



Houston-Lancaster

Parent Student Handbook 2013-2014

**ACCELERATED INTERDISCIPLINARY/INTERMEDIATE
ACADEMY DISTRICT**

District Office
P.O. Box 20589
Houston, TX 77225-0589

The school where every challenge becomes a mission accomplished

AIA District

PARENT AND STUDENT HANDBOOK

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AIA District
“Challenging Minds and Building Character”

P.O. Box 20589 – Houston, Texas 77225-0589
Telephone: (713) 283-6298 Fax: (713) 283-6190
School Hours: Mon.-Thurs. – 8:00 a.m. to 5:00 p.m.
Friday Only: 8:00 a.m. to 2:00 p.m.

District

Kevin Hicks, Executive Director

Message from the District Office

Welcome to the 2013-2014 School Year!

We are excited about our 13 year anniversary. We are sincerely grateful that you decided to join our AIA family. The AIA District is elated that you have chosen our school to educate your child/children.

While AIA is a close-knit and warm community, we know that young people develop better within a clearly defined and consistent framework. Thus, our rules and procedures have been designed not to be restrictive, but to provide a supportive atmosphere in which our students can learn, thrive and grow, and in which our teachers can spend their time doing what they do best... teaching, guiding, and working with their students.

We hope that this handbook will help you to better understand AIA’s governing policies, practices, and procedures. Please take the time to read the entire book.

I hope that you will have a positive and productive year with us. Please know that all AIA staff members stand ready to help all of you, both parents and students in any way that we can.

After all is said and done, you will see that AIA is the solution in Houston and Lancaster! Enjoy your exemplary experience with us.

AIA Administration

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Board of Directors

AIA's Board of Directors consists of a consultative body of administrators and community members. The Board of Directors work hard to advise on school goals, help determine and oversee school improvement initiatives, act as a sounding board for new ideas, and advise on developing school policies and procedures.

Administration

District

Kevin Hicks
Executive Director

aiac2001@aol.com

AIA – Houston

Lashawn Hoskins
Elementary Director

lhoskins2012@aol.com

AIA – Lancaster

Director of Elementary Operations

lhoskins2012@aol.com

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The AIA Mission

“A strong educational foundation develops minds and builds character”

The primary mission of AIA is to provide students with the necessary tools to guide them into becoming productive citizens through a stimulating and challenging curriculum. Through problem solving instruction presented in a multi-cultural environment, students will become literate, self-disciplined, and confident citizens within their school and community.

The AIA Philosophy

We believe that instruction should be delivered in a positive, inviting, and safe climate that encourages exploration and discovery through creative instructional methods. Together with dedicated teachers and parents, genuine commitment is desired to bolster the confidence of students to optimize their potential and understand their self-worth. Ultimately, all individuals impacted by AIA envision themselves as life-long learners empowered to reach their goal(s).

To accomplish this mission, the family of AIA satisfies the holistic needs (physical, psychological, intellectual, social, moral, and ethical) of all students, utilizing research and state-of-the-art techniques. In addition, AIA fosters student support services to nurture the education of all deserving students within the school and community at-large.

At AIA every challenge becomes a mission accomplished!

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Expectations: AIA Honor Code

The AIA District is committed to providing an environment that is creative, positive, and safe. It is our belief that each person is responsible for his/her actions. A person's choices reflect his/her personal maturity and ability to exercise self-discipline. Making good choices leads to independence and interdependence. It is our interdependence with others that fosters a climate in which one is able to learn, grow, progress, and prosper.

AIA expects that all who join our school family will possess and display *achievement*, *integrity*, and *autonomy*. AIA's **Honor Code** is our commitment and obligation to a school community in which personal honor is a way of life.

Achievement: representing ones accomplishments and goals by putting forth positive efforts in achieving those goals.

Integrity: representing oneself correctly--being truthful to oneself and others by exhibiting a regard for other people's feelings, ideas, space, and belongings, including respect for school property.

Autonomy: the power of each individual to govern himself/herself with confidence and discipline.

As a component of the AIA family, I agree to uphold the principles of achievement, integrity, and autonomy. I will apply these principles to everything that I do at AIA, and I will encourage these principles in others.

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GENERAL SCHOOL INFORMATION

School Hours

Arrival

7:00 a.m. – 7:45 a.m. Breakfast

Classes Begin

8:00 a.m. – 8:15 a.m. Daily Warm Up/Character Education

Note: Students arriving after 8:15 a.m. are *tardy* and will not be allowed in class without a pass from the front office.

Dismissal

5:00 p.m. After 5:00 p.m. a \$15.00 late fee will be assessed for any student not signed up for extended care.

Note: All car riders and walkers are dismissed at **4:00 p.m.** (M-Th) and **1:00 p.m.** (F)

School Office Hours

Monday to Friday
8:00 a.m. - 4:30p.m.

Visitors to Campus

There will be no visitors allowed in classes after 8:00a.m. Parents will not be allowed to walk students to class after this time. Parents delivering items to students must drop them off with front office personnel for delivery.

Arriving/Departing Campus during School Hours

All parents and students must enter the campus through the front door(s). Any student not entering through the front door after 8:00 a.m. will receive disciplinary action. All students must be signed out by

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parent/guardian or designated person before they can be removed from campus.

Computer and Software Usage

Students are to respect all copyright laws. This includes any software and/or school data. Tampering and making unauthorized changes to any school program is prohibited. A network filtering system is installed on all school computers. Students are taught and expected to follow responsible internet procedures and guidelines.

Emergency School Closings

In the event of severe weather conditions or other disasters, AIA will either cancel or delay the opening of school. We will follow the emergency closure of the local school district in most instances. Listen to local TV and radio Media Information for local school delays. Please follow accordingly.

Lost and Found

Labeling items of clothing and other personal items is encouraged. Found items will be maintained in a “lost and found” bin for one week. Any item not claimed after that time may be donated to a charitable cause or organization. **AIA will not accept responsibility for any lost items misplaced or left by students.**

Lunch Procedures

Lunch is generally served from 10:30 a.m. – 12:15 p.m. **Please follow the lunch schedule of each campus.** Students eat lunch in classrooms. A menu is available to students and parents with a daily choice of lunch items including milk/juice or students may bring lunch from home. To purchase lunch, parents need to establish in advance a lunch account for the student with the Food Service Coordinator. Each time the student purchases a lunch, money is deducted from his/her lunch account. **School accepts money orders only for payment on lunch accounts.**

Student Messages

Student messages will not be delivered during class time unless it is an emergency.

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Telephone Use

Students are to ask for permission to use the Front Office phone. Phone calls are to be kept to a minimum. To minimize interruptions in the classroom, phone messages will be taken by front office personnel and given to the appropriate party during conference or non-student hours. **Students are not allowed to use the phone during dismissal times.**

Field Trips

All field trips must be approved by Administration 4 weeks in advance. Teachers must receive signed permission slips by the parents prior to the field trip in order for the students to go on the trip. At the time of departure, all drivers must have an accurate list of students who are on the bus. Students must follow proper rules/laws in accordance with the mode of transportation. **The following are reason(s) that a student can be denied fieldtrip privileges:**

1. **Discipline**
2. **Excessive Dress Code Violations**
3. **Failure to maintain Good Academic Standing**

School Colors

Maroon and Gold

School Mascot

Challenger Space Shuttle

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Academic Policies

General Introduction

The Mission of AIA is to provide its students with a first-class education. Central to this mission is the school's academic program.

Academic Requirements

In order to be promoted to the next grade level, a student must earn an accumulated average of at least 70% for each semester in the five major subjects. In addition, students must pass the math and reading portion of STAAR. The five (5) major subjects are:

1. Math
2. Reading
3. English
4. Science
5. Social Studies

Elementary only:

1. Math
2. Reading
3. Language Arts
4. Science
5. Social Studies

At the discretion of Administration, a student who receives a cumulative score below 70 in any major subject area will be retained if they do not successfully attend and pass summer school.

Cumulative grades of "F" in academic subjects must be made up in summer school.

Summer School

Summer School is mandatory for students that do not meet the passing standards of AIA (An average of 70% or higher in all five core areas for students in grades K-2 and meeting performance standards in STAAR for students in grades 3-7) in one or more subject areas.

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Summer school will also be assigned to students who do not attend school at least 90 percent of state mandated days of school. Students attending Summer school for attendance must pay for both Math and Reading. Summer school is not free. **The fee for each course is \$80.00.** Tentative Summer Schools hours are 9:00 a.m. – 12:00 p.m.

Academic Probation

A student is placed on academic probation when, at the end of each three week and/or six week period, his/her grades fall below a 70 average or students continuously score below standard on benchmark tests. When a student is placed on academic probation, every effort must be made by the student to bring his or her grades up to at least a 70 average within an agreed upon time period. Mandatory tutorials will be issued to students that need additional assistance for academic improvement.

For a student on academic probation, it is recommended that parents conduct weekly checks on grades and make teacher contacts **during teacher off periods or after school.** Students on academic probation will not be able to participate in extracurricular activities or sports.

Academic Assignments

All students will receive homework. See the Section on Homework. Additionally, students are required to produce a minimum of 2 student generated products each six weeks for various courses. During student holidays when students will not receive direct instruction for a lengthy period of time, students will be required to sign for Holiday Packets as verification of receipt. Assigned packets will be returned completed by 8:30am the day they return from the student holiday. Holiday packets represent a major part of student averages and can potentially fail a student; as a result, parents are encouraged to be mindful of grading criteria stated on the front of each packet.

Homework

It is important that everyone--students, parents and teachers understand that academic learning does not end arbitrarily at the end of the school day. Learning can take place in all environments and at all times. Furthermore, young people need to develop independent study habits which will guide them throughout life. With this in mind, AIA assigns homework according to the following:

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Elementary only:

Reading /LA

Monday - Thursday

Math

Monday - Thursday

Science

Monday - Thursday

The assignments given will reinforce classroom work accomplished and will provide consistent enrichment for mastery.

Policy on “Incompletes”

In most cases, the last day of the six weeks is the deadline for all missing work or make-up tests. At the discretion of Administration, an incomplete may be given if there are extenuating circumstances.

Students missing assignments consistently will be subject to a mandatory parent, teacher conference and/or administrative conference.

If a student receives 3 or more “incompletes” within a single six-week period, a parent conference will be requested.

If an “incomplete” is given to a student, a copy of the Progress Report will be sent home indicating what assignments(s) or test(s) are missing stating the deadline for the completed work.

If the student does not turn in the incomplete work or fails to make arrangements to take a missing test(s) by the assigned deadline, the grade will be entered as a zero and may no longer be made up.

Retention Policy

The decision to promote a student to the next grade or retain him/her in the present grade is based upon consideration of the overall welfare of the student. Therefore, the decision is made only after carefully weighing both academic and social factors. The Grade Placement Committee will review each individual case and make a recommendation to Administration. **The Administrative decision is final.**

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Grades and Reporting

Grades

- A = 100-90
- B = 89-80
- C = 79-75
- D = 74-70
- F = 69 and Below

Skills Rating

- E = performs above expectations
- S = performs satisfactorily
- N = needs improvement
- U = unsatisfactory

Conduct

- E = Excellent S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Progress Reports - are issued mid six weeks to communicate student progress prior to Report Cards. See school calendar.

Report Cards - are issued each six weeks. See school calendar. If a student receives an Incomplete (I) on his/her Report Card, the "I" must be made-up within two weeks after the Report Card date. **If the "I" is not made up within this period, the grade will automatically change to the original average. Report card averages can not descend below 50.**

Assessment/Grading Policy

Assessment is a means of finding out what a student knows about a particular subject or topic. It is a demonstration of knowledge. Grades are assigned numerically. Assessment is given only after the teacher is reasonably sure that students will be successful.

A wide variety of assessment techniques for gathering and analyzing data are available for teachers to use in evaluating student achievement and effort. Some of these methods include: teacher made tests, norm referenced tests, samples of student work, mastery skill check lists, and criterion referenced tests. The results of testing are used to improve individual student performance and also to improve the overall instructional program.

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Admissions Grade Placement Policy (New Students)

All enrolling students must have a passing score on the math and reading STAAR test. If summer school was required, the student must have a passing score on the math and reading released STAAR test. If not, the student will be required to enroll in his/her retained grade as stated on the official/final report card.

The student will be monitored and evaluated for the first six weeks and must have satisfactory scores on the following:

- 1. passing grades in all core subjects on report card**
- 2. 70% or above on benchmark tests**
- 3. positive discipline history**
- 4. Positive attendance record**

If all the above mentioned requirements are met, the student will be promoted to the next grade level.

Students enrolling from **private schools** must have satisfactory scores on the Stanford 10, ITBS, etc that are equivalent to passing scores on the TAKS test. If not, the student will follow the outlined requirements above.

School Textbooks

Textbooks are issued to students in all STAAR tested areas only when parents pick them up. All books should be handled with care. Parents and students will be responsible for any damage caused to the books during the school year. All books must be returned by the deadline established by each campus. All damaged and lost textbooks must be paid (**Money Orders Only**) directly to the Registrar's Office. Students that are found to have damaged textbooks within the classroom will also be financially liable for damaged item.

TPRI (Texas Primary Reading Inventory)

The TPRI is administered in K-2nd grade to assess early reading skills. This test is administered 2 times per year, the beginning and the end of the year. Parents will be notified of the results.

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STAAR Tutorials

Elementary School

Students in Grades 3, 4, 5, and 6 are required to attend Saturday STAAR Tutorials.

Saturday 9:00 a.m.– 12:00 p.m.

Note: Parents, please do not pick-up students early on tutorial days.

STAAR Incentive Criterion

- Category I:** Student passes all parts of STAAR and achieves Commended status on all parts of STAAR.
- Category II:** Student passes all parts of STAAR and achieves Commended status on at least 1 part of the STAAR.
- Category III:** Student achieves a passing score on all parts of STAAR only.
- Category IV:** Student achieves a passing score on at least 1 part of STAAR only.

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**Options and Requirements
For Providing Assistance to Students Who Have Learning
Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Phone Number: 713-728-9330

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Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Número de teléfono: 713-728-9330

Six Week Awards

“A” Honor Roll – A student receives all A’s on the Report Cards. A conduct code of E or S only.

“A/B” Honor Roll – A student receives A’s and B’s on the Report Cards. A conduct code of E or S.

Perfect Attendance Award – No absences including excused absences and no more than 3 tardies IN A SIX WEEK PERIOD.

Improvement Award – A student who shows tremendous gains in any given subject.

Annual Awards Ceremony Honors

Principal’s Choice Award

Excellence in Math, English, Reading, Science, Social Studies/Texas

Attendance Information

Tardiness

Students are considered tardy after 8:15 a.m. A student who is consistently tardy (2 to 3 times a week) will be referred to an administrator so that a parent conference may be arranged. Chronic tardiness may affect attendance and /or course grades.

Students are considered tardy after 8:00a.m. and must receive a pass to class from the front office. All students arriving after official attendance time, **10:15 a.m.** must report directly to the attendance clerk to receive a pass to class. NO student will be allowed in class without a pass to class.

Absences

Attendance is taken at 10:15 a.m. A student not in attendance by 10:15 a.m. is considered absent. If a student arrives after 10:15 a.m., please report to the Attendance Office. **Doctor’s appointments should be**

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made after 10:30 a.m. Parents may pick students up for early dismissal.

Unexcused Absences

No handwritten excuses are accepted. All notes for excused absences **MUST** be received within 2 days of the absence.

Excused Absence

Students are only excused for the following circumstances:

1. Illness of student w/ doctor's note;
2. Death in the family;
3. Observance of religious holy day (parent must submit written request);
4. Weather/natural disaster;
5. Court summons; and
6. Extenuating circumstances as approved by Administration.

Minimum Attendance

Students in attendance for fewer than 165 days during the school year may not be given credit except as noted:

- illness of student as verified by doctor's written statement
- extenuating circumstances approved by the Administration

A student cannot pass and must attend summer school if he/she is not in attendance at least 90 percent of the total calendar school days.

Truancy will be filed on students for the following:

- **3 days absent in 4 weeks**
- **10 days absent in 6 months**

Make-up Work for Absences

Students have an obligation to complete assignments missed during illness or unexpected absence from school. In keeping with our belief that students should develop a sense of responsibility, we expect them with their parent's help to contact their teacher to secure missed assignments. Students are guaranteed one school day to make up their

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work for each day absence from school. Additional time may be given at the discretion of Administration.

Suspensions/ Transports

If a student is suspended or transported, he/she will be able to make-up all assignments. Students will be required to make-up all assignments within the same number of days suspended/ transported. Ex. 2 days suspension/ transport = 2 days to make-up homework.

Health Policies

All students entering the School are required to bring in a physician's health report and a copy of his/her immunization record. All reports and records must be submitted prior to the student's first day of class and all information must be current and up-to-date. It is important for returning students to update their health information on an annual basis or whenever there is a change of information. Your physician may fax your child's records directly to the school.

Should a student exhibit any symptoms of illness, the parent will be notified by school personnel for pick up. If parent(s) cannot be contacted, emergency contacts will be notified for pick up. Students should be picked up within an hour of notification. **Emergency contact information should be updated monthly or as changes occur.**

When a student contracts a contagious disease, the parents must inform the school immediately. Please contact the front office.

Medications

School personnel are not permitted to dispense medication of any kind unless a medication form is filled out by parent with doctor's signature.

Parents must fill out a medication form when medicine is to be dispensed during school hours. When over-the-counter or prescription medications are brought in, they must be in their original containers.

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The school designated personnel will dispense the medication only according to the instruction and dosage stated on the container.

Medication must be prescribed for the student and cannot be used by other family members in the school.

All medication will be stored in a locked container and can be picked up at the end of each medication period. Any expired or unclaimed medication will be discarded at the end of the year.

First Aid

All injured students should report to front office. School personnel will keep a record of any minor injuries. Teachers will follow up with an accident report for more serious incidents.

If a serious injury occurs on school property, school personnel and those who are certified in CPR and First Aid will decide on treatment. Parents and/or emergency contacts will be notified immediately in case of serious injuries. If a child is unconscious for any reason, an ambulance will be called.

Vision and Hearing Test

Annual vision and hearing tests will be available for students in grades identified by the school Nurse.

Fire and Disaster Drills

For safety purposes, AIA periodically conducts fire and emergency drills. In the event of an emergency, students will remain in a safe area at the school until the arrival of parents or guardian.

Pest Control

The School will apply pesticides both inside and outside the buildings once a month on a Friday afternoon after the end of the school day, as needed.

Car Riders/Morning Drop-off

Morning drop-off of students may be done in front of the school. **Prior to 7:45 am, students will not be supervised or allowed in the building. The school will not be liable for students dropped off before 7:45 a.m.**

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Car Riders/Afternoon Pick-Up

Afternoon pick-up of students after 5:00 p.m. may be done in front of the school.

Students must be picked up on time. The school will not be liable for students remaining after school designated hours of operation.

Early Dismissal Day

Every Friday at 2:00 p.m.

Designated dates at 2:00 p.m. (**Calendar or written parent notification**)

Communication With Parents

The School believes communications with its parents to be of prime importance and pays great attention to it. All employees are instructed to return letters, telephone calls.

Parent/Teacher Conferences

Once in the fall and once in the spring, AIA schedules a week specifically for parent/teacher conferences. Parents are encouraged to sign up for conference times. Additionally, each teacher has a conference period available during the week. Parents may call or schedule conferences during those times. **See school calendar.**

All parents who need to set up a parent teacher conference **MUST** fill out a request form and turn it in to the front office to schedule a conference with a teacher. The teacher will notify the parent within 72 hours when he or she is available to meet to discuss the student. No parent will be allowed to see a teacher without prior request and notification.

School Newsletter

A newsletter will be available once a month highlighting important information, events, and activities.

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Inquiries and Concerns It is best to begin with the person in closest contact to the question or concern. A classroom issue is best handled with the classroom teacher. If further resolution is required, an administrator should be involved. The Leadership Team will become involved when all other avenues have been exhausted.

Web-Site www.aiacharterschools.org

Parent Copy Requests All copies requested by parents will be .50 cent per page unless it is required to enroll a student in another school.

*We know there will be legitimate exceptions and we will respond to all exceptions on a case by case basis.

Discipline records are charged at .50 cents per page since AIA provides copies to parent/student when the action(s) are taken.

All payments must only be in money order form.

Student Behavior/Conduct

Expectations: AIA Honor Code

AIA is committed to providing an environment that is creative, positive, and safe. It is our belief that each person is responsible for his/her actions. A person's choices reflect his/her personal maturity and ability to exercise self-discipline.

AIA expects all who join our school family will possess and display *achievement, integrity, and autonomy*. The Accelerated

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Interdisciplinary/Intermediate Academy **Honor Code** is our commitment and obligation to a school community in which personal honor is a way of life.

Achievement: representing ones accomplishments and goals by putting forth positive efforts in achieving those goals.

Integrity: representing oneself correctly, being truthful to oneself and others by exhibiting a regard for other peoples' feelings, ideas, space, and belongings, including respect for school property.

Autonomy: the power of each individual to govern himself/herself with confidence and discipline.

As a component of the AIA family I agree to uphold the principles of achievement, integrity, and autonomy. I will apply these principles to everything that I do at AIA, and I will encourage these principles in others.

Examples of Challenger Code Violations

- ◆ Cheating or plagiarism is a violation because it is dishonest.
- ◆ Destruction of school property is a violation because it is disrespectful and irresponsible.
- ◆ Vulgar, profane or rude language is a violation because it is disrespectful.
- ◆ Theft of personal property, school property, or software/data is a violation because it is dishonest.

- ◆ Fighting, threatening physical harm, or harassing members of the school community are violations because they are irresponsible and disrespectful.

Discipline and the Challenger Code

AIA is a place of teaching, learning, and character-building. People are here because they want to be part of a learning community. It is not a place of punishment. However, for those who choose not to act within the Challenger Code, there are consequences.

Discipline Policy

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Staff members constantly model desired behavior. Accordingly, discipline is administered in a firm, calm, and consistent manner using a firm, in-control voice. **Yelling or screaming is not acceptable.**

Discipline is carried out in a way that teaches correct behavior. Harsh or demeaning discipline is not tolerated.

All expected behavior and rules are taught and modeled first by the staff. Consequences are explained and students are checked for their understanding of them. **Each parent should check students understanding of these Policies and Procedures.**

AIA discipline is based on an Honor Code that appreciates moral principles and expects responsible, honest, respectful actions. We believe that everyone has the capacity to choose his/her actions and is responsible for those actions.

Teaching the AIA Challenger Code

The first three weeks of each school year, the Challenger Code will be taught, practiced, and reinforced campus-wide. This is done at all levels. Teaching and redirecting techniques may include demonstrating, role-playing, counseling, using behavior contracts, time-out, or signals, contacting parents, etc.

Parents will be notified immediately of any behaviors that need reinforcing at home. Working as a team, the home and school will encourage and teach those skills that produce successful honor code behavior.

Living the AIA Challenger Code

After the initial three weeks, staff will continue to modify any behaviors that violate the Challenger Code. After following the steps below and when a behavior cannot be modified, the staff member will send the student to the office with a referral. The student will then be required to choose a consequence from the Discipline Menu. The administrator will note on the referral that the behavior was a major infraction or a minor infraction.

Major Infractions

Fighting Physically
Theft/Stealing

Minor Infractions

Absent from Class
Angry, Aggressive Behavior

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Use/Possession of Tobacco
Use of Profanity/Vulgarity

Defiance of Authority
Destruction of Property
Dress Code Violation
Excessive Talking in Class
Forgery/Cheating
Harassment
Misbehavior in CMC
Not Following Directions
Refusing to do Class Work
Rude/Discourteous to Staff
Scuffling/Horseplay
Use of Computer
Other (Specify)

Steps Taken By Teachers

1. Warned Student
2. Conference w/Student
3. Isolation
4. Contacted Parent
 ___ Mother/Father
 ___ Grandmother
 ___ Grandfather
 ___ Aunt/Uncle
 ___ Other

Contacted By
___ Phone
___ Letter

5. Parent Conference Held
6. Optional Counselor Intervention
7. Intervention
8. Administrative Intervention
9. Reoccurring Behavior or Safety Issue, Immediate Parent Contact

All fights will result in a student being automatically transported home/picked-up by parent within 1 hour. Days of suspension can vary from 1 to 3 days.

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The Administrative decision on disciplinary matters is final. Any appeals/requests must be in writing to School Administration for consideration of any extenuating circumstances.

Discipline Transports

Discipline infractions may result in student transport by 10:30a.m. The number of transport days will be determined by Administration. It is the parent/guardians responsibility to ensure that contact numbers in the student file are kept up to date throughout the year. In a case where parents can not be contacted due to improper numbers, the school will send a letter home requesting valid contact information with student as a first step. If student have a second offense of invalid numbers the school will contact CPS and other children agencies to follow through for it is a safety issue to have students in our custody without valid contact information.

Transport time is 10:30a.m. with a 45 minute grace period. If a parent does not arrive by 11:15 a.m., student will receive an automatic 1 day suspension the following day.

Physical Restraint

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint from physical injury or safety related threats.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from specific location, including, a classroom or other school property, in order to restore order or to impose disciplinary measures.
5. Restrain an irrational student.

Disciplinary Record

Disciplinary records shall be maintained and shall contain the name of the student, the type of misconduct, any previous disciplinary actions, the type of disciplinary sanction administered, the name of the person administering the sanction, the name(s) and the date of action.

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All requests for copies of disciplinary records **MUST** be made to aiac2001@aol.com.

A copy of Discipline paperwork will be given to the student freely at the time of disciplinary action. All additional copies will be copied at .50 per page with 72 hour written or e-mail advance to the district.

There will be no cash accepted for copies requested, money orders **ONLY** made payable to AIA.

Emergency Expulsion

In an emergency, the Executive Director or designee **may** order the immediate expulsion of a student if the Executive Director or designee reasonably believes that action is necessary to protect persons or property from imminent harm.

When emergency expulsions occur, the student will be given oral notice of the reason for the action. Within a reasonable time period of expulsion, the student will be given appropriate due process required for expulsion. If emergency expulsion involves a student with disabilities who receives special education services, the term of the student's emergency expulsion is subject to the requirements of federal law.

Consequences
<p>Board delegates to the Executive Director have the authority to expel students. The Executive Director or Principal will schedule a hearing within a reasonable time with the student's parent(s), the teacher, and the student. The student's parent(s) or guardian will be invited in writing to attend the hearing.</p> <p>Until a hearing can be held, the principal may place the student in:</p> <ul style="list-style-type: none">• Another appropriate classroom.• In-school suspension.• Out-of-school suspension. <p>A student facing expulsion will be given appropriate due process.</p>

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The student is entitled to:

1. The right to an adult representative who is not a District employee.
2. An opportunity to testify and to present evidence and witnesses in the student's defense.

Policies on Harassment, Weapons & Substance Abuse

**Students who violate these policies risk immediate expulsion from school.
An expulsion hearing will take place.**

Sexual, Racial, or Other Harassment

Sexual, racial, or any other harassment by any member of the school community is prohibited. This policy includes conduct on campus or at any activity connected with the school including field trips, athletic events, concerts, and social functions. All members of the school community are responsible for their conduct and should treat others with respect and dignity. Any individual who believes that he or she is a recipient of sexual, racial, or other harassment or who witnesses such harassment has the responsibility to the school community to take the following action. The recipient of the harassment and/or the witness to the harassment should make it known that the behavior is unwelcome. Behavior that continues after it is known to be unwelcome should be reported to School Administration immediately.

Weapons and Facsimile Weapons:

No weapons, including knives, guns, or explosives, may be brought to school or to any school function, either on campus or off. Using an object in a threatening manner as a weapon will also be considered a violation of AIA's weapons policy. Any student in violation of the aforementioned mandates can receive any consequence up to expulsion with executive administrative approval and due process.

AIA forbids having facsimile weapons such as toy guns, plastic swords, or knives, at school without authorization from Administration (i.e. for a drama performance, as part of a class play, or as part of a costume).

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Possession or use of alcohol, tobacco, non-prescribed drugs and illegal substances:

Possession and/or use of alcohol, tobacco, or non-prescription drugs are prohibited as well as prescription drugs without proper medical form on file. This includes any school function on or off campus. Accelerated Intermediate Academy believes that the primary responsibility for education and supervision of students regarding substance abuse belongs to the parents. However, the School offers support regarding

substance abuse through outside consultants, referrals, and curricula designed to educate students on the hazards of such use. Any student in violation of the aforementioned mandates can receive any consequence up to expulsion with executive administrative approval and due process.

School Uniform/Dress Code

AIA believes that students need to show respect for their school, their surroundings, and the other students. Hence, we have in place both a uniform and a dress code, which are important elements of our mission. It is incumbent upon parents to help us by ensuring that their children come to school clean, neat, and tidy.

AIA General Dress and Grooming

<p><u>ELEMENTARY</u> <u>Boys</u></p> <p>The Official School Uniform for Boys (Mandatory):</p> <p><u>Top</u></p> <ul style="list-style-type: none"> • Maroon polo shirt • Yellow/Gold polo shirt <p><u>Bottom</u></p> <ul style="list-style-type: none"> • Khaki, Blue or Black 	<p><u>ELEMENTARY</u> <u>Girls</u></p> <p>The Official School Uniform for Girls (Mandatory):</p> <p><u>Top</u></p> <ul style="list-style-type: none"> • Maroon polo shirt • Yellow/Gold polo shirt <p><u>Bottom</u></p>
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<p>Pants ONLY w/belt (slacks/shorts/pants) ... NO JEANS</p> <ul style="list-style-type: none"> • Tennis shoes or dress shoes w/hard sole • No open toed shoes • No open back shoes 	<ul style="list-style-type: none"> • Khaki, Blue or Black Pants ONLY (slacks/shorts/pants/skirts, etc.) ... <li style="padding-left: 40px;">NO JEANS • Tennis shoes or dress shoes (no open back shoes) • No open toed shoes • No sandals/ flip-flops
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Free Dress

Students who have a “free dress” pass for Friday (**signed by the Principal with specified dress pass date**) may wear appropriate, non-provocative, and neat street clothes. If shorts or skirts are worn, they must be no shorter than two inches above the knee. Shirts may not be sleeveless or have inappropriate slogans, etc. No leggings and short skirts should be worn for free dress day. Parents with students are to use good judgment in dressing for free dress days.

Theme Dress Days

Some Fridays are designated as theme dress days. Students may dress appropriately for the theme of that day (i.e. crazy hat day or college day etc). Parents with students should use good judgment in dressing for theme dress days.

Inappropriate Dress

Students inappropriately dressed will be asked to call home. Parents must bring a change of clothes within 1 hour or student will be subject to disciplinary action. If the problem is re-occurring, students will be transported home. Students must abide by the following requirements:

Hooded Sweatshirts and Jackets:

- Cannot be worn in the building during school hours.

Pants and Slacks:

- Must fit properly
- May not be excessively baggy

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- May not sag
- Belts must fit properly and not hang down when buckled
- No mini skirts with leggings
- No mini shorts with leggings

Footwear:

- Girls: No sandals, clogs, house shoes, slippers, open toed shoes, or slides
- Boys: No sandals or house shoes / slippers

Jewelry, Body Art, and Hairstyles:

- Must be gender appropriate
- No facial and body piercing
- Boys cannot wear earrings
- No extreme hairstyles and hair colors
- No removable grills
- Girls cannot wear dangling earrings
- No design in hair

Head Gear:

- No hats, caps, bandanas, headbands, doo-rags, or wave caps

Note: Any items found to be gang related including but not limited to bandanas, will be reported to the proper authorities for profiling purposes.

Cell Phones/Electronic Devices:

Cell Phones/Electronic devices are not allowed on school premises.

Phones will be confiscated and returned only to a parent. Each incident will result in a \$15 fine.

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Admissions Policy

AIA wishes to enroll all deserving students who will benefit from its educational program. Therefore, AIA reserves the right to deny student admission for the following reasons:

- Extensive and documented discipline violations
- Prior adjudication
- Maximum capacity reached at student's grade level

If it is found that a student is enrolled with falsified records and/or withheld discipline history, said student will be immediately withdrawn.

If the school admits a student and finds out later that the student did not pass STAAR or STAAR released test in summer school, the student will be placed in his/her last grade completed.

In its' admissions policies and procedures, AIA does not discriminate on the basis of race, color, religion, age, sex, sexual preference, or national/ethnic origin. A “**waiting pool**” is maintained and lottery conducted when there are more student applicants than classroom vacancies. Once it is determined a child may be admitted to AIA, a family may complete the enrollment process.

Re-Enrollment

Per our admission policy, all returning students must have a completed re-enrollment packet on file by April 1, 2013. Re-enrollment for new students will begin on April 1, 2013.

Financial Responsibilities

All payments to the school or school organizations must be in the form of a **money order**. No personal checks or cash will be accepted.

Extended Care Policy

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Extended care hours are: 5:00 p.m.-6:00 p.m. When a student is left after 6:00 p.m., a \$15.00 charge will incur for the first 15 minutes after 6p.m. Parents will be charged 1 dollar every additional minute after 6:15 p.m. After a pattern has been formed, any child left after 6:30 p.m. will be transported to the proper authorities (Chimney Rock, CPS, etc.) and will no longer be eligible for participation in the after care program. In order for your child to receive extended care services, you must pre-pay a week in advance. All payments to the school must be in the form of a money order. **NO PERSONAL CHECKS OR CASH WILL BE ACCEPTED.**

Any student not enrolled and/or not paid for extended care services will be sent to extended care after 5:15p.m. Parents will pay \$1.00 per minute beyond the 5:15p.m. cut off time.

The following payment options are available to parents:

- **Option #1-- AM Only \$25.00 / Per Week; 6:30 a.m. – 7:30 a.m.**
- **Option #2--PM Only \$25.00 / Per Week: 5:00 p.m. – 6:00 p.m.**
- **Option #3—AM & PM \$50.00 / Per Week**
- **Option #4—Friday Only \$15.00/ Per Week; 2:00 p.m. – 6:00 p.m.**

This amount is due every Monday morning by 10:00 a.m. If your payment is not received by 10:00 a.m., there will be a \$5.00 late fee. This fee reserves a space for your child and must be paid even if your child misses a day or more.

Payments must be made by **Money Order Only!** A receipt will be given to for your records. Please pick your child/children at their scheduled time. If students are picked-up late parents will be required to pay a late fee at the time of pick-up. If payment is not made, your child/children will not be allowed to attend child care the next business day.

We encourage our parents to be timely and avoid late fees. If you have questions, please contact me at 713-728-9330. Thanks in advance for your cooperation and support.

Withdrawals

A student can only be withdrawn with written notification. For all withdrawal requests, please allow the school **three (3) school days** to complete the process. Please provide the school with the reason for the withdrawal, new school of enrollment, and your forwarding address information. **No walk-in withdrawals can be accommodated without 72 hour prior notice to complete the process. No withdrawals will be completed until all student textbooks are returned to the school.**

Request for Records

Records will not be released until authorization is received from District Administration.

Parent/Community Involvement

Volunteers

Parents and community friends of AIA are actively involved in the school in a number of capacities. There are opportunities to work in classrooms, be involved in educational lessons, participate in school functions, and help with extracurricular activities. AIA welcomes parents and community members with their support. Before any level of participation is allowed community members must allow a background check to be performed.

Board of Directors

AIA's Board of Directors is a consultative body composed of administrators and community members. The Board of Directors' purpose is to advise on school goals, help determine and oversee school improvement initiatives, act as a sounding board for new ideas, and advise on developing school policies and procedures.

Parent Advisory Committee (PAC)

PAC is our parent organization. It organizes many activities that benefit the school, helps with volunteer assignments in the classrooms,

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and provides additional resources to our school. All parents are encouraged to join and to volunteer at least 5 hours per year to help in one or more of these areas. AIA is fortunate to have this active and effective parent organization. **Check school newsletter for scheduled monthly meetings and events.**

2013-2014 Testing Calendar

		Grade(s)
September 3-13, 2013	TPRI	PreK-2
January 13 – 24, 2014	TPRI	PreK-2
April 28 – May 9, 2014	TPRI	PreK-2
April 1, 2014	STAAR Writing	4 & 7
April 2, 2014	STAAR Writing	4 & 7
 March 17-April 11, 2014		
TELPAS Testing		
Tues., April 1, 2014	STAAR/STAAR-M Math	5
Wed., April 2, 2014	STAAR/STAAR-M Reading	5
Tues., April 22, 2014	STAAR/STAAR -M Math	3, 4 & 6 & 7
Wed., April 23, 2014	STAAR/STAAR-M Reading	3, 4 & 6 & 7
Wed., April 23, 2014	STAAR Science	5
Sat., April 26, 2014	Make Up Sessions	All
Tues., May 13, 2014	STAAR/STAAR-M Math Retest	5
Wed., May 14, 2014	STAAR/STAAR-M Reading Retest	5

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