

HSAA
HIGH SCHOOL
AHEAD ACADEMY



**PARENT/STUDENT
HANDBOOK**

2022-2023

WWW.HOUSTONISD.ORG/HSAA

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HSAA School Calendar 2022-2023

SEMESTER I (August – December 2022)

Please note this calendar is **specific to High School Ahead Academy** and may be different from other HISD schools. This is a guideline, and the dates may change throughout the year. Please make sure to check all HSAA platforms of communication for updates.

AUGUST 2022			
8-12	M-F	Teacher Pre-Service (No Students)	
13	Sat	Annual Open Registration	9:30-2:30pm
15	Mon	Teacher Prep Day (No Students)	
16-19	T-F	Teacher Pre-Service (No Students)	
22	Mon	First Day of School	
24	Wed	Fall GPC Meetings	
SEPTEMBER 2022			
5	Mon	Labor Day (No Classes-Holiday)	
8	Thurs	Open House / Meet the Teacher	3:30-5:00pm
		Fall Annual Title I (1.A)	3:30-4:00pm
9	Fri	Fall Annual Title I (1.B) (online)	12:00-1:00pm
TBA	Fri	C1 – Progress Reports	
		Failing Grade Teacher Call Logs Due	
20	Tue	IT Professional Day	
		SDMC Meeting	3:00-3:45pm
27	Tue	Coffee with the Principal	6:45am
28	Wed	Faculty Meeting	3:15-4:15pm
OCTOBER 2022			
OCT		National Principal's Month	
2	Sun	Custodian Appreciation Day	
4	Tue	Teacher Service Day (No Students)	
5	Wed	Fall Holiday (No School)	
7	Fri	C1 – Report Cards	
		Denial of Credit Meeting	9:00-10:00am
		Pizza with Dad	2:00-3:00pm
8	Sat	Saturday School Begins	
14	Fri	Warrior Friday: Campus Activity	1:00-3:00pm
TBA	Fri	C2 – Progress Reports	
		Failing Grade Teacher Call Logs Due	
16	Sun	Boss's Day	
21	Fri	Muffins with Mom	2:00-3:00pm
24-28	M-F	Red Ribbon Week	
26	Wed	Faculty Meeting	3:15-4:15pm
28	Fri	Warrior Friday: Field Trip	

NOVEMBER 2022			
TBA		Homecoming/Fall Festival	
11		Veteran's Day at School	
	Fri	C2 – Report Cards	
		Denial of Credit Meeting	9:00-10:00am
18	Fri	Warrior Friday: Field Trip	
		Staff Thanksgiving Luncheon	
21-25	M-F	Thanksgiving Break (No School)	
29	Wed	Faculty Meeting	
DECEMBER 2022			
TBA	Fri	C3 Progress Reports	
		Failing Grade Teacher Call Logs Due	
5	Mon	Parent GPC Meeting Notification	
5-9	M-F	Holiday Celebration Week	
19	Mon	Mid-Year Promotion GPC Meeting	
21	Wed	Last Day of First Semester	
22-23	Th-F	Winter Break (No School)	
26-30	M-F	Winter Break (No School)	

HSA School Calendar 2022-2023

SEMESTER II (January – May 2023)

Please note this calendar is **specific to High School Ahead Academy** and may be different from other HISD schools. This is a guideline, and the dates may change throughout the year. Please make sure to check all HSA platforms of communication for updates.

JANUARY 2023			
JAN		School Board Appreciation	
2-4	M-W	Winter Break (No School)	
5	Thurs	Teacher Prep Day (No Students)	
6	Fri	Teacher Service Day (No Students)	
9		Law Enforcement Appreciation	
	Mon	First Day of Second Semester	
13	Fri	C3 – Report Cards	
		Denial of Credit Meeting	9:00-10:00am
16	Mon	MLK Day (No School)	
26	Wed	Faculty Meeting	3:15-4:15pm
FEBRUARY 2023			
6-10		School Counselor Week	
TBA	Fri	C4 – Progress Reports	
		Failing Grade Teacher Call Logs Due	
20	Mon	Teacher Service Day (No Students)	
22	Wed	School Bus Driver Appreciation	
MARCH 2023			
3	Fri	Employee Appreciation Day	
		C4 – Report Cards	
		Denial of Credit Meeting	
13-17	M-F	Spring Break (No School)	
TBA	Fri	C5 – Progress Reports	
		Failing Grade Teacher Call Logs Due	
29	Wed	Faculty Meeting	3:15-4:15pm
31	Fri	Chavez-Huerta Day (No School)	

APRIL 2023			
3-7	M-F	Assistant Principal Week	
7	Fri	Spring Holiday (No School)	
17-21	M-F	Volunteer Recognition Week	
20	Fri	C5 – Report Cards	
		Denial of Credit Meeting	9:00-10:00am
21	Fri	Spring Holiday (No School)	
26	Wed	Administrative Professionals Day	
		Faculty Meeting	
MAY 2023			
1	Mon	School Principal's Day	
1-5	M-F	Teacher Appreciation Week	
5	F	Lunch Hero Week	
10	Wed	School Nurse Day	
TBA	Fri	C6 - Progress Reports	
		Failing Grade Teacher Call Logs Due	
29	Mon	Memorial Day (No School)	
31	Wed	Last Day of School for Students	
		C6 – Report Cards	
		Denial of Credit Meeting	

Hours of Operations

School Office Hours

Monday – Friday

6:30am – 3:30pm

Instructional Hours

Monday – Friday

7:30am – 3:00pm

Breakfast 7:00am-7:20am

Lunch is served in the cafeteria from 10:40am – 12:15pm by grade level

Parent Conferences are available by appointment, please contact the school counselor (713) 696-2643.

School Contact Information

Main Office Phone Number

(713) 696-2643

School Fax Number

(713) 696-2999

School Social Media

website- <http://www.houstonisd.org/hsaa>

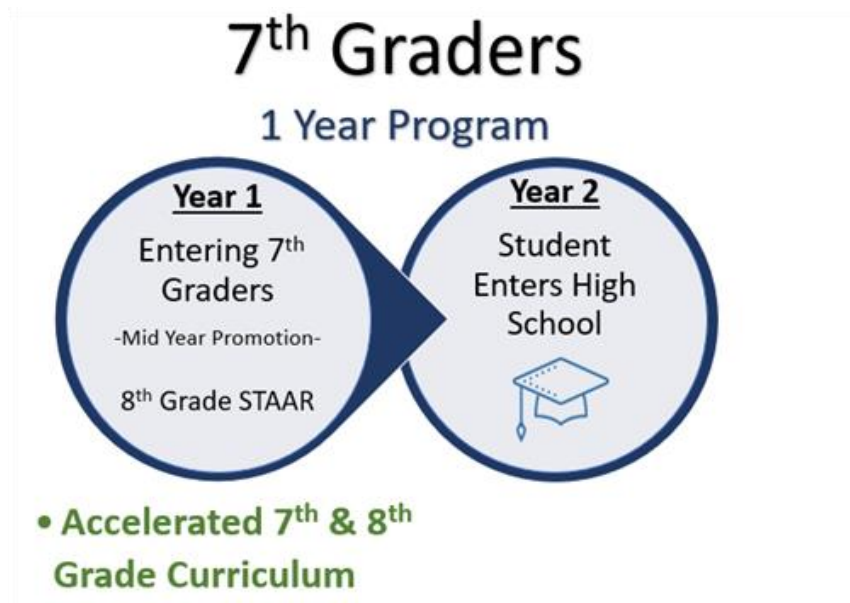
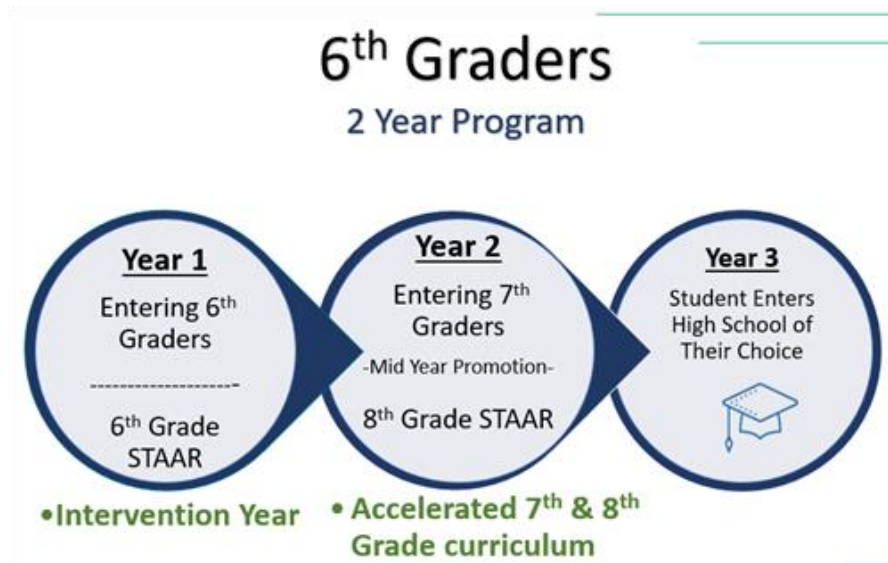
twitter- follow us at @hs_ahead_hisd

instagram- follow us at @hs_ahead_hisd

All About High School Ahead Academy

Welcome to High School Ahead Academy Middle School (HSAA), a revolutionary and innovative program for over-aged middle school students. The ultimate goal of HSAA is to enable students who have been retained in the past or who have gaps in their education to catch back up academically to peers who are their same age.

Through our unique schedule of classes, entering 6th graders complete middle school in just two years and entering 7th graders combine on-grade level work with 8th grade courses to move to high school after just one year.



HSAA Vision

Our vision is to forge strong positive connections with students, so they can achieve independence, build confidence, and gain academic knowledge.

HSAA Mission

We strive to grow our scholars two academic years in one year and accelerate college and career readiness by having students gain at least two high school credits

HSAA Core Values

Transformational Actions

Willing Learners

Commitment

Accountability

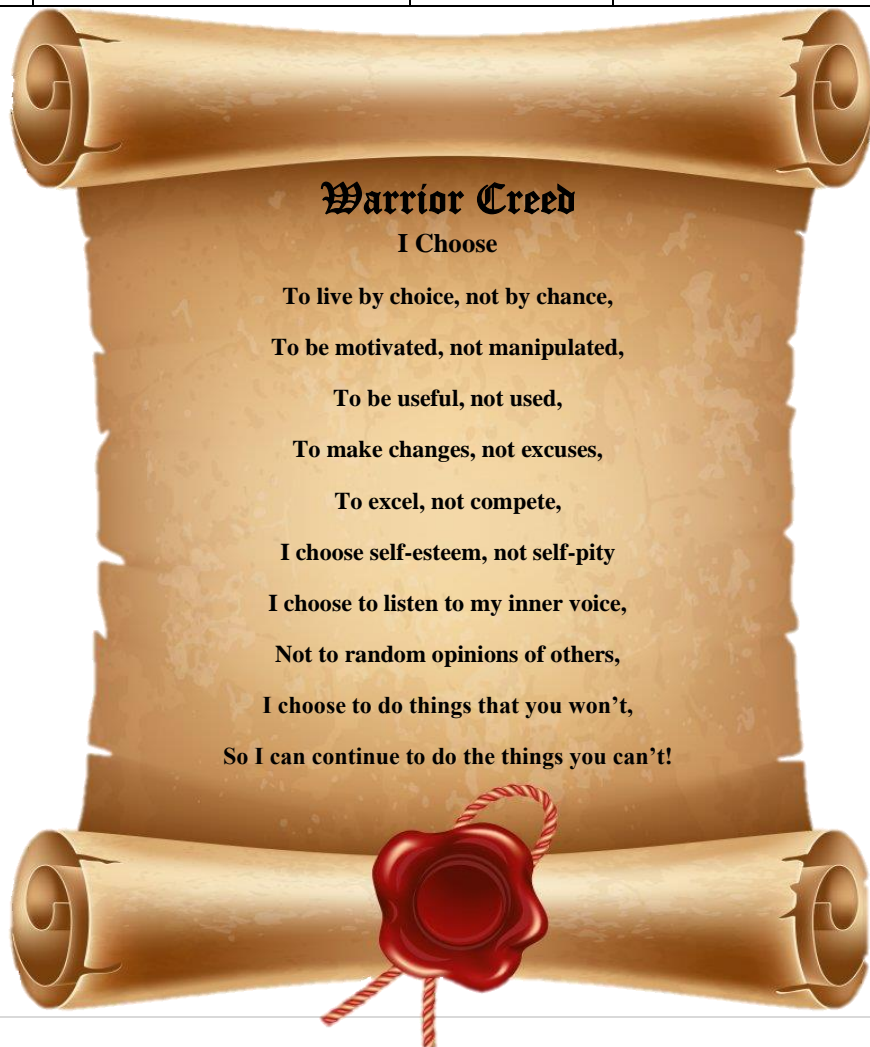
HSAA Theme

“The Last Line of Defense”

We accept the challenge of not only putting our students back on track, but we strive to get our students ahead!

MY SCHOOL SCHEDULE

Period	Subject	Room #	Teacher
P1			
P2			
P3			
P4			
P5			
P6			
P7			



HSAA 2021-2022 Faculty and Staff

<p style="text-align: center;"><u>Administration</u> John Flowers, <i>Principal</i> Megan Lyndersay, <i>Dean of Instruction</i> Antravian Carter, <i>Teacher Lead Specialist</i> Arthur Jenkins, <i>Teacher Specialist</i> Leticia Mendez, <i>Media Specialist</i> Vickie Garrett-Brooks, <i>Campus Intrustional Technologist</i></p>	
<p>Erin Andrews, <i>SpEd Chairman</i> Stephanie Booker, <i>Counselor</i> Shameka Luke, <i>Wraparound Specialist</i> John Barrett, <i>Resource Officer</i> Kaneika Bell-Brown –<i>Device Technician</i></p>	<p>Annetta Randel, <i>Secretary</i> <i>Counselo Navarro, SIR</i> Irene Cardenas, <i>Clerk</i> Stephanie Thompson-Roberts, <i>Nurse</i> Antoinette Douglas – <i>Interventionist</i></p>
<p style="text-align: center;"><u>English & Language Arts</u> TBA (<i>6th/7th Grade</i>) Alicia Jackson (<i>7th/8th Grade</i>) Angela Rivers (<i>Reading Interventionist</i>)</p>	<p style="text-align: center;"><u>Mathematics</u> Lashandra Love (<i>6th/7th Grade</i>) Corey Stoner (<i>7th/8th Grade</i>) Debra Hunter (<i>Math Interventionist</i>)</p>
<p style="text-align: center;"><u>Science</u> Christie Cummings (<i>6th Grade</i>) Jasmine Scott (<i>7th/8th Grade</i>)</p>	<p style="text-align: center;"><u>Social Studies</u> Kirkland Jones (<i>6th Grade</i>) Kali Cole (<i>7th/8th Grade</i>)</p>
<p style="text-align: center;"><u>Physical Education</u> Kristen Reynolds</p> <p style="text-align: center;"><u>Theatre</u> Oni Chambers</p> <p style="text-align: center;"><u>Dance</u> Antravian Carter</p>	<p style="text-align: center;"><u>Custodians</u> Jose Becerra (<i>Plant Operator</i>) Juan Arteaga Colina (<i>Lock-Up</i>) Rosie CruzDiaz</p>
<p style="text-align: center;"><u>Academic Tutors</u> Karen Benson Keyone Code</p>	

Welcome from the Principal

Dear Students,

Welcome to High School Ahead Academy Middle School. This is just beginning, and you are off to a great start because you chose HSAA as your school. You made the first step in deciding to get focused and get back on track with your peers.

Our main goal is to provide you with a fast-paced curriculum that will allow you to complete two grade levels in just one year and earn high school credits. With persistence and hard work, you will be able to reach your goal!

Our school rules and regulations are to ensure that we operate effectively and that all students are aware of their rights and responsibilities. It is important that you and your parent review the Student and Parent Handbook to understand this information.

You must know by now this is no ordinary school and our promise to you is to continue to help you develop socially while providing you with an outstanding quality education. Again, welcome aboard!

Your Educational Leader,

John Flowers,

Principal

HSAA Attendance

Students are expected to be present and on time each day. If a student needs to be absent due to an illness or another unforeseen incident, the reason for the excused absence must be stated in writing and signed by the parent/guardian. **The written excuse must be received within 3 days after the absence, otherwise it is considered unexcused.** The student will be given **3 days** to make up all missed class work. The attendance office may investigate any absence.

Excused Absences:

The only acceptable excuses for tardiness and absences are:

- Personal Illness
- Sickness or death in the immediate family
- Quarantine; example COVID-19 or head lice
- Severe weather conditions making travel dangerous
- Emergencies or usual circumstances recognized but the principal or designated person
- Participation in school activities with permission from the principal

According to the Texas Compulsory School Attendance Law (TEC.Sec.25.085): If a student is absent without an excuse for 10 days or partly present for several days in a six-month period; or 3 or more days or partly present for several days in a four-week period, the student's parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and a fine can be issued up to \$500 for each unexcused absence (after the warning letter is issued). Students are required to attend summer school and be retained, if they have 13 or more unexcused absences. Even though a student has passing grades, they can still be retained.

Students with Perfect Attendance: At the end of the school year, students will receive a perfect attendance reward. To qualify for perfect attendance, students need to come to school every day. Students who are sick and miss school, do not qualify for perfect attendance. Excused absences also count against perfect attendance.

HSAA Tardy Policy

Students are dismissed to their classrooms at 7:25am. At 7:45am, they are considered tardy. School officials understand that occasionally traffic, weather, or oversleeping may cause a student to be late. However, persistent tardiness will not be tolerated. According to the ***Student Code of Conduct***, being tardy is a Level I violation (please refer to the Student Code of Conduct). Level III violation is any repeated Level I violation. Violation of the tardy policy has the same consequences as a Level III violation. Level III violation calls for the suspension or referral to the alternative school.

When students are tardy, they miss important instructional time. This can cause them to fall behind or not meet the program expectations. It's in the best interest of the student that they are on time each day.

HSAA 15-Minute Rule

HSAA has adopted a 15-minute rule. No student is allowed to leave a classroom for any reason the first 15 minutes or the last 15 minutes of class. This gives students time to settle down, and the teacher a chance to check roll and begin the lesson. All students are required to check in with the hallway administrator when out in the hallway during class time. Student's may not leave a classroom without permission from the classroom teacher or an administrator.

HSA dress Code

HISD allows each individual campus to establish its own dress code or uniform policy. The goal of a dress code is to ensure that students stay focused on learning and to create a positive and safe environment. We appreciate parent and student support in upholding our dress code. Violations of the dress code policy may result in disciplinary action. Please note that our school administration has the final authority for decisions regarding the dress code.

The High School Ahead Academy Middle School dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress, and grooming standards, provided that they comply with the following:

- Hair should be clean and neatly groomed. Extreme hairstyles are not acceptable. Hairstyles, which pose safety hazards in certain classes, may require that the hair be secured in such a manner as to create the least potential problem. Students may not wear hair rollers, bonnets, and head scarfs to school unless for religious purposes. Facial hair will be allowed if neatly groomed and non-disruptive.
- Skirts and shorts may be no shorter than 4 inches from the top of the knee. This includes shorts or skirts that are worn with leggings. They must be 4 inches from the knee as well.
- **No holes allowed in jeans, pants, shorts, or skirts.**
- Pants, jeans, and/or skirts must be worn above the hip bones (no sagging). Clothing must be appropriately sized and remain at the waistline.
- Visible body piercing (other than the ears and a small nose stud piercing) and related jewelry is prohibited. Prohibited areas of the body include, but are not limited to eyebrow, cheek, tongue, and lips. Band-Aids to cover jewelry or spacers are not allowed.
- Spiked jewelry including earrings are prohibited. Rosary beads worn as jewelry are prohibited.
- Tight fitting workout attire (tights, spandex, etc.) are not acceptable outside of a designated activity period such as dance or athletics.
- Students may not wear attire such as leggings without acceptable clothing over them, or jogging/biker shorts designed for more casual settings. School approved shorts may be worn in physical education classes.
- The torso (shoulders, back, stomach, hips and buttocks) must be covered. Tank tops, undershirts or muscle shirts are not allowed. Revealing clothing and see-through materials are not acceptable. Low cut necklines and/or revealing clothing including see-through materials, are not acceptable. All undergarments must be covered.
- Pajama and sleepwear are prohibited.
- Trench coats, long capes, and dusters are not allowed.
- Shoes and closed in sandals must be worn at all times. **House shoes, flip flops, crocs, slides, and athletic sandals are inappropriate.** For safety reasons, during physical education classes (P.E.), tennis shoes or an equivalent type shoe (must have a closed toe and back, and a level rubber sole) are to be worn.
- Sunglasses worn in the building are not acceptable, unless approved by the principal or as a result of a doctor's authorization submitted to the principal and nurse.
- **Hats, bandanas, sweat bands, doo rags, skull caps or any other head covering are not allowed on campus unless specifically approved by the principal or designee. Unapproved head coverings worn on campus will be confiscated.**
- Chains, billfold/wallet chains, large-beaded chains, bicycle chains are prohibited.
- Uniforms or costumes approved by the principal or designee are acceptable.

- Observe the basic standards of cleanliness, modesty, good grooming, and dress. All students also have the responsibility to wear clothing, which contributes to their own health and safety as well as that of others.
- Any article of clothing that represents another school or district such as a jersey, letterman's jacket, t-shirt, etc. may not be worn to school and will be confiscated.

Any other article of clothing or accessory or hairstyle deemed inappropriate, unacceptable, inflammatory, and/or disruptive (such as clothing with lettering, pictures, patches, slogans, symbols, or advertisements that are distracting) may be confiscated by the school. Confiscated items may be claimed by the parent before June 15 annually. Unclaimed articles will be discarded. The school/district is not responsible for missing items.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Identification Cards

When students enroll at HSAA every student will receive a school ID to wear at school at no cost to the students.

All students at HSAA must wear a HSAA ID during the instructional day. No Exceptions.

IDs are used to identify HSAA current students, student transportation, and student information. (i.e. name, ID number, medical alert)

Students must bring their ID to school each day. IDs will be checked every morning as students enter the building as bus riders, walkers, or car riders. IDs are considered part of the school uniform and must be worn with a HSAA lanyard around the neck.

Lost IDs/No ID: Students who lose or do not bring an ID will be required to purchase a new ID at the cost of \$5. Students who continuously lose or do not bring their IDs will receive consequences.

Note: Students who do not have an ID when they arrive in the morning, or any part of the day will need to report to the main office to receive a temporary ID. A new ID must be purchased from the discipline clerk.

Discipline clerk will make IDs on Friday morning only. No exceptions.

Additional ID information is followed:

Red border around student picture: Student is a bus rider.

Blue border around the picture: Student is a car rider/walker.

Additional Note: Students IDs are also used to identify students for breakfast and for lunch as students will scan cards as they go through the line in the cafeteria.

Warrior Fridays/Field Trips

HSAA students may participate in a variety of learning adventures on and off campus. All rules that apply on campus will be enforced on all field trips. Students with an excessive number of absences or who exhibit poor behavior may be prohibited from participating in a field trip. For some field trips, students may be asked to pay a fee. Students who pay for a field trip and are unable to attend because of a family concern, illness, or school suspensions may not receive a refund.

On "Warrior Fridays" students can enjoy a relaxed dress code which includes: HSAA Spirit Apparel and Denim/Distressed Jeans. All dress code policies must still be adhered to on Warrior Fridays apart from special "Fun Spirit Days".

HSAA Gear can be purchased online at <https://www.A2N.shop> and on campus in limited amounts.



HSA Parent Involvement

Upcoming Parent Workshops and Events

The Houston Independent School District believes that a child's education is a result of the combined efforts of the parent, the student, and the school. Parents who actively participate in the educational process, both at school and home, provide the essential support, assistance, values, and high expectations that are crucial to a child's perception of the importance of education. HISD also believes that active and regular parental involvement will significantly increase a student's potential for academic success. (Information from www.houstonisd.org – Parents & Students)

The dates for these training will be sent out with the students throughout the year.

Parent Information/ Workshops: Our school family hosts special training sessions for parents during the school year. These meetings focus on topics such as curriculum, effective study techniques, student health-safety-nutrition, testing information and helpful testing tips.

Volunteer Opportunities at HSAA

Volunteers in Public Schools (VIPS)

Each year, parents, students, and community partners support HISD students and teachers by kindly volunteering their time. VIPS represent all economic, ethnic, and educational backgrounds. They are caring adults or older middle school/high school/college students who tutor students, serve as classroom assistants to teachers, work in the library and provide other support.

How Can I Become VIPS Approved?

All volunteers must register online or at their home school. They must also pass a criminal background check before participating as a volunteer. To become an HISD volunteer, these steps need to be followed:

Step 1:	Register online at www.houstonisd.org , stay on the homepage, and click on the VIPS login under the Related Links section or the Community section or fill out an application at the Welcome Center.
Step 2:	Once you have registered, you must go in person to the school of interest and show proof of identification.
Step 3:	Identification information will go into our database for processing by the Volunteer Coordinator at each campus.
Step 4:	The criminal history background check can take 2-3 weeks to complete.
Step 5:	Once you are CLEARED to volunteer, you are eligible to volunteer throughout HISD.

What type of identification is accepted for VIPS?

- Texas Driver's License
- Official Passport
- Texas Identification Card
- Official U. S. Military ID
- Driver's License (issued by any state in the U.S.)
- Matricula Consular
- Resident Alien Card

For more information about volunteering at HSAA, please contact Mr. Randel at 713- 696-2643. Please visit the HSAA Front Office to sign-up for these VIPS opportunities:

- Work in the parent room
- Classroom volunteer
- Dismissal supervision
- Make copies for teachers

HSAA Procedures

HSAA Emergency Contact Form

An “Emergency Contact Form” will be sent home with each student for parents/guardians to inform the school who will pick-up his/her child during the school day. Only the people listed on this form will be allowed to pick up your child/children. ***If your address or phone number have changed, please make sure to update the contact form by visiting the Front Office. This must be done in person. Changes over the phone are not allowed.**

HSAA Early Release of Students

Children are not permitted to leave school after they arrive, unless certain procedures are followed. ONLY the people listed on the ***Emergency Contact Form*** will be allowed to take a child from school during regular school hours. **A picture ID is required**, such as a driver’s license. Changes to the Emergency Contact Form must be done in person. Students will be called to the office, after they have been signed out. Teachers are not permitted to release students unless this procedure has been followed. Parents are not allowed to go to the classroom to pick-up their child.

Releasing students after 2:30 p.m. is not allowed. This time is instructional time. Every minute counts. Early release of students is strongly discouraged.

HSAA Early Release (Metro, Walkers, Ride Share)

Children are not permitted to leave school after they arrive, unless certain

HSAA Cafeteria Procedures

Parents will be allowed to eat lunch with their student in the cafeteria. Parents will need to sign-in at the HSAA Front Office and receive a “Visitor’s Pass”. While on the school grounds, this pass must be worn. At the end of the lunch period, parents must check-out at the HSAA Front Office and return their pass.

Students are not allowed to have food services delivered to the campus. Food delivered to the campus will be returned with the service provider.

HSAA Cafeteria Rules

Students are to:

1. Walk in a single line to their assigned seating area
2. Sit at their designated tables
3. Raise their hand for assistance
4. Ask permission to leave the cafeteria
5. Use inside voices when talking
6. Clean up their tables and seats, as well as the trash beneath their seats before leaving
7. Line up quietly as they wait to be picked up
8. Not share their food with other students.

HSA A Discipline Code

Parents and students can access the **HISD Code of Student Conduct** booklet on the HISD.org website. This booklet details the expectations for student behavior and the consequences for misbehavior. The rules of conduct are established to achieve and maintain an orderly environment conducive to learning. At HSAA, we use this resource to follow our district's expectations regarding misbehavior. Please be sure to thoroughly read the HISD Code of Student Conduct.

Severe Behavior Clause:

Severe behavior cases will be referred to the office immediately. Examples are as follows:

- Disrespect towards school personnel
- Abusive and offensive language
- Fighting
- Weapons (including toy guns, pocketknives, and laser pointers) brought to school
- Drugs (including cigarettes) in student's possession
- Obscene materials
- Defacing or vandalizing school property
- Gang related behavior, signs and paraphernalia
- Other conditions that could prove detrimental to others

When a student is referred to the office for behaviors, the following actions may occur:

- Parent/Student/Principal Conference
- In-school suspension
- Out-of-school suspension
- Assigned to an alternative school
- Removed from field lessons and after school/other school activities

Disruptive Items are NOT Allowed:

No electronic devices (cell phones, pagers, laser pointers, radios, iPods, etc.), toys or games (fidget spinners, Pokémon cards) are permitted at school, except for cell phones. These items will be confiscated if brought to school. If these items are lost or stolen, school employees will not be held responsible.

Discipline Procedures and Definitions

This section of the handbook is an excerpt taken from the Houston Independent School District's Student Code of Conduct. Acts of misconduct are categorized into five levels of offenses:

Level I

Violation of Classroom Rules: Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II

Administrative Intervention: Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III

Suspension and/or Optional Removal to a Disciplinary Alternative Education Program: Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or repeated instances of Level I, II, or III misconduct.

Level IV

Required Placement in a Disciplinary Alternative Education Program: Criminal offenses as defined in Level IV. This may include any felony, whether school-related or not, unless it is one for which expulsion is required.

Level V

Expulsion for Serious Offenses:

Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the district's Code of Student Conduct by a student while placed in a Disciplinary Alternative Education Program.

Disciplinary Options/Responses for Level I-V may include:

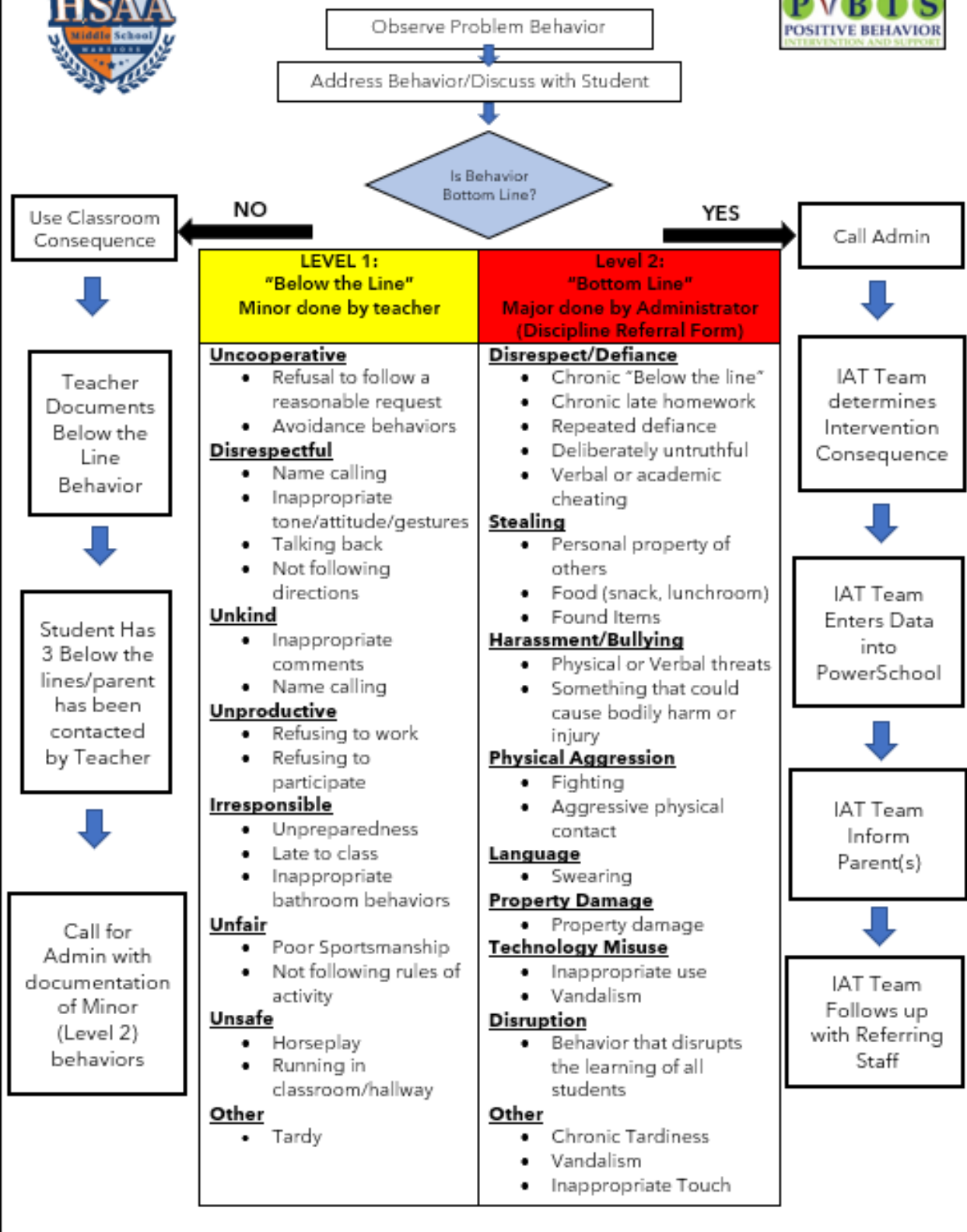
- Behavioral Intervention
- Oral correction/verbal warnings
- Other appropriate in-class disciplinary actions
- Teacher–student conference
- Parent contact: note or telephone call to parent
- Grade Team-Student–Parent conference
- Lunch Detention
- Student–Administrator conference
- Student–Parent-Administrator conference
- Behavior Contract(s)
- (C.U.B. Corner)
- Out-of School Suspension
- Referral to a DAEP
- Restriction of school-bus privileges by the bus operator or administrator is necessary

RESTORATIVE JUSTICE

This is a process the students will go through to be able to understand how to correct misbehavior by identifying what decisions lead them to the misbehavior. Then they will discuss appropriate decisions and actions they will take in the future. Lastly, they will make amends for the inappropriate actions. Administrators will deem if the students still receive disciplinary actions.



Warrior Pride Behavior Management Procedure



HSA School Compact

Working together, teachers, parents, and students will form a partnership to help each child achieve success in school. Our united effort will benefit your child by supporting his/her success in school.

I. Our School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment.
2. Opportunities for parents to volunteer and participate in their child's class will be available

II. As a Teacher, I will:

1. Provide a positive learning environment for my student
2. Make students aware of my expectations for his or her success in school
3. Teach strategies to help students become a better reader and writer
4. Teach students responsible behaviors that lead to success
5. Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means

III. As a Parent/Guardian, I will:

1. Send my child to school ready to learn
2. Make my child aware of expectations for his or her success in school
3. Provide a quiet place for my child to do homework and check to see that it is completed
4. Demonstrate interest in what my child is learning

IV. As a Student, I will

1. Come to school ready to learn
2. Maintain a positive attitude toward learning and believe in my ability to succeed
3. Complete my homework and turn it in every day
4. Respect myself and others

HSAA Technology Policy

HSAA Student Personal Technology

Electronic Devices: Including but not limited to: cell phones, air pods, Apple Watches etc should remain at home. During school hours, all cell phones and air pods must be turned in to the student's 1st period teacher. Cell phones are not allowed during the school hours at HSAA. If a student's cell phone is confiscated due to not turning it in at the start of the school day, **the parents must personally come to the school to pick it up and pay a return fee of \$20. No Exceptions!**

Cameras: Students may not take classroom pictures/video without permission from the teacher. Pictures/videos of other students may not be taken unless that/those student(s) have given permission. In addition, pictures/videos of HSAA students may never be posted on the Internet without the parent's permission. The school sends home a **Media Release** form that parents must sign. Signing this form, parents give permission for the school to post pictures/videos of their child. Also, all visitors in our building are not permitted to film or take pictures of students without the principal's written consent.

Student Use of School Telephones

Student use of the telephone is prohibited except in the case of an emergency. Plans for after-school pick up, need to be established before a child comes to school each day. Parents are to leave messages for their child **ONLY** in case of an emergency. **NOTE:** Due to the job responsibilities of our staff, any phone messages left during the day will be delivered to the students between 2:30-3:00 p.m., so please plan accordingly. Students will NOT be dismissed from class, until the parent arrives and sign them out from the main office. **NO** child will be dismissed after 2:30 p.m. If you need to pick your child up before school ends, please make sure it is before 2:30 p.m.

Any student found to have called 9-1-1 from a school telephone for a non-emergency will be suspended from school and possibly fined by the local authorities at the parent's expense.

Lost and/or Damaged Technology

Students are responsible for all technology issued at the beginning of the school year; this includes but is not limited to laptops, tablets, headphones, and/or hotspots. A \$25 technology fee must be paid to be assigned a campus laptop. Technology lost and/or damaged must be paid for by the student's parents/guardian. Technology not returned or paid for will result in the loss of privileges for the student (i.e., field day, field lesson, or end of year class celebration). If the technology is paid for and later found in good condition, the money will be returned to the parents/guardian.

HSAA Parent/Teacher Conferences

At HSAA, we encourage teachers and parents to collaborate regarding student academic progress. Parents may request a conference to discuss a variety of issues. All conferences are by appointment only. Parents may schedule a Parent Teacher conference with the School Counselor. It is recommended that parents contact the teacher(s) a few days before scheduling a conference.

All conferences will be held:

- Before school
- During the teacher's conference period
- After school

HSAA Communication

HSAA Updates: Official school communication, which includes school news, activities, and notices, will be sent home via a paper flyer. As well as posted on various different social media platforms such as: the website (houstonisd.org/hsaa), Instagram (@hisd_hs_ahread), Twitter (@hisd_hs_ahead) and the Remind 101 app.

Communication will also be sent via the district School Messenger system via auto-dial phone calls or auto-text messaging. ***It is imperative that your phone number, email and address on file are up to date at all times to receive these forms of communication.***

At HSAA we are very open to providing parents with teachers and staff direct cell phone numbers, however, staff members are not obligated to give personal cell phone numbers to parents.

HSAA HEALTH

For the school to be aware of important student health concerns, the nurse requires parents to complete a Health Inventory form. Important examples of health concerns that need to be identified are severe allergies or asthma.

Medication: HISD Board Policy prohibits school personnel from administering any medication (including aspirin) during school hours. If a child must take long-term medication, the school will provide parents with a form to be signed by a physician. Upon receipt of the signed form, medications will be administered in the clinic under the nurse's supervision.

Immunizations: As required by law, all students must have current and updated immunizations. It is the responsibility of the parent to provide the school with an accurate immunization record. A student may not be allowed to attend school without these state-mandated immunizations. Exclusions from compliance are allowed on an individual basis for medical contradictions and religious conflicts. Students falling into these categories must submit affidavits as specified by law.

Lice: Students who have lice must be properly cleaned and return to school within 24 hours. Absences beyond this will not be excused. Upon their return, all students must be checked by the school nurse.

Illness: Students who are ill should report to the school nurse. If a student's condition warrants exclusion from school, the nurse will contact the parents. Once contacted, the parents may transport the student home. If parents are unable to be reached, the nurse will contact other persons designated on the student's enrollment card to transport the student. If the nurse is absent, ill or injured students should report to the Front Office. Students running a temperature above 100° F, are vomiting, have diarrhea, or are experiencing problems breathing, should not come to school.

Emergency Care: The nurse/school personnel will give immediate first aid to any student who has been injured or has a severe illness. Parents will be contacted regarding the injury/illness. Parents will transport their child to a medical facility, unless the child's condition requires immediate transportation. In this case, school personnel will call E.M.S./ambulance for transport.

Eyeglasses: If your child uses eyeglasses, it is important that they wear them daily. Not wearing them, can impact their learning. For those students having difficulty with their sight, vision screenings will be conducted by the school nurse. She will notify you if your child is recommended to see an optometrist.

HSAA School Safety Plan

The HSAA community is totally committed to our #1 Core Value: "Safety Above All Else." Several safety measures have been put in place to ensure the safety and security of all students, faculty, and staff.

Drills: As required by law, monthly drills are conducted to practice safety procedures in case a fire occurs, disaster strikes, or an intruder enters the school.

Securing School Property: The school relies heavily on friends and neighbors to report any unusual or suspicious activity after school hours. To make a report, please call the HISD Police Department at **713-892-7777**. The HISD police officers are on patrol duty during the day, at night and on weekends. Please assist us with securing our school property. We want our students to enjoy coming to a safe school environment.

Parent Transportation of Students to School

Berry Road becomes very busy and congested during arrival and dismissal time. When a parent drops off a student at school, they must drive through the following driveways: in front of the school by the cafeteria. To quickly dismiss the students from their parents' vehicles, they will get out of the car while parents remain inside. The students must be ready to get out of the vehicle in an orderly manner. Staff/Administrators will be outside to assist the students. Never allow a child to exit or enter a vehicle in the middle of the street or have them walk in between parking zones, such as the fire zone and the coned areas.

HSAA Dismissal

Dismissal is at 3:00pm every day of the week.

For the safety of ALL students and staff, we ask for your full cooperation in implementing our daily dismissal procedures. Safety of our students and staff will always be the priority at High School Ahead Academy. The procedures are as follows:

Bus Riders: All bus riding students will be assigned a bus route number. This number will be used at all the dismissal areas to help student identify where they should be at all times of dismissal.

Walkers/Metro Bus Riders: Students who walk or ride a city bus will be dismissed separately and expected to exit the campus grounds in an orderly fashion.

Car Riders: Parents using the carpool line must be on campus grounds to pick up a student. HSAA will not release any student to cars parked on the streets.

Public Display of Affection

These are acts of physical intimacy in the view of others. Students are not allowed to do the following at school:

- Hand holding
- Hugging one another
- Kissing
- Rubbing on each other
- No other kind of physical contact that invades the space of another student, female or male.

Restrooms

Students should not loiter in the restrooms. During assigned passing periods, students should enter the restroom and exit as soon as possible to make room for other students who may need to come in. For health reasons, food should not be taken into the restrooms. Students should dispose of any trash in the appropriate receptacle. Any type of horse playing will not be tolerated. Writing on the walls is also a violation of the school of conduct and will not be tolerated.

Students will be allowed to use the restroom during the following times only:

Before 1st Period

During 2nd Period

During Lunch

During 5th Period

Grade Reporting System

HSAA has six grading periods. At the end of the third week, students will deliver their progress reports to their parents/guardians. At the end of the sixth week, students should present their report cards to their parents/guardians. Parents can log on to the Houston ISD webpage and sign up for HISD Connect Parent Portal which provides access to grades, attendance, progress reports, and assignments.

Grading Scale

The following grading scale is used consistently by all teachers:

90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
0 – 69	F

Honor Roll

To be eligible for the Honor Roll students must fall into one of these two categories:

- All A Honor Roll
 - Student makes A's in all classes on report card
- A/B Honor Roll
 - Student makes no more than two B's on report card
 - All remaining grades must be A's

HSAAC Promotion Standards

High School Ahead Academy is an Accelerated Instruction Program that offers a mid-year promotion to 6th & 7th grade students that are overaged by placement exams. These exams are used to determine where a student would meet requirements for a mid-year promotion and continue in the accelerated academic program. The Academic Team will review various forms of data to determine the placement of the scholar for the Spring Semester.

Placement Evaluation Metrics:

- Reading Placement Test
- Math Placement Test
- Satisfactory Maintaining Average in Core Classes
- Satisfactory in Attendance
- Attendance in Credit Recovery (Academic Boot Camps, Saturday School)

HSAAC is a year-long commitment, including summer sessions if necessary. It is important to continue encouraging your child to do their best work so that they can earn their end of their mid-year/end-of-year promotion.

To move to the next grade level at the end of the school year in June, students must show that they have met HISD's Promotion Standards. These standards generally include classroom grades, local or state tests, and attendance as follows:

1. State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies
2. Sufficient attendance – a student's total number of unexcused absences cannot exceed 10 percent of class meetings
3. Passing scores ("meet minimum expectations") on STAAR tests*

Academic Assistance:

As soon as a student's performance indicates they are failing, the classroom teacher, counselors and administrators will implement **RTI (Response to Intervention)** to help the student improve. This will include but is not limited to additional small group lessons and tutorial sessions. The student must meet all standards by the end of the school year.

By the end of the school year, if the student still fails to demonstrate achievement for one of these standards, they will be required to attend summer school. Summer school is required for promotional reconsiderations. Attending summer school does not guarantee that the student will be promoted. Students must demonstrate achievement, if not, they will be retained for the next school year.

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Superintendent
Millard House, II

District II
Kathy Blueford-Daniels

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Caesar Martinez

School Support Officer
Paula Pierre