

High School Ahead Academy

Student & Parent Handbook



We're Getting Prepared... We're Moving Ahead

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TYNETTE GUINN, PRINCIPAL

"We're Getting Prepared... We're Moving Ahead"

HOUSTON INDEPENDENT SCHOOL DISTRICT

4400 W18th St.
Houston, TX 77092-8501
(713) 556-6005

District Website:
www.houstonisd.org



Superintendent

Dr. Terry Grier

District II

Carol Mims Galloway

Chief Schools Officer

Dr. Dallas Dance

School Improvement Officer

Julia Dimmitt

STUDENT/PARENT HANDBOOK

High School Ahead Academy
2011-2012

School Website:

<http://schools.houstonisd.org/h saa>

SCHOOL HOURS: 8:05am – 3:40pm

Tynette Guinn, Principal

Mickey Burgess, Assistant Principal



HSAA Calendar (Important Dates)



August 22:	Students report to school
September 5:	Labor Day-No school for Students
September 8:	Progress Reports
September 13:	Open House
September 29:	Fall Holiday-No school for Students
October 7:	Report Cards/Pride Celebrations
October 12:	Early Dismissal
October 26:	Parent Advisory Meeting
November 9:	Early Dismissal
November 11:	Report Cards/Pride Celebrations
November 14:	Grade Promotion Testing
November 22:	Progress Reports
November 23-25:	Thanksgiving Holiday
December 6:	Parent Advisory Meeting
December 13:	Grade Promotion Testing
December 15:	Winter Expo
December 19-Jan 2:	Winter Holiday
January 2:	Teacher Preparation Day
January 6:	Report Cards/Pride Celebrations
January 11:	Early Dismissal-Spring Open House
January 16:	Martin Luther King Jr. Holiday
January 25:	Progress Reports
February 8:	Parent Advisory Meeting
February 24:	Report Cards/Pride Celebrations
February 29:	Early Dismissal
March 9:	Progress Report
March 12-16:	Spring Break
March 26-30:	STAAR Testing
April 6:	Spring Holiday-No school for Students
April 13:	Report Cards/Pride Celebrations
April 18:	Early Dismissal-Parent Advisory Mtg.
April 24-27:	STAAR Testing/Progress Report
May 9:	Spring Expo
May 28:	Memorial Day-No school for Students
May 31:	Awards Day

This handbook belongs to:

Name: _____

Address: _____

Telephone: _____

Email: _____

MY SCHOOL SCHEDULE

Period	Subject	Room #	Teacher
1A			
2A			
3A			
4A			
1B			
2B			
3B			
4B			

SCHOOL HOURS: 8:05am-3:40pm

Buses will not be available for students who participate in extra-curricular activities. Students must secure their own transportation for all after school activities.

HSAA Welcome

Dear Students,

Welcome to High School Ahead Academy. This is just beginning and you are off to a great start because you choose 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. With persistence and hard work, you will be able to reach your goal!

Our school rules and regulations are to insure 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 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,

*Tynette Guinn
Principal*

HSA School Supply List

- 1 Binder (3 inches)
- Loose Leaf Notebook Paper
- Pens/Pencils
- Sharpener
- Highlighters
- 1 box Colored Pencils
- Erasers
- Glue sticks
- 12" ruler
- Pencil Pouch
- 1 pk Construction Paper
- 1 pk Index Cards
- Dividers (5 packages)
- Composition Notebooks (4)
- 2 Boxes of Tissue
- 2 Hand Sanitizers

	HSAA Staff	Title
1	Ballard, Kathryn	Teacher, ELA 7/8
2	Bazaldua, Mariela	Custodian
3	Burgess, Mickey	Assistant Principal
4	Daniels, Terence	Teacher, Elective
5	Dorsett, Monique	Teacher, Science 7/8
6	Dunn, Marsha	Social Worker
7	Galindo, Arcelia	Secretary
8	Galtney, Kelly	Teacher, Math 6/7
9	Gonzalez, Kenneth	Teacher Asst., SPED
10	Gonzalez, Maria	Receptionist
11	Guinn, Tynette	Principal
12	Harris, Jasmine	Teacher, Math 6/7
13	Henry, Robbi	Teacher, History 7/8, Elec.
14	Hightower, Shannon	Teacher, ELA 6/7
15	Houston, Schredrick	Teacher – PE
16	Jackson-Ford, Stephanie	Teacher, Math 7/8
17	James, Natalie	Teacher, ELA Elective
18	Johnson, Ira	Teacher , SRC
19	Kees, Roston	Plant Operator
20	King, Massa	Teacher, ELA 7/8
21	Kiser, Jeremy	SPED Dept Chair
22	Mazzella, Jessica	Teacher, History 6/7
23	Mixon, Courtney	Teacher, Science 7/8
24	Morales, Brenda	Registrar
25	Ortegon, Ruben	Teacher, ELA 6/7
26	Pulley, Tenika	Teacher, ELA 7/8
27	Ruiz, Norma	LEP Coordinator
28	Saucier, David	Police Officer
29	Smith, Lashovious	Teacher, Math 7/8
30	Steen, Averil	Teacher Asst., Discipline
31	Stewart, Lakisa	Custodian
32	Walker, Lashunda	Teacher, Science 6/7

Student Expectations

Be Responsible

Be accountable for your actions
Follow class/campus rules
Take care of HSAA

Be Honest

Only speak the truth
Don't steal
Don't cheat

Be Respectful

Give praise to others
Listen as much as you are heard
Use a pleasant tone when speaking

Be Cooperative

Come to class prepared to work
Remain involved in the learning process
Help your teacher by attempting to learn

Keys to Success

TIME MANAGEMENT

The key to success is to learn to manage your time effectively. Students who plan their day or manage their time end up having more time for other activities.

GETTING BETTER GRADES

- Set short-term goals and celebrate those successes
- Create a "plan of action" for how you will accomplish these goals
- Refer to your plan of action frequently to monitor your progress

DURING CLASS

- Take notes as your teacher provides instruction
- Write down homework assignments, projects, and due dates at the end of each class
- Write down when tests and quizzes will be administered
- Ask your teacher about any problems you encountered during class or while working on homework

AT HOME

- Schedule your study time on your personal calendar
- Determine what needs to be completed first
- Highlight questions that you need to ask your teacher
- Refer to your notes frequently

REVIEW NOTES

- Create flashcards that encourage fill-in-the-blank
- Reflect on new vocabulary words and how they were used
- Use mnemonic devices to learn key points
- Recreate notes from memory as a review

LEARNING AND WORKING TOGETHER

As a HSAA student, it is your responsibility:

- to attend school every day and be on time to class
- to come to each class prepared
- to comply with all directions given by any HSAA staff member
- to remain focused on learning throughout the day
- to respect yourself, your family, and the rights/property of others

The staff of HSAA accepts the responsibility:

- to treat students, parents, and community members in a professional manner
- to provide high-quality instruction everyday
- to meet the emotional, social, and developmental needs of each student
- to provide a safe and orderly school
- to support parents in developing students' self-discipline, self-respect, and self-confidence
- to collaborate with parents/guardians concerning any problems that affect their child

As the parent of a HSAA student, it is my responsibility:

- to send your child to school on time each day, prepared and in compliance with the school dress-code
- to monitor your child's academic progress
- to establish a study-zone for your child at home
- to encourage your child's efforts
- to support the staff in promoting the importance of education
- to collaborate with staff members concerning any problems that affect your child

Learner's Creed

"I believe in myself and my ability to do my best at all times.

Just for today:

**I will Listen,
I will Learn,
I will See,
I will Speak,
I will Think,
I will Reason,
I will Read,
I will Write.**

I will do all of these things with one purpose in mind: To do my best, and to not waste this day, for this day will come no more."

Ernestine Mitchell

Retired Principal, Houston ISD

Procedures and Policies

ABSENCE PROCEDURES

Notification of absence

Parents are requested to call the school before 9:30 a.m. on the day of the absence to inform the attendance office of the student's absence at (713) 696-2643. Upon his/her return to school, the student will provide the attendance office with his/her excuse before school begins. The parent/guardian will write an excuse that states the student's name, days of absence, reason for absence, and parent/guardian signature. After submitting the absence excuse, the student will be provided a slip to be signed during the day by all of his/her teachers.

Make-up assignments

The student is expected to ask all teachers for make-up assignments. The student will be given one day to complete work missed for each day of absence up to two weeks. If a student is absent three (3) or more consecutive school days, the parent/guardian may call the school office to obtain missed assignments.

Leaving School Early

If a student needs to leave school early, he/she should provide the attendance office with a note signed by his/her parent/guardian indicating the time, date, and reason for leaving school. Parents/guardians must come in to sign students out. No students are permitted to leave after 3:00 pm, which means parents must wait until dismissal at 3:40 pm.

LIBRARY

The library will be open during the school day. Throughout the year teachers will schedule visits to the library. Books are checked out for a two-week period. Overdue and/or lost books may prevent a student from receiving his/her report card.

LOST AND FOUND

Students are responsible for loss or damage to any property belonging to them. The staff of HSAA promotes respect for each others' property, but will not be held responsible for protecting students' personal property. Expensive personal items and large sums of money should be left at home. If students find someone else's property, it should be taken to the assistant principal's office and stored in the Lost and Found area.

MOVING/CHANGE OF ADDRESS

It is important that parent/guardians keep their address and telephone number current in the school office. The school district and the HSAA staff will mail communications to the home

address on file and will also call the most recent number to keep families informed of important news/information. Address and telephone updates can be made in the registrar's office.

RESPECT FOR OTHERS

HSAA has a diverse population. Every student, staff member, and visitor will be treated with the highest degree of respect. Racial, ethnic, or religious bias or discrimination will not be tolerated. Acts of discrimination should be reported to a staff member immediately.

RESTROOMS

Restrooms can be found in the 6th grade wing, main hall way area, science lab quarters and PE outside area. Students should not loiter in the restrooms. During 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.

SCHEDULE CHANGE

Students are not able to initiate schedule changes. Schedule changes require careful planning and consideration and are only made when an error needs to be corrected or when classes need to be balanced at the beginning of the year. Students may request a schedule change form from their homeroom teacher to correct scheduling errors. For example, a student would request a schedule change form if they noticed two P.E. classes or two History classes on their schedule.

PHYSICAL EDUCATION

The physical education department provides students with a variety of activities that promote good health. Students must be prepared to participate every day they attend P.E. HSAA does not have a PE uniform policy; however students are allowed to wear their short-sleeve white undershirts during PE, but must put their polo uniform shirt back on before exiting the PE area.

If a student is unable to participate in P.E. for any reason, he/she must provide the appointed nurse with a note from a parent/guardian stating the reason the student cannot participate. This note will be honored for two class periods if written by a parent. A doctor must write a note if a student needs to be excused for more than two days. The note should be taken to the appointed nurse in the morning. The appointed nurse will give the student a pass to be excused from physical activities in P.E.

HSAA PRIDE

High School Ahead Academy's school colors are midnight blue, gray, and white. The mascot is a lion. All parents, students, and community members are encouraged to show support for our school events. Visit the school website for a list of approaching events.

TEXTBOOKS

Textbooks are issued to parents by request at the beginning of the year and they are the property of the Houston Independent School District. Students and parents are required to keep up with their textbooks. If a book is found to be damaged the student could be assessed a fee. If a textbook is lost, the parent/guardian must pay the cost to replace the book. Fees can be paid in the main office.

TARDIES/TRUANCY

Failure to be seated in the classroom at the ringing of the bell will result in a tardy. Consequences for tardies are automatic school lunch detention. After 15 minutes, a student will be considered truant. I students will also be considered truant if they are absent from school or class without consent from a parent/guardian. Students who are deemed truant will be disciplined according to the Student Code of Conduct.

VISITORS

Parents are always welcome, but for the safety of students and staff, all visitors are required to report to the main office. Visitors are not allowed to visit classrooms or move throughout the building unless authorized by the principal. An appointment to meet with teacher or principal can be arranged by calling the school secretary 24 hours in advance. All approved visitors must provide their photo ID and will be provided with a pass that must be visible at all times.

HSAA ADVOCACY PROGRAM

HSAA's Advocacy Program includes Monday Morning Madness Homework, Study Skills, Time Management and Character Education, as well as (No Place for Hate). Advocacy is at the beginning of the day and is used to develop various social skills. It is also where students have breakfast in the classroom; receive report cards, progress reports and other pertinent information that should be sent home to parents. Advocacy is also used to group students for testing purposes.

HOMEWORK

Homework assignments are essential for developing students. “Monday Morning Madness” Homework Template is uploaded weekly on the website for parents and students to view. Standardized homework will be issued on Mondays for ELA and Math across all grade levels. Students should plan to spend no more than 30 minutes each night working on homework. Homework may be in the form of a reading assignment, practice problems, or a study session. Students should expect to debrief the assignments with their teachers the following day with any questions or concerns. All homework will be due Friday morning.

INTERNET USE

Students will have numerous opportunities to access the Internet. Inappropriate use of the Internet and/or computer hardware and software will result in discipline and/or the loss of access to computers. Students should never access or download games or unauthorized software.

ATTENDANCE

Students are expected to be present, prepared, and punctual for every class for the entire school year. Students will not receive an excused absence unless it is an uncontrollable circumstance, such as illness, doctor or dental appointment or a death in the family.

BUS TRANSPORTATION

HISD bus transportation is a privilege. Students are expected to follow all rules on the bus as they would in school. Students must remain seated during the entire trip and will be given an assigned bus seat. No limbs (arms, legs, or head) should be extended from any window of the bus. Failure to observe policies and procedures may result in denial of transportation.

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 Parent Student Connect 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

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

Conduct

The standards of conduct are as follows:

- **"E"** Excellent - Attitude is positive and characteristic of a good citizen
- **"S"** Satisfactory - Behavior is generally good.
- **"P"** Probationary - Behavior is poor and in need of improvement. **Before a "P" is assigned, the teacher is required to make parent contact by phone or conference.**
- **"U"** Unsatisfactory - Behavior and cooperation is not satisfactory and the student is subject to disciplinary action. **Names of students receiving "U" in conduct must be submitted to the Assistant Principal's Office one week prior to the end of the grading period for approval.**

HALL PERMITS

HSAA has adopted a 15-minute rule. No student is allowed to leave a classroom for any reason until after the first 15 minutes of class. This gives students time to settle down, and the teacher a chance to check role and begin the lesson. All students are required to have a permit when out in the hallway during class time. The permit will have the student's destination, his/her name, and the time the permitted was written. Permits must be given to a staff member upon arrival to the destination.

CLINIC

An appointed nurse is available during school hours. The appointed nurse will not see students unless they present a written pass from their classroom teacher that gives them permission to be in the clinic. Students are not to go to the clinic between classes. Students should not call their parent/guardian because of illness or injury without clinic/principal authorization. If the appointed nurse is not in, students are to report to the main office. All students should have emergency contact numbers on their enrollment cards. Parents/guardians must keep these numbers updated.

Special Health Problems

Students with health concerns should report the information to the registrar and appointed nurse at the beginning of the year or as soon as a condition arises. Special concerns include

asthma, diabetes, seizure disorders, migraines, allergic reactions, prescription medication or anything that might limit the student, or affect their behavior/performance at school.

Taking Medication at School

Administration of medicine by the appointed nurse, principal or designee shall take place only when necessary medications cannot be given on an alternative schedule. When prescription medications or inhalers need to be administered in the school clinic, the medication must be accompanied by a label affixed by the pharmacy or physician showing:

- Name of student
- Name of medicine
- Dosage and administration schedule
- Physician's name
- Date Purchased

Prescription medications must be in the original container and must be accompanied by a physician's signature along with a written order giving the child's name, dosage, schedule of administration, and reason for administration. The parent/guardian must also provide the appointed nurse with his/her signature and a written request asking for the medicine to be given to the student.

Non-prescription medicine may not be administered by HSAA staff. Parent/guardian's may come to the school and administer non-prescription medicine to their child after review of the original container.

CLOSED CAMPUS POLICY

High School Ahead Academy is a closed campus which means students are not permitted to leave campus on their own. Students are permitted to leave in the company of a parent/guardian or at the discretion of the principal. Permission is restricted for emergencies and/or medical reasons only. A parent/guardian must sign their child out in the attendance office when leaving. Students may not leave campus once they have arrived in the morning, regardless of whether they walk to school, car pool, or arrive via bus transportation.

FIRE DRILLS

Fire drills will be conducted periodically. Students should take each fire drill seriously and follow all directions given by their teacher. At the sound of the bells, students should move quickly to the appropriate exit. Once outside the building, students should remain with their teacher. When clearance is given, teachers will lead their students back to the class to continue the learning process.

MENTORING PROGRAM

HSAA's "Find Your Friend Friday" Mentoring program will focus on two general areas:

- *Educational or academic mentoring* which focuses on improving the academic achievement of students. The mentor will work with the student in areas such as raising students' grades and improving attendance. The intent is not for mentors to focus solely on assisting students with tutoring or homework but instead, to spend time encouraging and talking to the mentees so that a friendship can develop. An indirect benefit of this will be that students' academic performance will be boosted through their improved attitudes about school.

- Personal development mentoring focuses on supporting the mentee during times of stress or difficulty. The mentor should be available to provide guidance during the difficult times. The goal in this case is to improve student self-esteem, decision making ability and behavior. The goal is also to help in reducing high risk behaviors such as sexual activity, gang activity, drug and alcohol abuse etc. The mentoring program should serve to expose students to cultural, recreational and social activities that they may not have experienced before.

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.

HISD Inclement Weather Hotline

Call **713-267-1704** for any schedule changes that may occur because of the weather.

LICENSED SOCIAL WORKER

One of the highlights of HSAA is our social services assistance. We have an in-school social worker that helps families and students by:

- Assessing student needs
- Coordinating services for families and students
- Helping students develop appropriate social skills and improved self concept
- Identifying and resolving barriers to education
- Intervening in situations involving family dysfunction

- Meeting with students individually and in groups
- Networking with community agencies and identifying resources
- Participating on intervention teams
- Providing consultation and program coordination
- Providing outreach to parents
- Providing problem solving and conflict resolution
- Providing staff development
- Serving as an advocate for the child's educational needs

DRUG-FREE SCHOOL

HSAA is a safe and drug-free school. Alcohol and drugs are considered threats to the growth and development of students. The use and possession of illegal drugs and alcohol will not be tolerated. Any student caught with alcohol or selling/using drugs on campus will be expelled with the possibility of being placed in an alternative school. HISD Police and search dogs will be on school grounds and other HISD properties without notice.

DRESS/CLOTHING GUIDELINES

HSAA students are required to wear a uniform everyday. Consequences for dress code violations are automatic school lunch detention. Listed below are the clothing and colors students are required to wear.

Shirts: 6th grade-grey 7th grade-navy

***All shirts must be polo style and TUCKED IN with white undershirts ONLY.**

Pants: Tan or Navy (Khaki)

***Must be sized to fit and worn at the waist with a standard buckle belt.**

Jackets/Sweaters: Solid navy blue, white or gray allowed only

***All jackets MUST be removed** while in the building.

Shoes: ONLY tennis shoes allowed.

Accessories, Cell phones and Music Players: All non-instructional items that are considered a distraction to the educational process will be confiscated and returned at the end of the school year. Cell phones are to remain off while on campus grounds.

NOTE (EXCLUDED ITEMS) The following is a list of items that students are **NOT ALLOWED to wear at any time while on campus;** includes, but is not limited to:

- Blue jean pants, shorts, skirts, and cargo pants
- Sandals, house shoes, or open toe/back shoes.
- Sleeveless shirts or t-shirts
- Backpacks must be clear/see through mesh.
- Gang paraphernalia/items

Parents who wish to donate uniforms to the school or have questions and concerns may call (713) 696-2643.

ELECTRONIC DEVICES/CELL PHONE USAGE

Electronic devices should be left at home. Those devices include, but are not limited to cell phones, pagers, iPod's, CD players, radios, and video recorders. If a student has a cell phone, it must be turned off, not visible and securely stored during school hours. If parents need to contact students during the school day, they may call the main office at (713) 696-2643, and a message will be taken to the student. Misused cell phones will be confiscated and safely held by administrators until parents come to school and pay a \$15 administrative fee. Students are not allowed to pay for and retrieve confiscated phones. Camera phones and the video features are not to be used to take pictures/video at anytime during the school day, on the bus, or at school activities.

EMERGENCY SCHOOL CLOSING

The superintendent of HISD schools may find it necessary to close school due to severe weather or other emergency conditions. Such announcements will be made through the HISD telephone and email notification system – Connect-ED. Announcements will also be made over the radio and on local news stations.

CAFETERIA

The school cafeteria staff provides students with nutritional breakfast and lunch options. At the beginning of the school year, families receive information regarding the free/reduced lunch program guidelines. This form must be completed and returned to the school registrar in order to determine eligibility. If during the year your financial circumstances change, additional forms are available in the registrar's office.

No food may be eaten anywhere other than in the cafeteria and students should clean up their tables and area around their table before leaving the cafeteria. Students must use the restroom, before entering the cafeteria. Once entered the cafeteria, permission to use the restroom will be denied until the lunch period has ended.

ENTRANCE/EXIT PROCEDURES

Every morning all students will exit the bus ramp and/or parent drop off area and proceed to their designated sites. Sixth grade advocacies will report to the library or the gym. Seventh grade advocacies will report to the cafeteria and all parties will remain in their designated areas until the ringing of the release bell or PA announcement has been made.

All HSAA students will be assigned to separate grade level wings of the building. Each grade level will have separate waiting areas during the morning and are assigned to separate grade

level lunches. Each grade level will also have staggered bells from one class period to the next. These procedures are essential to our school structure as we maintain a safe and secure environment at all times.

Each afternoon following the PA announcement, all sixth grade students will first be escorted to the bus ramp area, next the seventh graders will follow by their escorted teachers. Students must look at the bus chart to proceed to their designated area. Due to the fact that over 90% of HSAA students utilize the HISD Bus Transportation, there will be absolutely no horse playing and co-mingling when the dismissal bell rings. Students are to promptly report to their assigned bus route, as we have a 15- minute window to make sure you are safe and secure on a bus.

Student Referral Center (C.U.B. Corner) Children Understanding Behavior

C.U.B. Corner is a comprehensive program designed to provide behavioral support for students who are identified as disruptive or who have issues with discipline. C.U.B. Corner was developed on the belief that students, who are removed from the classroom setting through suspensions or placement in a district alternative educational program (DAEP), will ultimately suffer educationally because of a loss in time on task. The function of C.U.B. Corner is to target disruptive and inappropriate behaviors, identify replacement behaviors, and provide the opportunity for practice of appropriate behaviors across school settings, while continuing to receive academic instruction in all four content areas.

A component of C.U.B. Corner implements an intensive monitoring schedule to allow for students with behavioral difficulties to participate as fully as possible in the educational environment. The monitoring system provides the C.U.B. kid and the general education teacher a simple procedure for regulating behavior during class and allows the Discipline Coordinator to monitor the student without interrupting the classroom.

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:

- 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)
- In-school Suspension (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

In-school vs. Out-of-School Suspension

In-school suspension may be used as an alternative to out-of-school suspension when administrators feel there is sufficient cause to warrant allowing the student to remain at school. Students' assigned in-school suspension spends their suspension period separated from the student body, under the direct supervision of a staff member. In-school suspension is used in cases of truancy, disrespect to school personnel, foul/vulgar language and serious disruptive behavior. While serving in-school suspension, students are required to complete assignments that will be sent to their teachers. This work will be used for class credit. Student's assigned in-school suspension is not allowed to participate in or attend extra-curricular activities while suspended. These activities include school-wide assemblies, practices, contests, performances, and trips.

BEHAVIOR CONTRACT

(Sample)

I, _____, fully understand I must adhere to all school policies and procedures. This also includes all classroom policies and procedures. I understand that I am expected to follow the teacher's directions the first time they ask me to do something. My Student Code of Conduct book outlines all of the rules to which I must abide. This contract does not enable me to be excluded from the school rules all students must follow.

I, _____, do hereby submit to the terms of this contract. Each time I do not meet these expectations, I will be considered in violation of this contract and sent to the administrator's office which can result in In-School or Out-of-School Suspension, depending on the severity on the violation. My signature below indicates my willingness to overcome my problem, adhere to all school/classroom rules and procedures, and become a better student as a result.

FINAL BEHAVIOR CONTRACT

(Sample)

_____ is to remain at High School Ahead Academy from the date of this contract with the following conditions and/or stipulations:

1. The student is to obey all rules set forth in the 20____ H.I.S.D. Code of Student Conduct and will not violate any rules of Holland Middle School or of any classroom in the school.
2. If using H.I.S.D. transportation, the student will observe all rules and any directive necessary to provide for the maximum safety possible.
3. The student is to participate appropriately in all teacher-directed activities and may have no grades less than 70 for each class for the nine-week grade during the last grading period.
4. The student is to arrive to each class on time and must have all needed materials.
5. Unexcused absences are not acceptable. Signed parent note and telephone verification is required.

Any violation of the conditions of this Behavior contract will result in immediate recommendation for placement in an alternative setting for a minimum of 30 days but not to exceed 180 days.