



Houston

Parent Student Handbook

2026-2027

**ACCELERATED INTERDISCIPLINARY/INTERMEDIATE
ACADEMY DISTRICT**

District Office

P.O. Box 20589

Houston, TX 77225-0589

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) 728-9330 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 2026-2027 School Year!

We are excited about our 25th 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.

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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

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

Shahnah Holt
Campus Administration

AIAHOUOffice@aol.com

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!

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.

General School Information

School Hours

Arrival

7:30 a.m. – 7:45 a.m.

Breakfast

Classes Begin

7:45 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

4:00 p.m.

Note: All car riders and walkers are dismissed at **4:00 p.m.** (M-Th) and **1:30 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 8:00 a.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

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must be signed out by 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. – 12:00 p.m. **Please follow the lunch schedule of each campus.** Students eat lunch in Servery. 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.

Student Messages

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

Cell Phones/Electronic Devices:

Cell Phones/Electronic devices are not allowed on school premises. Phones/devices will be confiscated and returned only to a parent. **Each incident will result in a \$15 fine.**

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

Astronaut

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 | 3. Science |
| 2. English Language Art and Reading | 4. Social Studies |

Elementary only:

- | | |
|-------------------------------------|-------------------|
| 1. Math | 3. Science |
| 2. English Language Art and Reading | 4. 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. 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 will be determined.

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 dependent study habits which will guide them throughout life. With this in mind, AIA assigns homework according to the following:

Elementary only:

Reading/LA	Monday - Thursday
Math	Monday - Thursday
Science	Wednesday

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

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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.**

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 N = Needs Improvement
S = Satisfactory 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**

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automatically change to the original average. Report card averages cannot 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.

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 STAAR test. If not, the student will follow the outlined requirements above.

Pre-K students with discipline problems will not participate in a full day program and will be sent home at 10:30 a.m.

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 CLI/TPRI is administered in Pre-K-2nd grade to assess early reading skills. This test is administered 3 times per year, the beginning and the end of the year. Parents will be notified of the results.

STAAR Tutorials

Elementary School Students in Grades 3, 4, and 5th are required to attend after school STAAR Tutorials.

Middle School Students 6, 7, and 8th are required to attend after school STAAR Tutorials.

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 Masters status on <u>all</u> parts of STAAR. |
| Category II: | Student passes all parts of STAAR and achieves Masters status on at least <u>1</u> part of the STAAR. |
| Category III: | Student achieves a passing score on <u>all</u> parts of STAAR only. |
| Category IV: | Student achieves a passing score on at least <u>1</u> part of STAAR only. |

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

**Aiding Students Who Have Learning Difficulties or Who Need Special
Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, Accelerated Intermediate Academy must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of Accelerated Intermediate Academy to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of Accelerated Intermediate Academy, AIA must respond no later than 15 school days after receiving the request. At that time, Accelerated Intermediate Academy must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If Accelerated Intermediate Academy agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Accelerated Intermediate Academy must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require Accelerated Intermediate Academy to respond within the 15-school-day timeline.

If Accelerated Intermediate Academy decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If Accelerated Intermediate Academy receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, Accelerated Intermediate Academy must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from Accelerated Intermediate Academy in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Special Education Referrals:

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

Contact Person: Shahnah Holt

Phone Number: 713-728-9330

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students Accelerated Intermediate Academy's Section 504 program.

Accelerated Intermediate Academy must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services

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is:

Contact Person: Shahnah Holt

Phone Number: 713-728-9330

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

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 la 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 por escrito para poder realizar 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

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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, Reading, Science

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 8:15a.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 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 work for each day absence from school. Additional time may be given at the discretion of Administration.

Truancy

Truancy and Truancy Prevention Measures

STEP 1: If a student fails to attend school without excuse on three or more days or parts of days within a four-week period, the school will initiate truancy prevention measures.

STEP 2: The school will send a warning letter to parent/guardian stating Truancy prevention measures will be imposed;

1. On 3rd absence warning letter/phone call
2. 4th absence parent conference at school with teacher
3. 5th absence parent conference at school with CA
4. 6th-9 absence after school detention and denial from participation in all programs/extra curricular/treats etc...
5. 10th absence referral to JP court if the unexcused absences continue and total ten or more days or parts of days within a 6-month period.

STEP 3: TRUANCY PREVENTION MEASURES include one or more of the following:

Attendance behavior plan,

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School-based community service, and/or

Referral to counseling, mediation, mentoring, a teen court program, community-based services, or other in-school or out-of-school services aimed at addressing truancy.

STEP 4: If the truancy prevention measures do not work, and the student fails to attend school on ten or more days or parts of days within a six-month period, the school may refer the case against the parent to court

Potential court fines for parents:

\$100 for the first offense

\$200 for the second offense

\$300 for the third offense

\$400 for the fourth offense

\$500 for the fifth or subsequent offense

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. 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.

AIA Parent and Student Handbook 2026-2027

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.

Transportation Policy

Car Riders/Morning Drop-off

Morning drop-off of students may be done in front of the school.

Prior to 7:30am, students will not be supervised or allowed in the building. The school will not be liable for students dropped off before 7:30 a.m.

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 1:30 p.m.

Designated dates at 1:30 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.

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.aiacharterschool.com

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 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 one's accomplishments and goals by putting forth positive efforts to achieve 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.

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

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.

Crisis Intervention

In compliance with law, the Executive Director shall ensure that a multidisciplinary threat assessment and safe and supportive team is established to serve each campus. The Campus Director shall appoint team members. The team shall be responsible for developing and implementing a safe and supportive school program at each campus served by the team and shall support the District in implementing its multi-hazard emergency operations plan.

Each team shall complete training provided by an approved provider on evidence-based threat assessment programs. A member of the team or any District employee may act immediately to prevent an imminent threat or respond to an emergency, including contacting law enforcement directly.

The District shall develop procedures as recommended by the Texas School Safety Center. In accordance with those procedures, the threat assessment and safe and supportive team shall conduct threat assessments using a process that includes:

1. Identifying individuals, based on referrals, tips, or observations, whose behavior has raised concerns due to threats of violence or exhibition of behavior that is harmful, threatening, or violent.

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2. Conducting an individualized assessment based on reasonably available information to determine whether the individual poses a threat of violence or poses a risk of harm to self or others and the level of risk.
3. Implementing appropriate intervention and monitoring strategies, if the team determines an individual poses a threat of harm to self or others.

These strategies may include referral of a student for a mental health assessment and escalation procedures as appropriate. For a student or other individual the team determines poses a serious risk of violence to self or others, the team shall immediately report to the Campus Administrator, who shall immediately attempt to contact the student's parent or guardian. Additionally, the Campus Administrator shall coordinate with law enforcement authorities as necessary and take other appropriate action in accordance with the District's multi hazard emergency operations plan.

For a student the team identifies as at risk of suicide, the team shall follow the District's suicide prevention program.

A For a student the team identifies as having a substance abuse issue, the team shall follow the District's substance abuse program.

For a student whose conduct may constitute a violation of the District's Student Code of Conduct, the team shall make a referral to the campus behavior coordinator or other appropriate administrator to consider disciplinary action.

As appropriate, the team may refer a student:

1. To a local mental health authority or health-care provider for evaluation or treatment; or
2. For a full individualized and initial evaluation for special education services.

The team shall not provide any mental health-care services, except as permitted by law. The team shall provide guidance to students and District employees on recognizing harmful, threatening, or violent behavior that may pose a threat to another person, the campus, or the community and methods to report such behavior to the team, including through anonymous reporting. The team shall provide reports to the Texas Education Agency as required by law

De-escalation

When students experience behavioral and/or social-emotional difficulties, they may exhibit behaviors that require careful intervention by professionals in the educational setting. As a result, instruction is disrupted, and student outcomes are minimized. This training is designed to provide participants with information and resources needed to quickly and effectively intervene before, during, and after a behavioral escalation.

Outcomes:

- Proficiently identify the function of a behavior in order to meaningfully identify and apply effective interventions.
- Develop a toolkit of positive, student-focused preventative techniques to avoid crisis before it has an opportunity to manifest.
- Develop a toolkit of behavioral intervention tools to verbally de-escalate a crisis once it has begun and return to the instructional plan as quickly as possible.

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
- ❖ Use/Possession of Tobacco
- ❖ Use of Profanity/Vulgarity

Minor Infractions

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

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.

Detention will be held from 3 - 4 p.m. Monday – Thursday for any minor infractions.

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 cannot 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.

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
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.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.

**A student facing expulsion will be given appropriate due process.
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).

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

<u>Elementary Boys</u>	<u>Elementary Girls</u>
The Official School Uniform for Boys (Mandatory):	The Official School Uniform for Girls (Mandatory):
<u>Top:</u>	<u>Top:</u>
➤ Maroon polo shirt	➤ Maroon polo shirt
➤ Yellow/Gold polo shirt	➤ Yellow/Gold polo shirt
<u>Bottom:</u>	<u>Bottom:</u>
➤ Khaki, Blue or Black ONLY w/belt (slacks/shorts/pants)	➤ Khaki, Blue or Black ONLY w/belt (slacks/shorts/pants/skirts, etc.)
NO JEANS	NO JEANS
➤ Shirt must be tucked in	<u>NO LEGGINGS/ JEGGINGS</u>
➤ Tennis shoes or dress shoes w/hard sole	➤ Tennis shoes or dress shoes (no open back shoes)
➤ No open toed shoes	➤ No open toed shoes
➤ No open back shoes	➤ No sandals/flip-flops/clogs

➤ No Clogs	
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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/jeggings** 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
- May not sag
- Belts must fit properly and not hang down when buckled
- No miniskirts 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
- **No Long Nails**

Backpack

- No Backpacks for Pre-K-2nd
- No Backpacks for 3rd - 7th

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.

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

Enrollment Process

1. AIA will first enroll current/returning students starting March 1st through April 30th each year. Enrollment of siblings of current/returning students will be processed at this time also.
2. Starting May 1st through July 31st application for admissions are accepted from new students to AIA and applicants will be registered in classes/grade levels where there is available space as the applications are received.
3. After July 31st (close of open registration) a lottery will be conducted on or about Aug 7th in the event the number of applicants exceeds the number of vacancies. Eligible applicants who do not get drawn and offered admission will be added to a waiting list based on the order drawn.
4. Parents/Guardians will be notified of their position on the wait list and will have 48 hours to notify the campus administrator in charge (in writing) of the acceptance of the available position and date they will have the student in class at AIA as a student of record... otherwise the position will be immediately offered to students on the waiting list in the order they appear.
5. Once all applicants have been placed from the waiting list and all available spaces filled, all subsequent applicants will be placed on the waiting list on a first come, first-served basis.

6. After the lottery occurs and the student is admitted (if not denied for documented history of criminal offense, a juvenile court adjudication, or documented history of discipline under TEC Chapter 37)... then the Enrollment Packet must be completed.

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.

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.

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, 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 and Class Dojo for scheduled meetings and events.**

2026-2027 Testing

TPRI

CIRCLE/**TKEA**/TPRI

Grade(s)
PK-2nd

TELPAS

TELPAS

Grade(s)
K - 7th

STAAR TEST

STAAR – Math

5th Grade

STAAR – Reading

5th Grade

STAAR – Math

3rd, 4th, 6th, 7th 8th Grade

5th Grade Math Retest

STAAR – Reading

3rd, 4th, 6th, 7th 8th Grade

5th Grade Reading Retest

STAAR – Science

5th 8th Grade

BOARD APPROVED ADDENDUMS:

Accelerated Intermediate Academy

Real-Time Parent Electronic Notification Policy

Date of Review: May 6, 2025 Board Meeting

Presented by: Campus Admin, Accelerated Intermediate Academy

Purpose

The purpose of this policy is to ensure timely and consistent communication between school personnel and parents/guardians regarding safety updates, behavioral notifications, emergency alerts, and school-wide announcements. In alignment with the district's safety, security, and transparency goals, Accelerated Intermediate Academy will implement a **mandatory Real-Time Parent Electronic Notification System** using the ClassDojo application.

Platform Overview: ClassDojo

ClassDojo is a widely used school communication platform that connects teachers, school leaders, and families. It offers:

- **Real-time messaging** between teachers and parents
- **Emergency and urgent alert broadcasting** to all families instantly
- **Classroom announcements**, student behavior tracking, and engagement tools
- **Translation into 35+ languages**
- **Mobile and desktop access** for families (iOS, Android, Web)

ClassDojo is FERPA-compliant and adheres to strict privacy standards to ensure the safety of student and family information.

Policy Statement

Beginning of every school year, all staff, students, and families of Accelerated Intermediate Academy are required to **enroll and remain active on ClassDojo** as the official platform for real-time communication.

Policy Guidelines

- **Mandatory Enrollment**
 - All parents/guardians must register for ClassDojo prior to the first day of school.
 - Enrollment links and support will be provided during registration, orientation, and on the school website.
 - Teachers must verify ClassDojo registration during the first week of each semester.
 - **Teacher and Staff Expectations**
 - All classroom teachers are required to maintain an active ClassDojo account.
 - Staff must post general classroom updates at least **once per week**.
 - In the event of **behavioral concerns**, staff must notify parents via direct message the same day.
 - **Safety alerts, lockdown notifications, evacuations, or medical updates** must be issued immediately via the school-wide channel by administrative staff.
 - **Parent Responsibilities**
 - Parents must download the ClassDojo app or access it via the web and turn on **push notifications** and **email alerts**.
 - Parents are expected to check messages regularly and respond to communications when requested.
 - **Emergency Use**
 - In critical safety situations, ClassDojo will serve as the school's **primary parent communication tool**, in addition to district-level calls or texts.
 - Parents must not rely solely on social media or informal channels for safety-related updates.
 - **Monitoring and Compliance**
 - Compliance with this policy will be reviewed every 6 weeks.
 - Students whose parents are not enrolled may be referred to the **Campus Administrator** for outreach and support.
 - Continued failure to register may result in an administrative meeting to address barriers and ensure student safety.
-

Support and Access

The school will provide:

- Multilingual registration instructions
 - Technical assistance during parent events
 - On-site help during back-to-school and enrollment periods
-

Review and Amendment

This policy will be reviewed annually by the School Safety and Security Committee and may be updated based on stakeholder feedback and changes in technology or best practices.

- STANDARDS FOR ADMINISTERING MEDICATION AT SCHOOL

All medications administered to students shall be FDA-approved pharmaceuticals administered within their approved dosage and within standards of acceptable medical regimen. Intravenous (IV) medications and treatments shall not be administered by Accelerated Intermediate Academy personnel.

- AUTHORIZED PERSONNEL

Accelerated Intermediate Academy employees shall not give any student prescription medication, nonprescription medication, herbal substances, or dietary supplements of any type, except as provided below. Employees authorized by the Superintendent or designee may administer to students:

1. Administering Prescription Medication

Prescription medication upon written request to administer the medication from the student's parent, guardian, or other person having legal control of the student. When administering prescription medication, the medication must be administered either:

1. From a container that appears to be from the original container and properly labeled;
or
2. From a properly labeled unit dosage container filled by a registered nurse from a container that appears to be the original container and to be properly labeled.

All prescription medications shall have been prescribed by a physician licensed to practice medicine in the United States. All medications shall have been manufactured in the United States.

Texas Department of State Health Services Guide to Medication Administration in the School Setting

Nonprescription medication(s) are not administered by Accelerated Intermediate Academy during the school day, field trips and/or off-campus or on school-sponsored events.

In the event of an emergency medical situation involving a Accelerated Intermediate Academy student for which no Accelerated Intermediate Academy employee was previously aware and that occurs during a field trip and/or during an off-campus, school-sponsored event when no school nurse is present, emergency medical services shall immediately be notified by any Accelerated Intermediate Academy employee in attendance.

- PSYCHOTROPICS

Except as permitted by Education Code 38.016, Accelerated Intermediate Academy employee shall not:

1. Recommend to a student, parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Education Code 38.016.

Accelerated Intermediate Academy

Behavioral Threat Assessment Policy

(Adapted in alignment with Houston ISD practices and Texas Education Code requirements)

Purpose

Accelerated Intermediate Academy (AIA) is committed to providing a safe and supportive learning environment for all students and staff. In alignment with best practices recommended by Houston ISD and required under Texas Education Code §37.115, AIA has established a **Behavioral Threat Assessment (BTA) Policy** to identify, assess, and respond to students or individuals who may pose a threat to themselves or others.

Definition

Behavioral Threat Assessment (BTA) is a fact-based, systematic process designed to:

- Identify individuals who may pose a threat,
 - Assess the nature and level of risk,
 - Intervene early with supportive resources, and
 - Prevent violence and ensure the safety of all members of the school community.
-

Policy Overview

- **Threat Assessment Team (TAT)**
AIA will maintain a multidisciplinary Threat Assessment Team composed of the following roles:
 - Campus Administrator (Chair)
 - Special Education Representative
 - School Safety Officer
 - Teacher(s) familiar with the student
 - Technology Representative
- **Training and Responsibilities**
All Threat Assessment Team members will receive annual training in accordance with guidelines from the **Texas School Safety Center** and modeled practices from Houston ISD. This includes:
 - Identifying warning signs and concerning behaviors
 - Conducting structured interviews and information gathering
 - Making evidence-based decisions regarding level of threat
 - Implementing appropriate interventions and monitoring
- **Process and Response**
The BTA process follows five key steps:

Step 1: Identification

Any staff, student, or parent may report a concern involving threatening behavior, either verbal, physical, or implied.

Step 2: Screening and Immediate Action

The campus administrator will conduct an initial screening. If imminent danger exists, emergency protocols will be activated immediately.

Step 3: Investigation and Assessment

The TAT gathers information from interviews, academic records, social media review (if applicable), disciplinary records, and peer/staff input. A risk rating is assigned (low, moderate, high, or imminent).

Step 4: Intervention Plan

Based on findings, the team develops a support and safety plan that may include:

- Counseling referral or mental health services
- Behavioral contract

- Parent/guardian involvement
- Schedule adjustments or increased supervision
- Law enforcement collaboration (if necessary)

Step 5: Follow-Up

The TAT will monitor the individual's progress and compliance with the intervention plan. Adjustments will be made as needed. Documentation is maintained in a secure, confidential file.

Confidentiality and FERPA Compliance

All information gathered during the threat assessment process will be treated with strict confidentiality in accordance with **Family Educational Rights and Privacy Act (FERPA)** and other applicable laws. Only individuals with a legitimate educational interest will have access to records and decision-making.

Reporting

AIA encourages early reporting of concerning behaviors. All reports will be handled seriously, respectfully, and without retaliation. Students and staff may report concerns directly to administration, the school counselor, or through a secure method designated by the campus.

Policy Review and Compliance

This policy will be reviewed annually by the Campus Safety Committee and revised in accordance with any updates from the Texas Education Agency or the Texas School Safety Center.

Accelerated Intermediate Academy

Reporting and Remediating Facility Deficiencies Policy

(Adapted to align with current AIA Facility and Maintenance Protocols)

Purpose

Accelerated Intermediate Academy (AIA) is committed to providing a safe, clean, and well-maintained learning environment for all students, staff, and visitors. In alignment with AIA current practices, this policy outlines the process for reporting, documenting, and remediating facility-related deficiencies in a timely and systematic manner.

Definition of Facility Deficiencies

Facility deficiencies may include, but are not limited to:

- Plumbing, electrical, HVAC malfunctions
 - Roof or structural damage
 - Safety and accessibility issues (e.g., broken doors, lighting, fire safety)
 - Sanitation concerns or pest control
 - Issues affecting ADA compliance or emergency egress
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Reporting Protocol

- **Initial Notification**
All staff are required to report facility deficiencies as soon as they are discovered. Reports may be submitted:
 - **Via email** to the Campus Business Manager or Principal
 - Through an internal **Facility Maintenance Request Form**
 - In urgent cases, directly to campus administration or security personnel
 - **Emergency Issues**
Any situation involving immediate safety hazards—such as water leaks, electrical shorts, broken security locks, or obstructed exits—must be reported **immediately** to the Principal or Business Manager.
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Remedying the Issue

- **Triage and Response**
Upon receipt of the report, the Business Operations Manager will:
 - Log the issue into the **Campus Maintenance Log**
 - Assign a priority level:
 - **High** – Emergency/Safety: 24–48 hour response
 - **Medium** – Academic Operations Impact: within 3–5 business days
 - **Low** – Cosmetic/Non-urgent: within 10 business days
 - Determine if the issue can be handled internally or requires a licensed vendor
- **Vendor Engagement**
If external service is required:
 - The BM will obtain at least 3 quotes from an **approved vendor**
 - Submit a **budget request** to the district office with amount drawn down
 - Monitor contractor work until completion
 - Document all service dates, invoices, and outcomes
- **Follow-Up and Closeout**
Once the issue is resolved:
 - A final inspection will be conducted
 - The maintenance log will be updated with the resolution date
 - Staff who reported the issue will be notified of its completion

Documentation and Audit Preparedness

- AIA will maintain a **physical Maintenance Log**, updated weekly by Business Manager
 - Logs will include date reported, description, priority level, assigned staff/vendor, resolution date, and any related photos/invoices/3 quotes
 - Documentation will be made available during all **district audits, TEA safety inspections**, or internal reviews
-

Staff Training and Accountability

1. All staff will be trained annually on the facility reporting protocol
 2. The Business Manager will review outstanding issues weekly during Leadership Report
 3. Repeated failure to report deficiencies may result in corrective action, especially if student or staff safety is compromised
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Compliance with TEA Standards

Accelerated Intermediate Academy's policy aligns with expectations established by **Texas Education Agency (TEA)** under the **Facilities Standards for Charter Schools** and **Health and Safety Code**.

Gang-Free Zones Clause

(To be included in the Accelerated Intermediate Academy Student Handbook)

In accordance with state law and in alignment with Houston ISD policy, **Accelerated Intermediate Academy (AIA)** is designated as a **Gang-Free Zone**.

A **Gang-Free Zone** is an area where criminal offenses related to organized criminal activity or gang-related behavior are subject to harsher penalties under Texas state law. The purpose of this designation is to promote a safe, respectful, and violence-free educational environment for all students, staff, and visitors.

Definition of Gang-Free Zone

Under Texas Education Code and Penal Code, a "Gang-Free Zone" includes any location:

- Within **1,000 feet** of any public or private school campus
- On school property or at any **school-sponsored activity**, regardless of location
- At any **school bus stop** or **transportation hub** associated with the school

Prohibited Conduct

The following behaviors are **strictly prohibited** at AIA and within designated gang-free zones:

- Displaying gang affiliation through signs, symbols, clothing, colors, or verbal communication
- Recruiting, soliciting, or intimidating students into joining gangs or engaging in gang activity
- Participating in any gang-related vandalism, tagging, threats, violence, or intimidation
- Using school communication tools (including ClassDojo, email, or social media) to promote gang activity
- Coordinating or participating in any off-campus gang-related activity that disrupts the school environment

Consequences for Violations

Students who engage in gang-related behavior may be subject to:

- **Immediate disciplinary action**, including suspension or expulsion
- **Referral to law enforcement** for criminal investigation, if warranted
- **Parent conferences** and behavior contracts
- **Ineligibility to participate in extracurricular activities, field trips, or other school-sponsored events**

AIA reserves the right to work with local law enforcement agencies, including the Houston Police Department, to address any behavior that violates gang-free zone laws and endangers the safety of our campus.

Student and Parent Acknowledgment

By enrolling in AIA, students and parents acknowledge and agree to abide by all Gang-Free Zone policies as outlined in this handbook. Our goal is to work collaboratively to maintain a learning environment that is free of fear, intimidation, and gang influence.

Together, we are committed to keeping Accelerated Intermediate Academy a safe and positive place to learn.

Dating Violence Policy

Accelerated Intermediate Academy To Be Included in the Campus Improvement Plan (CIP)

Purpose

Accelerated Intermediate Academy (AIA) recognizes that students' physical and emotional safety is essential to their academic success. In accordance with the **Texas Education Code § 37.0831** and modeled after **Houston ISD policies**, AIA prohibits dating violence on school property, at school-related events, and in any manner that disrupts the educational environment or endangers student well-being.

Definition

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, emotional, or psychological abuse to harm, threaten, intimidate, or control the other person. It may include:

- Physical or sexual assault
- Threats of harm
- Public or private humiliation
- Harassment via phone, text, or social media
- Controlling behavior, such as isolating someone from family or friends
- Stalking or repeated unwanted communication

Dating violence can affect students of all genders and backgrounds and may occur regardless of the length or seriousness of the relationship.

Policy Statement

AIA has **zero tolerance** for dating violence. The school will take all allegations seriously and respond promptly and appropriately. This includes offering support services, implementing interventions, and enforcing disciplinary consequences as needed.

This policy applies:

- On school grounds
 - During lunch or extracurricular periods
 - At any school-sponsored event, on or off campus
 - In cases of digital or cyber abuse involving students
-

Reporting Procedures

Any student who believes they are experiencing dating violence, or who observes or suspects such behavior, is encouraged to report the situation to:

- A trusted teacher
- The school security officer
- The campus principal
- Any other adult school staff member

Reports may also be made anonymously using the school's designated reporting system, email AIAC2001@AOL.COM . All reports will be handled **confidentially**, with the safety and privacy of the student as a priority.

Response and Investigation

Upon receiving a report, AIA will:

- **Immediately assess the safety** of the student(s) involved
- **Notify appropriate authorities**, if criminal conduct is suspected
- **Contact parents/guardians** of the involved parties; Also require parents to seek **counseling or support services** to both victims and aggressors
- **Take appropriate disciplinary action**, up to and including suspension or expulsion

Each report will be investigated in a timely and thorough manner. Students will not be retaliated against for making a good-faith report.

Prevention and Education

AIA is committed to prevention through education and awareness. As part of our **district-wide character education and SEL initiatives**, we will:

4. Provide annual training to staff on identifying and responding to dating violence
 5. Integrate age-appropriate dating violence education into health or guidance curriculum
 6. Promote healthy relationship skills, boundaries, and conflict resolution strategies
 7. Engage families through outreach and informational materials
-

Support Services and Resources

AIA will support students experiencing dating violence. This may include:

1. Conflict mediation
2. Safety planning

Students will be supported in making adjustments to their schedules, classroom placements, or campus safety plans if needed for protection or emotional recovery.

Monitoring and Accountability

This policy will be reviewed **annually** as part of the Campus Improvement Plan evaluation. Data on reported incidents, outcomes, and prevention efforts will be used to monitor effectiveness and revise practices as needed.

Accelerated Intermediate Academy Anti-Bullying Policy

Policy Statement

Accelerated Intermediate Academy is committed to providing a safe, respectful, and inclusive environment for all students. Bullying, including cyberbullying, is strictly prohibited and will not be tolerated. This policy aligns with Accelerated Intermediate Academy's Code of Student Conduct and Texas Education Code §37.0832.

Definition of Bullying

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves:

- Physical harm or threat to a student or their property
- Creating an intimidating, threatening, or abusive educational environment
- Disrupting the educational process or orderly operation of the school

Cyberbullying includes bullying through electronic means, such as social media, text messages, or emails.

Scope

This policy applies to bullying that occurs:

- On school property, during school-sponsored events, or on school buses
- Off school property, if it substantially disrupts the educational environment
- Through electronic communication, regardless of the location of use

Reporting Procedures

Students, parents, or staff members who witness or experience bullying should report the incident promptly to a teacher, administrator or district office aiac2001@aol.com . Reports can be made verbally or in writing. Anonymous reports will also be investigated.

Investigation

All reports of bullying will be investigated promptly and thoroughly. The school will take appropriate disciplinary action based on the findings, in accordance with the ACCELERATED INTERMEDIATE ACADEMY Student Code of Conduct.

Retaliation

Retaliation against individuals who report bullying or participate in investigations is prohibited. Disciplinary action will be taken against anyone who engages in retaliation.

Prevention and Education

Accelerated Intermediate Academy will implement evidence-based programs to educate students and staff about bullying prevention, promote a positive school climate, and encourage respectful behavior.