a motel or hotel due to loss of housing, economic hardship or similar reason.					
2. Unaccompanied Youth: not in the physical custody of a parent or guardian Check one box.						
<input type="checkbox"/>	Student is in the physical custody of a parent or guardian					
<input type="checkbox"/>	Student is not in the physical custody of a parent or guardian (unaccompanied youth)					
<input type="checkbox"/>	Section 1 does not apply. STOP: If you checked this box, you do <u>not</u> need to complete the remainder of this form. Submit this form to school personnel.					
4. Student Name						
First	Middle	Last	M/F	D.O.B.	Grade	School Name

The undersigned certifies that according to information provided above, the students listed meet the definition of "Homeless" as stated in the McKinney-Vento Act (Subtitle B, Sect. 725) of July 1, 2002.

Print Parent/Guardian Name:

Signature:

Date:

(Area Code) Phone number Street Address City State Zip

School Use Only

- ☐ Copy of this form was sent to the District's Homeless Education Liaison. (Insert name and contact information for the District Liaison)
- ☐ Upon approval by the District's Homeless Education Liaison, a copy of this form was sent to Food and Nutrition Services for immediate access to free school meals.

School Advocate or Administrator: Based on the above information and a brief interview with this family, I attest that to the best of my knowledge they are eligible for benefits under the McKinney-Vento Act:

Print Advocate or School Administrator Name (required) Title Signature (required) Date

Print District Liaison Name (required) Signature (required) Date

(The district must request, at the time of enrollment, that the parent or guardian of each student attending the district disclose the student’s food allergies. This form satisfies this requirement. If your child has food allergies, this form will initiate the Food Allergy Management Plan.)

This form allows you to disclose whether your child has a food allergy or severe allergy that you believe should be disclosed to the district in order to enable the district to take necessary precautions for your child’s safety.

“Severe food allergy” means a dangerous or life threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child’s allergic reaction to the food.

Food	Intolerance	Severe anaphylactic allergy which could result in death

* If the food sensitivity is an intolerance, this form will be used as a reminder to your child in the event he/she chooses this particular food item.

The district will maintain the confidentiality of the information provided above and may disclose the information to teachers, school counselors, school nurses and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act.

Student Name: _____ DOB: _____ Grade: _____

Parent/Guardian Name: _____

Work Phone: _____ Home/Cell Phone: _____

Parent/Guardian Signature: _____ Date: _____

 Date form received: _____ Staff Initials: _____

INITIAL ATTENDANCE NOTICE

Minimum Attendance for Class Credit or Final Grade

According to Texas Education Code Section §25.092, "MINIMUM ATTENDANCE FOR CLASS CREDIT OR FINAL GRADE",

(a) Except as provided by this section, a student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

(a-1) A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class. A student under the jurisdiction of a court in a criminal or juvenile justice proceeding may not receive credit or a final grade under this subsection without the consent of the judge presiding over the student's case.

Nonattendance Liability

According to Texas Education Code Section §25.0951, "SCHOOL DISTRICT COMPLAINT OR REFERRAL FOR FAILURE TO ATTEND SCHOOL",

(a) If a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period in the same school year, a school district shall within 10 school days of the student's 10th absence refer the student to a truancy court for truant conduct under Section §65.003(a), Family Code.

(b) If a student fails to attend school without excuse as specified by Subsection (a), a school district may file a complaint against the student's parent in a county, justice, or municipal court for an offense under Section §25.093 if the school district provides evidence of the parent's criminal negligence. In this subsection, "parent" includes a person standing in parental relation.

Parent Contributing to Non Attendance

According to Texas Education Code Section §25.093, "PARENT CONTRIBUTING TO NONATTENDANCE", A parent commits an offense:

(a) If a warning is issued as required by Section §25.095(a), the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under Section §65.003(a), Family Code, the parent commits an offense.

(b) The attendance officer or other appropriate school official shall file a complaint against the parent in:

- (1) the constitutional county court of the county in which the parent resides or in which the school is located, if the county has a population of 1.75 million or more;
- (2) a justice court of any precinct in the county in which the parent resides or in which the school is located; or
- (3) a municipal court of the municipality in which the parent resides or in which the school is located.

(c) An offense under Subsection (a) is a misdemeanor, punishable by fine only, in an amount not to exceed:

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

(c-1) Each day the child remains out of school may constitute a separate offense. Two or more offenses under Subsection (a) may be consolidated and prosecuted in a single action. If the court orders deferred disposition under Article §45.051, Code of Criminal Procedure, the court may require the defendant to provide personal services to a charitable or educational institution as a condition of the deferral.

PARENT SIGNATURE _____ DATE _____

STUDENT
SIGNATURE _____ DATE _____



Afterschool Centers on Education™

ACE 21ST CENTURY COMMUNITY LEARNING CENTERS AFTER SCHOOL PROGRAM

I am the parent of _____

and I give permission for my student to attend the Ace 21st Century Community Learning Center after school learning program that is held at Katherine Anne Porter School.

I understand that my student will follow the Katherine Anne Porter School policies and procedures for students as outlined in the current student handbook

PARENT
SIGNATURE _____ DATE _____

PARENT PHONE _____

STUDENT PHONE _____

EMERGENCY CONTACT PHONE _____



ACE Afterschool Centers on Education Family Interest and Needs Survey 2025-2026

The ACE Afterschool Program is creating a Family program that is interesting and useful for all of you. Please help us include what matters to you.

Adult family member(s) of ACE students are expected to attend
ONE OR MORE Parent & Family Activities in Fall 2023 & ONE OR MORE Parent & Family Activities in Spring 2024.

Personal Information: *This information is confidential. We will not spam you.*

Parent/Guardian name:	
Email:	Telephone:
Name of your child/children's school(s): Katherine Anne Porter School	

Your child/children's name(s) and grade(s):

Name:	Grade:
Name:	Grade:
Name:	Grade:

What FAMILY ACTIVITIES are you interested in to help families, schools, and communities build relationships? (Circle all that apply.)

Guided Painting for Families	Learning Together	Books to Movie Club
PotLuck Get-Togethers	Holiday Craft Projects/Fairs	Family Games
Online Activities	ACE Showcases	Other:

What FAMILY ACTIVITIES are you interested in to help support your student's education? (Circle all that apply.)

Learning Lending Library Books & Activities	Academic Nights	Family Literacy
College, Career, and Military Fairs	College Readiness	Skills for Independent Living
How to Help with School Projects at Home	Tips for Great Parent/Teacher Conferences	Other:

What types of ADULT ACTIVITIES or CLASSES are you interested in for yourself? (Circle all that apply.)

ESL Classes	Resume/Job Skills Workshop(s)	Using the Student Online Grade Portal at my child's school	Access to Food/Clothing
Adult Basic Education	Workforce Solutions/Career Prep	Bullying/Cyberbullying Info	Access to Financial Assistance
GED Classes	Community College Continuing Ed	Child Safety Info & Resources	Healthy Lifestyles
Technology (basic) Classes	Financial Literacy/Budgeting	Youth Legal Issues Workshop	Parent Programs
Online Workshops	Mental Health Info & Resources	Child Development	Other:

- What are your special skills or expertise?
- Would you like to be involved in the ACE Community Advisory Committee? Yes: ☐ No: ☐ Want more information: ☐
- What is a favorite family gathering space in your community?
- What would make it hard for you to participate in our ACE Family Engagement activities? (Circle all that apply.)

Childcare	Transportation	Work Schedule	Language Barrier	Other:
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If you have questions or want information on registering your child for ACE, please contact Sandra Munoz, smunoz@kapschool.org

Please complete this ACE Afterschool Program survey by Friday, September 29, 2023.



Addendum



Student Laptop Policy/Contract

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These machines give students the tools to have instant access to the world of information and also to become producers rather than just consumers of information that is available through the use of technology. The goal is to provide each student at KAPS access to a computer daily in order to create an efficient learning environment during online instruction. These machines will play a large part in graphic arts, coding/programming, Google Classroom and multiple other online platforms.

KAPS is taking an initiative to transform teaching and learning. The student machines allow several things to occur for the benefit of student learning, and some of these include the following:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents, community members.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.

Equipment

Ownership

- KAPS retains sole right of possession of the computer and grants permission to the student to use the computer according to the guidelines set forth in this document. Moreover, KAPS administrative staff retains the right to collect and/or inspect the computer at any time, and to alter, add, or delete installed software or hardware.

Equipment Provided

- Efforts are made to keep all laptop configurations the same. All computers include ample RAM and hard-disk space, software, and other miscellaneous items. KAPS will retain records of the serial numbers of provided equipment.

Responsibility for Electronic Data

- The student is solely responsible for any non-KAPS installed software and for any data stored on the computer. It is the sole responsibility of the student to backup such data as necessary. KAPS utilizes Google for document backup and does not accept responsibility for lost documents due to hardware failure and lack of Google cloud use.

PART ONE: COMPUTER USE AND CONDUCT POLICY

The primary goal of KAPS available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. Academic work for courses always takes priority over any other use of the computer and other media center equipment. The following is a list of rules and guidelines that govern the use of KAPS computers and network resources. These rules apply to any use of the school's network resources whether this access occurs while on or off campus.

Students will:

- Be respectful of others. This includes no cyberbullying.
- Observe and respect license and copyright agreements.
- Keep passwords and personal information confidential (Student names, telephone numbers, and addresses should not be revealed over the system).
- Return the laptops to KAPS at the end of the school year for system updates and re-imaging of the laptop.

Students may not use network resources:

- To create, send, share, access or download material, which is abusive, hateful, threatening, harassing or sexually explicit;
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- To alter, add, or delete any files that affect the configuration of a school computer other than the laptop assigned for personal use;
 - To conduct any commercial business that is not directly related to a class
- To conduct any illegal activity (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any software not approved or not licensed by KAPS onto computers.

In addition, students may not:

- Attempt to change any KAPS network or server configuration or the configuration of the laptop.
- Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent).
- Give password(s) to anyone.
- Video tape staff or students without their consent or knowledge, this includes: webcams, laptops, cameras, cell phones, or any other digital devices.
- Post anonymous messages.
- Use school issued email accounts for personal use.

Discipline:

Any student who violates the rules and expectations relative to this Handbook and technology use will be subject to disciplinary action. Consequences may vary from a letter (or a phone call) home to detentions or suspensions depending on the violation or degree of computer misuse. Students who violate the rules may also have their devices reset to the original settings. Serious violations will result in the students' use of technology restricted and/or revoked.

Specifically, misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction.

- **Written warning documented in the student information system**
- **Suspension of network/Internet privileges**
- **Expulsion from school**
- **Involvement of local law enforcement**

PART TWO: LAPTOP USE AND POLICIES FOR STUDENTS

1. Computer Damages and Care

Computer Damages

- If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs.
- KAPS reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
 1. Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked laptop while at school.
 2. Lending equipment to others.
 3. Using equipment in an unsafe environment.
 4. Using the equipment in an unsafe manner.
- A student who does not have a computer due to a computer being damaged accidentally will be allowed to use a loaned computer from school. These computers will be available for students to use during the time of repair.
- A student who does not have a computer due to a computer being damaged intentionally may be allowed to use a loaned machine only if there is one available and if the damage makes the machine unusable. The student will not be allowed to take the computer home. Other options for use in this situation would include access to a school machine during school hours.
- If the laptop charger is damaged or lost, the student/parent or guardian is responsible for replacing it.
- In the event of damage to the computer not covered by the warranty and within the student's control, the student and parent will be billed a fee.
- KAPS will make every reasonable effort to repair the computer at the lowest cost possible. Depending on the damage, the student may be charged a fee for full replacement.

2. Student Access to Internet

- At school, students will have access to the internet through the school network. When not at school students can access the internet if they have internet access available to them in their home or other locations. The school's security system will not be in place when students access the internet outside of the school. KAPS will make every reasonable effort to make sure that sites that are "blocked" at school.
 - Students are allowed 24/7 computer access, and parents should monitor their student's time and activities on the computer.

3. Students Access & Monitoring

- Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate, and to search the computer if necessary at any time.

- The school's filter allows the school to block websites which are inappropriate for students while accessing the schools network.
- Students who access inappropriate sites during the school day or are accessing sites that are not related to a curriculum will face disciplinary action from the teacher and/or the administration.
- If sites are accessed by accident (which does occur at times) it is recommended that the student immediately move to another site and report the incident to an adult immediately.

4. Bringing the Computer to School

- It is imperative that students bring their computers to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited number of loan computers. Students will be allowed 1 time/semester to use a computer (if one is available) if they forget their computer at home.

5. Charging of Computers

- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged (through a normal electrical outlet) can be used the entire day with no additional charging required.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students NOT use the prongs on the charger to wrap the cord, as over time, this has proven to damage the cord.

6. Loss or Theft of Computers

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost the student will be financially responsible for its replacement.
- If a computer is stolen or vandalized, the parent shall file a police report or work with the school to do so.

7. Legal Issues and Jurisdiction

Because KAPS owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of KAPS network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents. As the owners of our network resources, including email system, the school

administration reserves the right, if needed, and at its discretion, access, to open, examine and/or delete electronic files that violate this Computer Use Policy.

PART THREE: LAPTOP CARE REMINDERS

You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned computer. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

General Care

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing. If these actions are taken and damage occurs, the student/parent will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, don't eat or drink while using the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Do not put stickers or use any type of markers on the computer.
- DO NOT charge your computer while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use.
- Do not walk from one location to another with an open computer. This is applicable at school and at home.

1. Keep Your Computer in a Safe Place

- The computer bag, with the computer and other equipment, must be stored in a safe place. Don't leave the computer on the floor where it might be stepped on, or within reach of small children or pets.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.
- Avoid storing the computer in a car or other vehicle.

2. Computer Case

- Each student will be issued a computer protective case that they are required to use to carry their computer in during the school day and outside of school. Students may opt to use their own case of equal or greater quality, however, they will still be issued a case by KAPS that must be turned in at the end of the school year. It is specially designed for the computer that students

are using. It is important to keep the case clean, and take time to remove any items like paper clips that can scratch the exterior of your computer.

- Students will be responsible for replacing the case if lost or not turned in at the end of the year.
- Computers must always have a case. If a student loses their case, it must be replaced immediately.

3. Keep Your Laptop Away from All Liquids

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, sodas, juice, energy drinks, etc. will all ruin your computer completely. Keep your friends' food and liquid away from your laptop.

4. Computer Problems

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the teacher will have it looked at by IT. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.
- When in doubt, ask for help.

5. Only One User

- Do not allow anyone else to use your computer. Loss or damage that occurs when anyone else is using it will be your responsibility.

6. Cleaning the computer

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use cleaning products with acetone or ammonia. It is imperative that they are cleaned appropriately (as listed above) or with cleaners that have been approved by the school technology office or administration office. Damage to computers due to incorrect cleaning methods will be student/parent-guardian financial responsibility.
- Be conscious when wiping down keys so as not to break the keys or damage the computer

PART FOUR: TECHNOLOGY ACCEPTABLE USE POLICY

This document can also be found on the KAPS website under Policies. KAPS recognizes that communications and other new technologies are shifting the ways that information is accessed, communicated, and transferred by members of our society. These changes also alter instruction and student learning. The school supports access by staff and students to rich information resources, along with the development of appropriate skills to analyze, evaluate, and utilize such resources. Within the school, staff members and students are provided access to electronic information resources over a computer network, which is a part of KAPS. This computer network includes filtered access to the Internet. KAPS currently provides access to a variety of information resources, including web based curriculum resources via the Internet. These filters are designed and used to protect students (minors), teachers, and administrative staff from harmful material, abuse, and cyber-bullying websites, email, and viruses. Internet access (although filtered) may still lead to resources that may not have been properly screened by educators for use by students of various ages. KAPS cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the school or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." Families should be aware that certain material accessible over public networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. KAPS supports and respects each family's right to decide whether or not their child will have access to resources via the Internet. If a student mistakenly accesses "inappropriate material", he/she should immediately notify a school staff member. Use of school systems, including Internet use, email messages, and other communication systems are not considered private and may be monitored by school staff and subject to open records requests.

Computer Network / Internet Rules

The purpose of the computer network is to further the learning of students in the school. Access to the computer network, and through its Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the computer network is a privilege, not a right. Access requires responsible and lawful use. Parental permission is required for students to have independent access to resources via the Internet. Responsible use means that everyone has a part:

1. Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or in a school hallway. General school rules for behavior apply. Specific guidelines for computers may also exist for individual classrooms or computer labs. If a student is in doubt about whether a computer related behavior is permitted, it is her/his responsibility to ask a teacher or other staff member. Students are also responsible for reporting improper use to a staff member.
2. Parents and guardians are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.
3. It is the responsibility of each user to employ the computer network in support of education and research consistent with the goals and objectives of KAPS.

Acceptable uses of Computer Networks

Students will use electronic information resources to:

- Access global educational resources
- Broaden their research capabilities by using primary sources
- Develop higher level thinking skills
- Differentiate and evaluate available sources of information
- Gain essential skills needed for the 21st century
- Turn in assignments, collaboration on assignments, and communication of assignments
- Accessing assignments that are online

Unacceptable uses of Computer Networks

The following behaviors are examples of unacceptable uses of computer equipment and are not permitted. This list is not intended to include every prohibited behavior.

- Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
- Using obscene language or gestures
- Using computer resources for purposes without clear educational value
- Social media access
- Threatening, harassing, insulting, or attacking others
- Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, malware, "worms," or similar methods
- Violating copyright laws or revealing trade secrets
- Conducting business for profit
- Using another person's password, disclosing one's own password to others, or impersonating someone else
- Trespassing in another person's folders, work, or files
- Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)
- Using computing resources for non school-related commercial purposes and/or transactions
- Using computing resources for illegal purposes
- Users shall not attempt to bypass or disable KAPS content filters

Consequences

- a) Violations may result in loss of access.
- b) Additional disciplinary action may be determined with existing practice regarding inappropriate language or behavior at the discretion of administration.
- c) When applicable, law enforcement agencies will be involved.

PART FIVE: STUDENT LAPTOP POLICY - CONTRACT

By signing below, you acknowledge that you have read pages 1-10 of the "Student Laptop Policy" and will abide by the policy.

A copy of the policy may also be found and printed at:

<https://www.kapschool.org/s/Student-Laptop-Policy>.

After signing this contract, your student will be assigned a KAPS computer to use for the school year. This signature page must be returned to the front desk in order for your student to check out a laptop.

STUDENT NAME _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

PARENT NAME _____ DATE _____

PARENT SIGNATURE _____ DATE _____



Dear Parent or Guardian:

Texas law now requires school districts to distribute information to parents and guardians about the safe storage of firearms.

In 2021, 4,613 Texans experienced gun-related deaths. The Texas Department of State Health Services (SHS) reports that 55 percent of Texas firearms deaths in 2020 were suicides and that 59 percent of all suicides in Texas were by firearms. Suicide attempts involving firearms have a 90 percent fatality rate. **Restricting access to guns is critical in reducing acts of violence, whether as self-harm or towards others. Acts of mass violence and interpersonal violence often end in suicide.**

It is unlawful to store, transport, or abandon an unsecured firearm in a place where children are likely to be and can obtain access to the firearm. Under [Texas Penal Code 46.13](#), a person commits the offense of making a firearm accessible to a child if the child gains access to a readily dischargeable firearm, and the person with criminal negligence:

- Failed to secure the firearm; or
- Left the firearm in a place to which the person knew or should have known the child would gain access

The penalty for allowing a child access to a firearm can range from a Class C misdemeanor (punishable by a \$500 fine) to a Class A misdemeanor punishable by a \$4000 fine, a year in jail, or a combination of the two). Texas exempts the purchase of firearm safety equipment from [Texas Sales and Use Tax](#).

Remember, a gun should be stored unloaded in a safe or locked container, with ammunition stored elsewhere. You can learn more and find additional resources from the Texas Department of Public Safety at <https://safegunstoragetexas.com>.

Safe gun storage is critical to preventing suicide, unintentional shootings, and other tragedies.





Truancy Warning Notice

Notice: Laws Governing Compulsory Attendance In Texas Schools

Failure to comply with the laws governing compulsory attendance may result in legal action.

Official Notice To The Child And Person(S) Standing In Parental Relation To The Child:

Texas requires a child who is at least 6 years of age, or who is younger than 6 years of age and has previously been enrolled in first grade, and who has not yet reached his/her 19th birthday to attend school unless exempt by Sec. 25.086. Students enrolled in pre-kindergarten or kindergarten shall attend school. Education Code 25.085/KAPS ISD Policy

Except as provided by Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days class is offered. Education Code 25.092/KAPS ISD Policy. **After 10 days of absences in a 6 month period of time, a student will be automatically unenrolled.**

KAPS ISD Local Policy

A parent/guardian commits an offense of thwarting compulsory attendance under Education Code Sec. 25.093, if after having been warned in writing, a child has unexcused voluntary absences on 10 or more days or part of days within a 6-month. An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$500.00 Education Code 25.093

A student who has been absent without excuse on three days or parts of days will be issued a warning notice to inform the parents that the student is subject to truancy prevention measures in addition to other statutory requirements in existence. Referral to court for truant conduct may occur if a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period.

A parent/guardian of a school age child has the responsibility to require that their child attend school regularly. When sickness or higher obligation necessitates an absence, a note signed by the parent/guardian explaining the reason for the absence is required the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed two (2) days to submit a written note excusing the absence.

When a student's absence for personal illness exceeds five (5) cumulative days, Katherine Anne Porter School District may require a statement from a physician or health clinic verifying the illness or other condition



requiring the student's extended absence from school (the school nurse is available to verify an illness the day of the absence). The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. KAPS ISD Policy (Local)

When a child is absent from class without permission or misses one or more classes or part of classes without prior parental authorization, he/she is subject to disciplinary action. Students are truant if: 1) they leave class or campus without permission from both a parent and a school official; 2) they are in an area without teacher or administrator approval; 3) they leave school during the day without first providing the office with a note from their parents giving permission for them to leave; 4) they go home sick without going through the nurse; 5) they call parents and leave without checking through the office; 6) they don't sign out in the office; 7) they leave campus for lunch without parent and school permission.

Katherine Anne Porter School

July 2024

Student Signature

Date

Truancy Warning Notice, page 2

