

# GPA



**GRADUATION  
PREPARATORY ACADEMY**

*HIGH SCHOOL*

**AUSTIN** Independent School District

## **Parent/Student Handbook 2022-2023**

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## Handbook Index

Message from the Director	2
Mission, Vision, Motto, School Colors, Location	3
About Us	4
Frequently Asked Questions	5, 6
Faculty/Staff Contacts	7
2020-2021 Austin ISD Calendar	8
Campus & Cafeteria Hours, Supply List, Permitted Areas, Late Start Dates, DOI Dates, Graduation Dates, STAAR EOC Testing Dates	9 10
TSI, SAT/SAT, Credit By Exam	11
Credit By Exam, Bell Schedule, Tutorial Schedule	12
Attendance, Schedule Options	13
Leaving Early, HallPasses, Student IDs, VOE/TEA Forms, Tardy Policy	14
Mentors, Portfolio, Social Emotional Learning, Volunteer, Parent Involvement	15
Student Expectations, Cell Phone Policy	16
Technology, Harassment/Bullying, Emergency Procedures & Drills	16
Code of Conduct, Dress Code	17
Articles Prohibited in Schools, Lockers, Parking & Parking Policy	18, 19
District Wide Closed Campus Rules, Senior Responsibilities	20
Cheating, Disruption of Educational Process, Computer Usage, Graduation, Grade Placement	21
Progress Reports, Curriculum & Curriculum Policy	22
Parent Communication	23
Confidentiality, Health Services & Procedures	25
Health Services Continued, Student Support Services	26
Handbook Contract Page	27

## Message from Our Director

Greetings Students and Parents/Guardians:

As the proud leader of the Graduation Preparatory Academy High School, I would like to welcome you to our school for the 2022-2023 school year. Congratulations on becoming part of our family. I am excited to work together to help our students succeed in and out of the classroom. We are a small school with big school benefits. We pride ourselves on building relationships and helping each student reach their highest potential. We set high expectations and work together to achieve success while striving to mold individuals into successful independent learners that are college and career ready. Our team of dedicated teachers and staff are committed to supporting you academically as well as socially so you can reach your goals and become productive members of society.

This booklet contains important information to help orient you to our school and guide you to make well informed decisions. Please review our expectations and I hope you have a great and rewarding school year.

Eliseo Reyna,

Director

**The AISD Student Information Packet, distributed at the beginning of the school year covers major information on: Non-Discrimination, Students' Rights, Grading Information, Withdrawing from School, Counseling, Academics, Personal Information, Graduation, Credit-By-Exam, Textbooks, Student Fees, Immunizations, Pledges, Prayer in School, Harassment, and more.**

## **Vision**

Our vision is to graduate every student college, career, and life ready equipped with the social emotional skills required to thrive in school and life.

## **Mission**

Our mission is to provide a non-traditional high school educational experience that supports both academic and personal growth through personalized instruction to meet the academic and emotional needs of our students through community-building and fostering strong relationships.

## **Motto**

Learning for Life

## **School Established**

Fall 2020

## **School Color**

**Red** and **Gray**

## **Location**

We are located within the William B. Travis Early College High School on the northwest side of the campus. Our address is 1211 E. Oltorf Street, Austin, TX 78704. We are a school within a school. Our students enter through the front doors of the building (North Side) or through our main entrance (west side) and check in at the GPA main office.

## About Us

Welcome to the Graduation Preparatory Academy (GPA) High School, a school of choice with a non-traditional setting in Austin ISD. The GPA provides a non-traditional setting with varied curriculum options allowing students an opportunity to work independently and advance at their own pace. Our students take ownership of their education and are empowered through a supportive and flexible learning environment to achieve their educational goals.

Our instructional delivery is mainly computer-based using Edgenuity, a model designed for a student driven experience. It is online, meaning that students are able to access it from home in addition to class time. We encourage students to take advantage of the opportunity to accelerate.

Our dedicated faculty and staff provide a supportive and structured learning environment to meet each student's academic needs. The program offers courses which are monitored by our teachers, but taught by virtual teachers. Students work independently the majority of the time with teacher assistance. Successful GPA students are motivated, self-disciplined, and willing to work through challenges. Our teachers deliver STAAR End of Course classes in a blended format, through a combination of direct teaching as well as online curriculum to ensure students are prepared for testing.

Additionally, students may participate in UIL activities at Travis Early College High School such as sports, band, choir, etc. Our students gladly participate in many volunteer opportunities such as food banks, campus beautification projects, and our community events.

Students at GPA are not limited by traditional timelines. When one course is complete, students will immediately work on completing the next. To maintain adequate progress, students are required to complete 2 courses per six weeks. Our students have the opportunity to graduate earlier than expected.

GPA also provides a flexible schedule option aimed to support the needs of our working student population. We encourage our students to take responsibility for themselves, and collaborate with staff to find creative solutions to problems they encounter. We also encourage students to celebrate their successes and establish an action plan to address areas where growth is needed as they progress into adulthood.

At GPA, we are preparing our students for life after graduation. We are a College, Career, Military Preparation focused campus. All graduating seniors must complete the federal financial aid form (FAFSA/TASFA); take the TSI test; register at Austin Community College; and are encouraged to participate in one of our Industry Based Certification programs, such as Google Analytics or our highly successful Certified Nurse's Assistant Program (C.N.A.).

We welcome new students throughout the year. If you are a serious student, looking for a challenging and rewarding academic experience, we encourage you to apply!

## Frequently Asked Questions

### **Q: Why choose GPA?**

**A:** We offer a unique family-like setting, low teacher-student ratios, self-paced curriculum, specialized scheduling options, volunteer opportunities, and a Social Services Specialist dedicated to supporting students' mental and emotional health goals.

### **Q: What is GPA?**

**A:** GPA, winner of the highly competitive School Action Fund grant, is a student-centered, adaptive high school with a cohesive and experienced faculty and staff. We are committed to growing and improving alongside our students. The School Action Fund is a grant and support framework designed to increase the number of students in great schools by providing customized planning and implementation support to school districts committed to strategic, successful, and sustainable school actions. The purpose of the School Action Fund is to assist and support districts in the planning or implementation of a school action in Title I comprehensive or targeted schools, providing an opportunity for districts to create new and improved learning environments that substantially increase student achievement.

### **Q: If I graduate from GPA, do I get a traditional diploma?**

**A:** Yes. GPA is a fully accredited high school and part of Austin ISD. Our students are awarded the same diploma as a traditional high school and graduate in a ceremony with Travis Early College High School.

### **Q: Is GPA where the kids who get in trouble are sent?**

**A:** No, GPA is an Austin ISD School of Choice; We are not the Disciplinary Alternative Education Program (DAEP). As an Austin ISD School of Choice, our program accepts students from all over the Austin Independent School District.

### **Q: How are classes different from traditional high school?**

**A:** GPA offers self-paced programs. Students can move through the lessons faster than a traditionally-taught class and upon finishing a 1/2 credit, move directly into a new course without waiting for the semester to end. Participating in this program allows students to earn credits more quickly and possibly graduate earlier than anticipated.

### **Q: Are all the classes online self-paced?**

**A:** Most classes are online and self-paced. However, classes tied to an End of Course Exam (i.e. Algebra, Bio, ELA 1, ELA 2, US History) are blended courses. EOC classes combine direct teaching as well as online curriculum to ensure students are prepared for testing.

### **Q: What criteria do students need to meet in order to apply?**

**A:** In order to apply, students must meet the following criteria:

- Completed at least 1 year of high school
- Commit to attend in person consistently
- Have a strong sense of self-motivation and drive to succeed
- Be able to work online independently and make adequate progress

**Q: What is the application process?**

**A:** To apply students must:

- Complete the GPA application
- Attend orientation (parent and student)
- Attend Personal Graduation Plan Meeting
- Complete enrollment process
- **Parent/Guardian must commit to attend orientation**

**Q: What happens after a student submits an application?**

**A:** Students applying for admission to GPA must complete the application for admission. If space is available, then an eligible applicant will be offered admission. Student and Parent/Guardian will then be notified of the status of application and required to attend an orientation before registration. Registration/Enrollment instructions will be issued after participating in the orientation and Personal Graduation Plan Meeting.

**Q: Can I participate in school-organized sports?**

**A:** Yes, Students may participate in a sport at **their home** school campus; However UIL guidelines still apply.

**Q: Is school transportation provided for GPA Students?**

**A:** No, school buses are not provided to GPA students but Cap Metro is FREE to all students who show their school ID card.

**Q: What are schedule options?**

**A:** Schedule options are available to support the needs of our students. This must be approved by the Director on a case-by-case basis.

**Q: Can students enroll and work from home?**

**A:** Students are required to attend in-person. Students are able to work on their courses from home IN ADDITION to the required class time.

**Q: Can students participate in Dual Credit Enrollment at ACC?**

**A:** Yes, our students may take dual credit courses through ACC while enrolled at GPA.

**Q: Is daycare provided for students who are parenting?**

**A:** Yes, there are a limited number of spots available to students at our daycare. An additional process is required to enroll a child.

**Q: Does GPA have a Valedictorian?**

**A:** No; However GPA awards our Highest Ranking Senior when a certain criteria is met.

## School Contacts

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>	<b>EMAIL</b>
Lepine, Rachel	Nurse	512.414.7720	rachel.lepine@austinisd.org
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Herrera, Jaime	CIS Coordinator	512.841.8194	jami.herrera@austinisd.org
Garcia, Nicole	Social Services Specialist	512.414.3973	nicole.garcia@austinisd.org
Martinez, Cynthia	Graduation Coach	512.414.6638	cynthia.e.martinez@austinisd.org
Minney, Danielle	Teacher/504 Coordinator	512.414.6630	danielle.minney@austinisd.org
Colburn, Ana	Daycare Coordinator	512.326.1452	ana.colburn@austinisd.org
Reyna, Eliseo	Director	512.414.6636	eliseo.reyna@austinisd.org
Seibert, Connie	Teacher	512.414.6632	connie.seibert@austinisd.org
Crenshaw, Leona	Teacher/SPed Coord	512.414.6633	leona.crenshaw@austinisd.org
Ramirez, Maria	Registrar/Bookkeeper	512.414.6635	maria.d.ramirez@austinisd.org





# Austin Independent School District 2022 - 2023 Calendar



### Legend

- Student / Staff Holiday
- Staff Development / Student Holiday
- Teacher Planning / Student Holiday
- District Closed
- New Teacher Orientation
- First Day / Last Day of Classes
- Parent Conference Evenings
- Teacher Planning / Student Early Release
- + Bad Weather Make-up Day
- [ ] Grading Periods

### Important Dates

- July 4** Independence Day Holiday
- July 5-8** District Closed
- August 1-5** New Teacher Orientation
- August 5** District Closed
- August 8-10** Staff Development
- August 11-12** Planning & Prep
- August 15** First Day of Classes
- September 5** Student & Staff Holiday - Labor Day
- September 28-29** Parent Conference Evenings
- October 7** Student Early Release/Teacher Planning
- October 14** Staff Development/Student Holiday
- November 21-25** Fall Break
- December 22-23** PLED Day/Student Holiday
- December 26- January 6** Winter Break
- January 9** Student Holiday - Staff Development
- January 16** Martin Luther King Jr. Day
- February 15-16** Parent Conference Evenings
- February 17** Student Early Release/Teacher Planning
- February 20** Student/Staff Holiday - Bad Weather Day
- March 13-17** Spring Break
- March 31** Cesar Chavez/Dolores Huerta Holiday
- April 7** Student/Staff Holiday - Bad Weather Day
- May 25** Last Day of Classes
- May 26** Staff Development/Teacher Last Day
- May 29** Memorial Day Holiday
- May 30** District Summer Schedule Begins
- June 19** Juneteenth Holiday

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20+	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7+	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*Approved by the AISD Board of Trustees 12/16/2021. For more information about important District dates and events, and religious holidays which may affect student attendance, please check our website [www.austinisd.org](http://www.austinisd.org)*

## Campus Hours

Students may enter the building at 8:30 AM and must exit by 5:00 PM, unless students have a club or activity to attend and are supervised by a faculty/staff member.

GPA classes begin at 9:05 AM. Select classroom labs open at 8:45 AM and close at 4:35 PM Monday through Friday.

## Permitted Areas

GPA students are not allowed to be in the Travis Early College High School area. A student who violates this will be given a Criminal Trespassing Ticket by the Student Resource Officer and continued violation will result in the student being removed from the program.

The areas that GPA students are allowed in are the GPA classrooms, GPA offices & restrooms, cafeteria (breakfast and GPA lunch hours only). A written pass may be obtained from the GPA office to go to the library, CIS, dayare, and/or nurse's office

## Cafeteria Hours

8:35 AM – 9:05 AM Breakfast  
12:30 PM – 1:00 PM Lunch

**It is the responsibility of each student to dispose of all their trash and leave the area around their seat clean. All GPA Students will continue to receive free breakfast and lunch for the 2022-2023.**

## Supply List

Please have students bring the following on their first week of school:

- 3 Composition or Spiral Notebooks
- 2 Pens
- 2 Pencils
- 1 Flash Drive
- 1 Highlighter

## Student Early Release Days/Teacher planning

Student Early Release Days provide the necessary time for on-going support for teachers, sharing of best practices, and built-in time for assessing the effectiveness of program implementation. On Student Early Release Days, classes end at 3:30 p.m.

Student Early Release/Teacher Planning Dates: Oct 7, 2022 and Feb. 17, 2022

## Parent Conference Evenings

The intentions of the revised calendars are to design a creative approach to the academic schedule and provide our employees with more strategic breaks while still meeting the necessary number of instructional minutes. Some of the changes include: Designated parent conference evenings fall on Sept. 27, 2022 & Sept 28, 2022; and Feb. 15, 2022 & Feb, 16, 2022. Parent Conference Evening hours will be scheduled by student advisory teachers.

## Graduation

Our students are integrated into the Graduation Ceremony with Travis Early College High School. The Ceremony will be on **May, 2023 at 3:30 PM** at the Burger Activity Center

## 2022-2023 Testing Information

### STAAR End of Course Exams:

STAAR stands for State of Texas Assessments of Academic Readiness. High school students must take and pass certain required courses and the end-of- course (EOC) exams for those courses. The assessments are based on the Texas Essential Knowledge and Skills, the state curriculum standards. Tested subjects are: English I, English II, Algebra, Biology, & US History.

#### Fall

- December 6- ELA I, ALG I, BIO, US HIS
- December 7- ELA I, ALG I, BIO, US HIS
- December 8- ELA I, ELA II, ALG I, BIO, US HIS
- December 9- Make-up Testing

#### Spring

- April 18- ELA I
- April 20- ELA II
- April 25- BIO, US HIS
- April 26- BIO, US HIS
- April 27- BIO, US HIS Make-up
- May 2- ALG
- May 3- ALG Make-up Testing

## TSIA 2.0:

### What's the Texas Success Initiative?

The Texas Success Initiative (TSI) is the statute that requires all Texas public institutions of higher education to determine the readiness of all non-exempt, entering undergraduate students to enroll in freshman-level academic courses (see TEC, 51.336).

### What's the Texas Success Initiative Assessment 2.0?

The Texas Assessment Initiative Assessment 2.0 (TSIA2) is the assessment instrument used to determine college readiness for non-exempt students, as required by the Texas Success Initiative. TSIA2 helps determine whether you're ready for college-level coursework in English language arts and reading (ELAR) and mathematics. These are foundational subjects for your other college coursework. The results of TSIA2, in conjunction with your academic background, goals, and interests, are used by academic advisors and counselors to place you in the appropriate courses that match your achievement level.

## **How Does TSIA2 Work?**

The tests in TSIA2 either certify you as “college ready” (or TSI-met/complete) in a subject area or provide a diagnostic profile regarding your academic strengths and weaknesses so that targeted instruction may be provided to help you succeed in college-level courses. TSIA2 contains multiple-choice questions aligned to Texas College and Career Readiness Standards, Texas Essential Knowledge and Skills, Adult Education and Literacy Content Standards 2.0, and National Reporting System Educational Functioning Levels. The ELAR Test also contains an essay component you must complete to be considered college ready in ELAR. Here are more details about TSIA2:

- Multiple-choice tests in TSIA2 are computer adaptive, which means that questions increase or decrease in difficulty depending on how you respond.
- The assessments are untimed, which means there’s no time limit on how long you can take to complete testing. Remember to allow yourself enough time to consider your answer to each question—your test results will be used by advisers in determining the course or courses in which you can enroll.
- In most cases, TSIA2 provides results upon completion. When you complete the assessment, you immediately receive a score report.

## **TSIA2 Learning Resources**

TSIA2 Learning Resources is an online library that provides access to practice and instructional materials that specifically address the content areas of TSIA2. Materials include printable or interactive worksheets and tutorials and instructional videos. Prior to testing, Students may find practice materials at:

At GPA, we want you to be college and career ready: We provide at least one TSI Testing opportunity per month. Students have the opportunity to take the TSIA 2.0 on scheduled testing dates.

- Wednesday, November 2, 2022
- Wednesday, November 16, 2022
- Thursday, January 19, 2022
- Thursday, March 02, 2022

## **Passing TSI scores are below:**

Subject	Assessment Version	Score Requirements for CCMR				
English Language Arts and Reading (ELAR)	TSIA1	Score $\geq$ 351 on Reading				
	TSIA2	Score $\geq$ 945 on the ELAR College Readiness Classification (CRC)	AND		Score $\geq$ 5 on the essay	
		OR				
	Combination	Score $<$ 945 on the ELAR CRC	AND	Score $\geq$ 5 on the diagnostic	AND	Score $\geq$ 5 on the essay
		OR				
	Combination	Score $\geq$ 945 on the ELAR CRC on the TSIA2	AND		Score $\geq$ 5 on the TSIA1 essay	
Score $<$ 945 on the ELAR CRC on the TSIA2		AND	Score $\geq$ 5 on the diagnostic on the TSIA2	AND	Score $\geq$ 5 on the TSIA1 essay	
Mathematics	TSIA1	Score $\geq$ 350 on Mathematics				
	TSIA2	Score $\geq$ 950 on the Mathematics CRC				
		OR				
		Score $<$ 950 on the Mathematics CRC	AND	Score = 6 on the diagnostic		

### SAT/ACT: Campus Testing Dates

Many students and parents begin the college prep process by comparing the ACT and SAT tests. The SAT and ACT generally cover the same topics. Both ACT and SAT scores are used for college admissions decisions and awarding merit-based scholarships. Most colleges do not prefer one test over the other. Campus Testing Dates for the SAT and ACT will be:

### Credit By Exam:

Campuses will administer the Credit-By-Exam during the following windows:

Testing Window	Registration Deadline
September 8 - September 21	Aug 22, 2022
October 31- November 11	Oct 10, 2022
February 13 - February 27	Jan 30, 2022
April 3 - April 14	Mar 10, 2022

## Bell Schedule

GPA High School Bell Schedule operates as follows: Please note scheduling options are available.

### Monday-Friday Schedule

### Student Early Release Schedule

Period	Start - End Time	Total Minutes	Period	Start- End Time	Total Minutes
Homeroom/ Bfast in Class	8:35 AM–9:05 AM	30 min	Homeroom/ Bfast in Class	8:35 AM–9:05 AM	30 min
1	9:05 AM - 11:00 AM	(115 min)	1	9:05 AM -10:35 AM	(90 min)
2	11:00 AM–12:30 PM	(90 min)	2	10:35 AM–12:05 PM	(90 min)
Lunch	12:30 PM- 1:00 PM	(30 min)	Lunch	12:05 PM-12:35 PM	(30 min)
3	1:00 PM-2:50 PM	(110 min)	3	12:35 PM-2:00 PM	(85 min)
4	2:50 PM–4:35 PM	(105 min)	4	2:00 PM-3:30 PM	(90 min)

## Tutorial Schedule

To help prepare our students for STAAR Tests, we offer STAAR EOC Tutorials once a week:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Advisory	English I & II	US History	Biology & Algebra	SEL

## Flexible Schedule Options:

GPA offers scheduling options which allow students who have ten (10) or more credits to attend school either all day or in the morning or afternoon as long as they make adequate progress. Students who meet the following criteria may request a personalized flexible schedule:

- Provide their own transportation
- Maintain satisfactory progress in classes or attend for additional period(s)
- May not be on premises before and after their designated schedule times
- Have appropriate forms signed by the student and the parent/guardian
- Sign in/out of the front office if unable to attend the full length of the assigned session.
- Parent/Guardian consent needed for early release/late arrival.

**All students are expected to be in attendance the full school day; unless granted a flexible option. Flexible schedule options are:**

- **AM- 9:05 AM - 12:30 PM**
- **PM- 1:00 PM- 4:35 PM**

## Attendance Procedures

Upon entering each class, every student must sign in. When class has concluded, each student must sign out. If a student must leave early they must sign out through the front office. Please note, parent permission is required (see Excuse to Leave School on pg 13 of this Handbook).

## Entering/Leaving Campus

Students must enter/exit the building through the GPA main doors (west side of campus). Visitors must sign in at Travis Early College High School main office upon entering the building.

## Documenting Absences

A parent/guardian is required to send documentation on the morning the student returns to school. The note should have the following information: the date, the student's name, date of the absence(s), the reason for the absence, a parent or guardian's signature, and a telephone number where the parent or guardian may be reached. Students must submit notes within 48 hours of returning to school or the note will be invalid and the absence will remain unexcused. The Texas Education Agency allows for students to have an excused absence for participation in the following:

1. School board approved activity
2. Mentorship approved by district personnel
3. Medicaid-eligible student in testing by DHS
4. Observing religious holy days
5. Appointment with a healthcare professional (if student returns same day- doctor's note)
6. Military deployment
7. Department of Family and Protective Services conservatorship
8. Election clerk or early voting election clerk

## Excuse to Leave School

If it is necessary for students to leave school during the day they must have verbal consent or a written note from a parent or guardian. Students should take the note to the attendance office or have the parent/guardian talk to the GPA office at the beginning of the day in order to receive the "Permit to Leave" slip. If a parent/guardian comes to school, they must report to the GPA main office to sign their child out before the student leaves campus.

## VOE/TEA Forms/Driver's Permit

VOE/TEA (Texas Education Agency) Forms verify a student's enrollment and attendance and are required to obtain a driver's permit, a driver's license, or renew a driver's license for any person under the age of eighteen. All high school students must be in attendance for a minimum of ninety percent (90%) of the total number of days the class is offered to obtain a favorable VOE.

**The State (VOE, Government and/or state) makes no distinction between excused and unexcused absences.**

## **Tardy Policy**

Students are considered tardy to class if they are not in the appropriate classroom when class begins and will be given consequences if it continues.

## **Hall Passes**

Hallways should be clear during class time. Students are not allowed in the hallways during the first and last 10 minutes without teacher permission. Passes should only be used for brief breaks to the bathroom, water fountain, locker, etc...Hall passes have an electronic ID to open secure doors to the main building. Students are responsible for bringing back the pass to the teacher. Only one(1) student will be allowed out of the classroom at a time.

### **No Hall passes during the following times:**

- **10:35 - 10:40 a.m.**
- **11:15 a.m. - 11:20 a.m.**
- **1:00 p.m. - 1:30 p.m.**
- **3:00 p.m. - 3:05 p.m.**

If a student fails to return a pass to the teacher, then the student is responsible for replacing it at a fee of \$45.00. If a fee is not paid in a timely manner, the student will be placed on the obligations list.

If students need to visit the nurse or will be gone for an extended period of time teachers will send the student to the GPA office for a handwritten pass. Students must have a hall pass when they leave the classroom during instructional time and should follow teachers' procedures.



## Student Expectations

### Student IDs

GPA students must wear their student IDs at all times during school and at school sponsored events. They must be visible so faculty and staff can ensure the safety of the campus. These cards are provided free of charge (1st one) to students and are the property of GPA. Replacement cards cost \$ 5.00 and can be obtained from the Office. Student ID cards are also required to ride Capital Metro buses for free.

### Mentors

GPA will partner with District approved organizations and individuals who will mentor, guide, and direct our students both academically and socially.

### Notes

All students are required to have organized notes. It is highly recommended students maintain a Binder/Notebook to regularly update with notes, class handouts, and other documents needed to support student success.

### Social Emotional Learning

SEL is the process for helping children and adults develop fundamental skills for life effectiveness. SEL teaches the skills we all need to handle ourselves, our relationships, and our work effectively and ethically.

The purpose of SEL in AISD is to enable students to develop in safe, inclusive, culturally responsive, academically engaging and equitable learning environments that cultivate: self-awareness and self-management; social awareness and relationship skills; planning, evaluating, and decision-making skills.

All AISD students will internalize and demonstrate the social and emotional competencies needed to thrive in school and life. SEL is embedded in our everyday interactions. Additionally, we will offer lessons every Friday to continue our growth.

### Volunteer

In order to help our community be a better place to live in, there will be opportunities to help and support others.

### Parental/Guardian Involvement

Parental support is a key component to student success. As a result, Parents/Guardians will be required to attend orientation prior to student enrollment at GPA. Parents and/or Guardians are highly encouraged to attend school/student meetings. Please refer to our contact information in this handbook pg. 7 to communicate with specific school staff.

**Parents, please partner with us and review the following expectations with your child. GPA will work collaboratively in monitoring progress, attendance, and achievement.**

## Participation:

- Use time wisely, including time for academic, extracurricular, and social activities
- Pursue individual interests through extracurricular or outside-of-school activities
- Support fellow students, teachers, and staff in their accomplishments

## Academics:

- Set and pursue personal goals
- Utilize teachers, staff members, and class resources to set and achieve goals
- Work with other students to achieve goals

## Behavior:

- Be respectful
- Follow directives
- Be prepared and on time
- Resolve disagreements peacefully and privately
- Engage willingly in mediation when needed
- Maintain a safe environment

**Every effort is made to help students be successful; however, this program is not for everyone. Students who do not earn sufficient credits, attend regularly, and/or comply with our policy/rules will be removed from the program and recommended other educational options that are more fitting.**

## Cell Phones/ Electronic Devices

Students are allowed to bring cell phones to school and they can use them before/after-school and during lunch. When a student first enters the classroom , they must turn their phone off or put it on airplane mode.

- Phones may not be charged during class time
- Music may be streamed directly from Chromebooks
- In the event of an emergency and you have to contact your child, please call 512-414-6635

## Technology

Students will be assigned Chromebooks allowing them to work from home. Students and/or their guardians will be responsible for maintenance/repair, theft/loss, 5 applications/programs/content, and/or damage to the equipment. Austin ISD installs a tracking device on devices to deter loss/theft. In the event of loss, theft, or any other technology issues please report to the Director. All Chromebooks must be returned to the Director when exiting GPA. b

Students must follow the guidelines below to be eligible for a Chromebook:

- Complete Digital Citizenship lesson and submit corresponding forms

- Chromebooks will be assigned to students and used responsibly at home **IN ADDITION TO CLASS TIME**

- Students may listen to music during class-time only on their Chromebook

## **Computer Usage**

Our program utilizes an on-line curriculum; therefore, students are expected to follow the Device Access Policy.

The **AISD Technology Everyone:1** site provides a collection of resources including the Everyone:1 Student Handbook, Frequently Asked Questions and more. The Everyone:1 Handbook, in both English and Spanish, provides guidelines for acceptable use in Austin ISD. Students should **login to their Chromebook** using their AISD email address. Should the Chromebook be lost or stolen, it is important to report the **loss as soon as possible**.

### **Students must login to Student Portal with their AISD username and password.**

Students are expected to comply with directives issued by an administrator or teachers and to observe standards of conduct appropriate for an academic institution. Students are not to unplug Ethernet cables from computers and plug them into their personal laptops. **Students are not allowed to access any social media sites and non-educational on-line videos.**

Computer resources shall not be used for illegal purposes. All users are responsible for reporting violations of the Acceptable Use Policy laws or bypass of facilities security. Be aware that the exploitation of such flaws would be a violation of the Acceptable Use Policy. Students who are in violation of the Acceptable Use Policy will be removed from the program.

Users must not post, publish, forward or display any defamatory, violent, abusive, profane or sexually oriented language or material. Users must not knowingly or recklessly post, publish or forward false information about any persons, students, staff or any other organization. Users should not use technology to harass, bully, deceive, intimidate, offend, embarrass or annoy any individual. Users must not misrepresent or impersonate another person by creating imposter accounts or using another person's legitimate account.

**USERNAME:** is a capital S followed by the student ID #

**PASSWORD:** 1st letter of your last name capitalized followed by 6 digit birthdate (MMDDYY) followed by a lowercase s

## **Harassment/Bullying/Cyber Bullying**

We take cases of harassment /bullying/cyber bullying very seriously. State law and AISD policy prohibit any type of harassment or bullying. The administration will handle harassment and bullying complaints in a professional manner while protecting the confidentiality of those who voice complaints. Complaints can be made to any staff member but we encourage students to come to a counselor or administrator. Complaint forms can be found in the GPA office.

## **Safety, Emergency Procedures, and Drills**

Fire drills and other safety drills will be held periodically throughout the year. A map and evacuation instructions are posted in each classroom. Anyone tampering with any part of the fire and/or security systems will be subject to severe disciplinary actions, and legal charges

will be filed. Should weather emergency situations occur, GPA teachers and staff will use their best judgment for the safety of students. In the event that weather conditions are severe enough to prevent the opening of school, the AISD central administration staff will release special announcements via local television or radio and on twitter: @GPA

## Code of Conduct

The Austin Independent School District has a written Student Code of Conduct that outlines the behavior expectations of students and possible disciplinary consequences for violations. Copies are made available to students and parents during the beginning weeks of school. Electronic copies may also be found on the AISD website.

## Dress Code

Austin ISD's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, or any other basis prohibited by law, that adversely affects the student. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others.

### General Guidelines

- 1. Basic Principle:** Certain body parts must be covered for all students at all times.
  - Clothes must be worn in a way such that abdomen, genitals, buttocks, breasts and nipples are fully covered with opaque fabric.
  - All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
- 2. Students Must Wear\***, while following the basic principle of Section 1 above:
  - A shirt (with fabric that touches the waistband in the front, back, and on the sides under the arms) AND
  - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) AND
  - Shoes
- 3. Students May Wear**, as long as these items do not violate Section 1 above:
  - Religious headwear
  - Hats facing straight forward or straight back and must allow the face and ears to be visible to staff and not interfere with the line of sight
  - Hoodie sweatshirts (wearing the hood over head is allowed, but the face and ears must be visible to school staff)
  - Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
  - Ripped jeans, as long as underwear and buttocks are not exposed
  - Tank tops, including spaghetti straps

- Halter tops
- Athletic attire

#### **4. Students Cannot Wear:**

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or any other substance prohibited under FNCF(LEGAL)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (waistbands and straps excluded)
- Swimsuits (except as required in class, field trips, or athletic practice see "Extracurricular Activities")
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)

### **Articles Prohibited in School**

Prohibited items include but are not limited to weapons (real or toy), alcohol, tobacco, e-cigarettes, fireworks and other items as defined by law are prohibited at school. These items will be confiscated and released only to parents/guardians or law enforcement personnel. Students are subject to AISD's student code of conduct consequences for infractions. Students are also not allowed to bring food or drinks upstairs and into classrooms without teacher approval. Students must clean-up after themselves. Eating and/or drinking in classrooms should not add work to custodians and this privilege may be revoked at any time.

### **Lockers**

Lockers are available upon request and students must supply their own locks. Students should not put valuable items in their lockers, as the school will not be responsible in the event of vandalism or theft. Since lockers are under the jurisdiction of the school, locker searches may happen if reasonable cause exists. Prohibited items found in lockers will be confiscated. Charges will be filed if unlawful items are found in lockers. Students are not to share lockers.

### **Parking**

**VEHICLES ON CAMPUS:** Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

### **Parking Policy**

A permit is required for each car parked on campus. All obligations must be cleared before a parking permit can be purchased. Parking permit applications are available in the office and turned in to the Facilities Manager with a \$15 payment and two copies of your valid Texas Driver's License and two copies of your proof of insurance. Parking permits CANNOT be

transferred between cars. All vehicles must have a current parking permit permanently attached to the vehicle, and placed in the left hand corner of the windshield, above the registration sticker.

The large parking lot southeast of the big gym is available for student parking only! If you park in front of the school, by the cafeteria, the back by the 600 wing, or another area other than the side of the gym your car will be booted and/or towed.

Any vehicle that is parked on campus without authorization (no permit) may be towed or booted at the owner's expense. A warning is not required prior to a vehicle being towed or booted. A fee of \$25.00 will be collected before a boot can be removed.

Permits are required in order to notify students in the event of vandalism or parking in undesignated areas prior to being towed.

Only seniors are allowed to leave campus during lunch and they are not allowed to take underclass students off campus. Failure to abide by these conditions could result in losing this privilege for the remainder of the school year.

Students must not violate parking regulations. Students must maintain good grades, good behavior, and good attendance as required by policy in order to retain the privilege of having a car at school.

### **District-Wide Closed Campus Rules**

- **Students in grades 9-11 are NOT permitted to leave campus during lunch.** Only parents/ guardians may pick up students during lunch and must be signed out from the office.
- Seniors, who are **17 years or older and have their ID**, will have the privilege of leaving campus during lunch; however, this privilege can be revoked for repeated misbehavior.
- Seniors and their parents/guardians will be required to sign the signature page for accepting the rules/terms of the student/parent handbook to assure they understand the expectations and consequences for abuse of the open campus privileges.

### **Senior Responsibilities**

- Actively discouraging underclassmen from leaving campus during lunch by refusing to provide them transportation
- Driving in a safe and responsible manner to not put themselves or others in danger
- Returning to campus in a timely manner to insure no loss of class time
- Refraining from the use of alcohol, drugs, or other illegal substances while off campus for lunch
- Conducting themselves in an appropriate manner at all times and in all situations in the community
- Making responsible decisions and accepting the consequences of those decisions. Car problems and slow service off-campus are not excuses for absences or tardies for seniors

**The Director reserves the right to close the campus for ALL students if seniors are found to be taking underclassmen off-campus at lunch.**

## **Academic Information**

### **STAAR EOC Tutorials**

Students enrolled in a tested EOC course for the first time and those who need to retake an EOC test are required to participate in tutorials.

### **Course Interventions**

Students who are not making adequate progress in assigned courses are required to work with their teacher during class and advisory.

### **Cheating**

Any cheating violations will result in the student repeating the course from the beginning to receive credit. Multiple instances will result in the student being removed from the GPA program.

### **Disruption of the Educational Process**

Depending on the severity of the disruption, consequences may include In-School Suspension, Home School Suspension, or removal from the program.

### **Graduation**

All GPA courses meet both district and state standards for curriculum and instruction. Students who successfully complete GPA coursework are prepared for multiple educational and career paths.

To receive a high school diploma from the Graduation Preparatory Academy High School, a student must successfully complete the required number of credits, as they are specified in the Secondary School Information Guide and meet all STAAR EOC Test requirements.

At GPA, we are preparing our students for life after graduation. We are a College, Career, Military Preparation focused campus. All graduating seniors must complete the federal financial aid form (FAFSA/TASFA); take the TSI test; register at Austin Community College; and are encouraged to participate in one of our Industry Based Certification programs, such as Google Analytics or our highly successful Certified Nurse's Assistant Program (C.N.A.).

### **Grade Placement**

A student's grade placement for the entire scholastic year is determined by the number of earned credits on the first day of classes. Classification requirements per grade are as follows:

- 9th Grade – 0 to 4.5 credits
- 10th Grade – 5 to 9.5 credits
- 11th Grade – 10 to 14.5 credits
- 12th Grade – 15 or more credits

## Progress Reports

Progress Reports are a record of the student's work for a nine-week period. Due to our specialized curriculum, GPA will send Progress Reports and/or Report Cards at the end of each grading period. Reports will include attendance information along with student grades.

GPA will make phone calls and/or email parents each nine weeks to inform on student progress.

Grades: Students earn a grade in each of their courses and to pass a course, a student must earn a minimum average grade of 70.

## Curriculum

GPA utilizes the online curriculum **Edgenuity**. This curriculum requires a computer and internet access. Students will log in with their assigned username and password through their student portal.

The site can be accessed and worked on away from school in addition to class time. Unit tests and final exams must be teacher monitored and taken on campus.

Unit tests and Cumulative exams are unlocked by teachers **during school hours provided students show documentation of notes for lessons completed.**

The classrooms provide students the opportunity to complete their graduation requirements through a program of independent study. All courses are conducted online and, with the exception of exams, may be accessed from any computer with an internet connection. **A minimum of 2 quizzes should be completed per day and 1.5 full credits should be earned every nine weeks.**

Students will be assigned 3 courses from the core areas (English, Social Studies, Math, Science) and from our selection of electives. If a student needs to take an EOC STAAR test, they will be assigned a mandatory tutorial course as well.

**Students must complete 3 courses (1.5 Credits) per nine weeks in order to continue in GPA.** Teachers will follow an individualized personal graduation plan to help each student achieve this. **Students who do not meet this criteria will be placed on probationary status and given an opportunity to self-correct before alternative educational options are recommended.**

## Curriculum Policy

In an effort to aid the online learning experience, students must abide by the following:

- Students are assigned 3 courses to work on per 9 weeks and work with the teacher assigned to that subject
- Students must keep and utilize organized notes
- Only notes, textbooks, formulas, charts, tables, calculators may be used on assessments
- Pretests are available to students for credit recovery courses (which are courses previously attempted and failed)
- Pretests allow students to reduce the number of lessons per course
- Pretests must be completed by student without teacher assistance



- To get quizzes/tests unlocked, students MUST show teacher appropriate notes
- Students must turn in phones to have tests unlocked
- If a student scores less than a 70 on a quiz/ unit test, the student may accept the failing grade and request to move forward
- If student fails a unit test three times, student MUST review the lesson and take more notes to get a retake

## **Academic Probation**

Students who are not making adequate progress and/or are chronically absent will be placed on Academic Probation. Academic Probation is a period in which the student has an opportunity to make up attendance and achieve the progress required to be on-track to graduate as outlined in the Personal Graduation Plan. If the goal is not met, the student will be provided other alternative education options.

## **Parent Participation & Communication**

Promoting higher student achievement by enhancing communication between our teachers and the families of our students is a top priority at GPA.

Parents can call their student's Advisory teacher to set up a Parent-Teacher-Student conference to discuss academics, behavior, attendance, and any other areas of concern.

Conferences may be scheduled as follows:

- Monday – Thursday from 4:15 p.m. – 4:45 p.m. or
- Tuesday - Friday from 8:30 a.m. – 9:00 a.m.
- By appointment

We have also implemented a web-based program called Parent Cloud at all campuses which will enable parents to access this information on their student(s):

Grades 9-12 – Parents will be able to use this system to view their child's assignments, current grades, and attendance. Parent Cloud will provide parents with students in Grades 9-12 the opportunity to be notified by email regarding attendance issues and significant changes in their child's grades.

To create a Parent Cloud account you must have an email and follow the steps in this link:

[https://www.austinisd.org/sites/default/files/dept/technology/docs/CloudStuff/parentcloud/parentSelfServ/Creating\\_a\\_Parent\\_Cloud\\_Account.pdf](https://www.austinisd.org/sites/default/files/dept/technology/docs/CloudStuff/parentcloud/parentSelfServ/Creating_a_Parent_Cloud_Account.pdf)

In order to add students to a Parent Cloud account, a parent needs a PIN (Personal Identification Number) unique to each student. This number can be found on the student's report card or, at the secondary level, on the progress report.

Parent involvement is a key component to student success in school. It is our hope that through Parent Cloud, you will be more informed and engaged in supporting your children's education in order to help them achieve greater academic success.

If you have any questions or would like additional information about Parent Cloud, please contact the Parent Cloud Facilitator at your child's school.

For technical assistance with Austin ISD Parent Cloud, parents may contact Student Systems Support at 512-414-9187, Monday-Friday, 6:30 a.m. - 5 p.m. (Required to attend monthly meetings and keep in communication).

Additionally, you can monitor your student's Edgenuity online curriculum account for progress and grades. Please speak with your student's advisory teacher if you would like to have access.

## **Telephones / Messages / Deliveries of Materials**

The GPA office staff can be contacted at 512-414-6635 and will deliver messages of an urgent nature to students from parents or guardians during any period of the day excluding lunch. (Use of personal cell phones is strictly prohibited in the classroom.) It is the responsibility of the parent and student to make sure the student has all materials the student needs prior to the beginning of the school day.

## **Confidentiality**

According to the Family Educational Rights and Privacy Act (FERPA), the confidentiality of student records is protected from unauthorized inspection. The parent or student, if an adult or enrolled in a post- secondary institution of learning, retains access to these records.

Austin I.S.D. and GPA retain the right to print "directory information" such as:

- name, address, telephone number, and birth date
- photographs in officially recognized activities, and information regarding those activities
- attendance dates, grade level, enrollment status, honors and awards, and the most recent school attended
- email addresses

To establish whether or not you would like to have certain directory information published, be sure to complete the AISD SR 290 form at registration.

Information needs to be updated online before September. Please contact the school or stop by to get more information on how to do this. The parent must update the SR 290 each school year.

Other information pertaining to the student's educational history, such as grades, test results, disciplinary measures, and records regarding student disabilities are confidential, and may only be accessed by parents who retain parental rights and/or district/school staff with a "legitimate educational interest" in the student.

## **Health Services and Procedures**

### **Illness**

The staff at GPA realizes that everyone becomes ill at times. A student who is ill and/or contagious should remain at home and seek medical help if necessary. If a student becomes ill while at school, the student is allowed to go to the Nurse's Office with a signed nurse's pass from

the GPA office. The nurse will determine the condition of the student and may issue a "Permit to Leave" with parent or guardian approval, permit the student to recover in the Nurse's Office, or send the student back to class.

## **Accidents at School**

Anyone involved in or witnessing an accident in which injury or potential injury has occurred should seek the nurse's assistance immediately. If there is any question regarding the condition of an accident victim, those present should leave the person stationary, stay with him/her, and send someone to get the nurse.

## **Accident Insurance**

Student accident insurance information forms are available during the first week of school each year. Any student who misses the initial application period may apply at any time during the school year.

## **Emergency Contact**

For the safety of students, GPA requires all parents or guardians to complete an "Emergency Contact" form at the beginning of the year, or when the student first enrolls. GPA will attempt to contact the parents or guardians in emergency situations and will call EMS when necessary. Student's families are responsible for any outside emergency services requested by GPA for their student.

## **Medication**

Parents or students eighteen or older may bring prescription medication which the student needs to take at school from home. The medication must be in its original container including the student's name, name of medication, directions for administration, and the current date and delivered to the nurse for administration. In accordance with state law, no member of the GPA faculty or staff (including the school nurse) may provide any student non-prescription medication. Students may not distribute medications, prescription or non-prescription, to other students. Students who use substances such as non-prescription medications, herbal remedies, etc. for non-medical purposes and that are determined to be under the influence or "high" face discipline consequences including possible removal to campus ISS and/or the Alternative Learning Center.

## **Immunization Requirements**

The Texas Department of Health has ruled that students must be current with immunizations in order to attend school unless an exemption has been filed with the school in accordance with [Texas Education Code](#).

Download the [2022-23 Texas Minimum State Vaccine Requirements for Students Grades K-12](#) from the Texas Department of State Health Services website.

For more information related to school immunization compliance, including exclusions/exemptions from immunizations, please refer to [The TX DSHS Provisional Enrollment for Students Flowchart](#), or visit the [Texas Department of State Health Services](#)

[Immunization Branch website](#). For the most up-to-date immunization resources, please call 211 or visit the [Texas Health and Human Services 211 resource webpage](#).

For assistance with additional questions, please contact your school nurse or send an email to [health@austinisd.org](mailto:health@austinisd.org).

## **Student Support Services**

### **Gramercy**

Austin ISD Health Services welcomed Gramercy Specialty Clinic as their new service provider for School Mental Health Centers (SMHCs) effective March 2021. Gramercy's mission is to improve access and quality of mental healthcare for the diverse communities it serves by removing barriers that clients encounter when attempting to engage services. Gramercy proactively works against factors that lead to decreased resource engagement and utilization disparities in the behavioral healthcare space.

Gramercy Specialty Clinic is able to provide individual or family therapy services in English or Spanish to all Austin ISD students, families and staff via telehealth or in one of their offices (Gramercy has offices in South Austin and Round Rock). Campuses with School Mental Health Center offices (listed below) may be able to offer these services during the school day. All Gramercy therapists are licensed and able to provide evidence-based, culturally sensitive, and linguistically competent services.

Parents or guardians wanting to refer their student(s) for service can complete an AISD online referral by completing the [ENGLISH REFERRAL FORM](#) or [SPANISH REFERRAL FORM](#) (*Please note, a Gmail email account is needed to complete this form.*) If you do not have a Gmail email account, [click here](#) to access an easy step-by-step on how to link your email account to Gmail. If you are unable to complete this online referral, please contact your campus counselor who can assist you in completing the referral. Once Gramercy has received your referral, they will call you to review insurance coverage and schedule an appointment. If you have not received a call from Gramercy, you can contact them via phone: 512-777-2686 or email: [administrator@gramercyclinic.com](mailto:administrator@gramercyclinic.com)

### **Communities in School**

Communities In Schools (CIS) is a non-profit organization that strives to help young people be academically successful by providing school based social services and connections to needed community resources. CIS staff are located full-time on thirty-nine Austin Independent School District campuses and provide services such as counseling, crisis intervention, and educational support as well as leverage other resources from the community to address specific student needs. Both CIS and the William B. Travis Early College High School campus counseling services offer assistance in areas such as death/terminal illness, drug/alcohol abuse recovery, peer relationships, physical or sexual abuse, anger management, as well as a variety of other topics that may challenge students.

## **Social Service Provider**

In support of children living a balanced, safe and healthy life; Licensed Mental Health Professionals (LMHP) partner with the school, family, and community to provide support to students facing challenges that interfere with their academic and interpersonal success.

### **Services provided by LMHPs**

- Assessing and assisting students with mental health concerns in collaboration with other district providers.
- Designing interventions to remove barriers to learning and promote academic and social and emotional success.
- Providing consultation to school personnel, parents/guardians, and community for the purpose of enhancing their understanding of student needs, developing effective interventions, and building school capacity.
- Providing direct mental health services (support and/or short-term counseling) with children and guardians.
- Assisting with program development and implementation in support of student academic and social and emotional success.
- Coordinating and/or delivering trainings and workshops for teachers, school staff and parents.
- Obtaining and coordinating community resources to meet students' needs.
- Ensuring that students and families are provided services within the context of multicultural understanding and competence.
- Facilitating crisis response across the district as a member of the district crisis response team.

### **Accessing LMHP Services**

LMHPs are available to support students and families with complex needs across the Austin Independent School District. Referrals to an LMHP are made through the campus counselors, administrators and child study teams. The LMHP for GPA is Nicole Garcia, her phone number is 512.414.3973 and email address is [nicole.garcia@austinisd.org](mailto:nicole.garcia@austinisd.org).

# RECEIPT FOR STUDENT/PARENT HANDBOOK

(Please sign and return this page)

**Student Name** \_\_\_\_\_ **ID#** \_\_\_\_\_

## To Be Completed By Student:

**I have received a copy of the Student/Parent handbook. The contents have been reviewed and I understand my expectations as a student at Graduation Prep Academy High School.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Phone: \_\_\_\_\_

## To Be Completed By Parent:

**As a parent/guardian, or person responsible, I acknowledge receipt of the Graduation Prep Academy High School Student/Parent Handbook. I have reviewed and I understand the contents of the handbook with my child.**

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Phone: \_\_\_\_\_