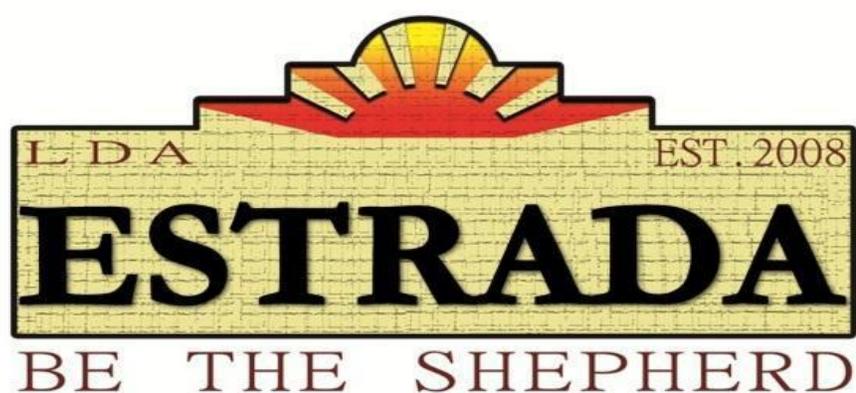


# ESTRADA ACHIEVEMENT CENTER PARENT & STUDENT HANDBOOK 2023-2024



## ***Ramiro P. Estrada Achievement Center***

**1112 SOUTH ZARZAMORA STREET**

**SAN ANTONIO, TEXAS 78207**

**210-438-6820**

## **SAISD MISSION**

Our mission in **SAISD** is to transform the District into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

## **ESTRADA PROGRAM MISSION**

The Estrada Achievement Center is the SAISD Disciplinary Alternative Education Program (DAEP) for students in grades 6th-12th. Placement at the campus is assigned by one of the SAISD Hearing Officers, for student offenses that qualify and that occur at Levels III or IV. The mission of the Estrada Program is to instill in students a positive attitude toward school that exemplifies honor, dignity and respect for self and others.

## **MOTTO**

The Estrada Program is designed to encourage life-long learning and expanded career opportunities, develop self esteem, and teach social skills in an environment of healthy competition. The motto of the Estrada Program is "*Be the shepherd!*" Students learn and practice the Shepherd Characteristics to become strong leaders. As students at Estrada, they are expected to learn how to serve as role models, mentors and leaders for others.

## **THEME**

Estrada focuses on military themes by assigning students to a military branch team such as Army, Navy, AirForce or Marines. The focus on these themes supports our motto of encouraging life-long learning and expanded career opportunities. Students learn and practice various social skills to give them the optimal opportunity to grow and be successful in and out of the classroom. The students are taught in an environment of healthy competition with emphasis on teamwork, as they compete in daily academic, behavioral and team activities. Through these exercises, students will learn that their performance impacts the larger group and that they must work together as a team to be successful.

## **GENERAL**

### **TERM OF PLACEMENT:**

Following a DAEP hearing, the Hearing Officer shall make the final placement determination. The number of days assigned are based on whether the offense is a mandatory or discretionary placement and the number of offenses the student has.

<b># of Offenses</b>	<b>Discretionary</b>	<b>Mandatory</b>
1st	25 days* (20 days for early release)	35 days (30 days for early release)
2nd	35 days (30 days for early release)	40 days (35 days for early release)
3rd or more	50 days (45 days for early release)	50 days (45 days for early release)

\*\*Note: Upon agreement by both the principal and hearing officer, a student may receive a reduced placement of 20 days with no early release, for a first time DAEP offense.

Students are required to meet the Estrada Criteria by their last assigned day and/or by their 20 day review date in order to be considered for exit and/or reduced days.

The transition process begins the day the students are assigned to the ESTRADA Program. By choosing to attend ESTRADA, students and their parents make a commitment to complete the program and return to a regular academic setting. It is imperative that ESTRADA staff capitalize on this parent and student goal and turn it into an actual accomplishment.

Note: Early release must be agreed upon by the home campus principal and hearing officer.

- Successfully complete the ESTRADA Program discipline management program
- Meet or Exceed Point Criteria for graduation
- No absences within the last four days of enrollment
- Passing grades in all courses
- Progress in reading and math skills
- ESTRADA shirts returned

## **ATTENDANCE**

ESTRADA Program attendance is mandatory for every day that school is in session. A written excuse and relevant supporting documentation must be submitted within two school days of an absence for the absence to be excused. A student who is absent earns zero points towards their exit goal during their absence and extra day(s) will be added for each day missed.

## COMPULSORY ATTENDANCE LAW

Compulsory attendance law: “An individual commits an offense if the individual...fails to attend school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four-week period.” (Subject to prosecution in a court of law)

## DRESS CODE & APPEARANCE CODE

The appearance and dress code for students must be strictly adhered to. Appearance inspections are held upon entry and during every transition. Under no circumstances are students allowed to modify their uniforms. Students and staff shall look and be sharp.

Student uniforms consist of khaki pants or khaki walking shorts. In addition:

- Students may only wear solid white, gray, or black athletic shoes.
- Shoelaces must be non-distracting laces (black, white, or gray only).
- Visible portions of socks must be solid black, solid white, or solid gray.
- The Estrada uniform shirt will be worn daily.
- Shirts must be tucked in at all times.
- Students may only wear a white under shirt.
- Pants will be the appropriate material and khaki color.
- Pants must be at the waist at all times and must fit appropriately.
- Pockets must be open.
- No leggings, jeggings, sweats, or athletic pants. **Pants must fit appropriately.**
- Students may **not** wear shorts, tights, leggings, jeggings, spanx, etc. under their approved school uniform.
- If the pants have belt loops, the student must wear a solid black or solid brown belt with a plain buckle.
- Students shall not wear or carry jewelry including body piercings jewelry.
- Student hairstyles must be “well groomed” and non-distracting.
- Only black hair ties may be used. No bobby pins, barrettes, headbands, etc.
- The Estrada uniform shirt and any other borrowed clothing items must be returned prior to the student exiting the Estrada program and returning to their home campus.
- Students are not allowed to display visible tattoos.

## STUDENT SEARCHES

All students will be searched daily in an appropriate manner by ESTRADA Program staff. Random searches may be performed at any time deemed necessary by campus personnel. Students are not allowed to bring contraband to the ESTRADA Program. Students are only allowed to bring:

- House key.
- Bus pass.
- NO CELL PHONES**
- EVERYTHING ELSE IS CONTRABAND**

If a student brings contraband to the ESTRADA Program, the contraband will **not** be returned. San Antonio ISD, the ESTRADA Program and staff assume **no** liability for the safekeeping of contraband.

## **PHOTOGRAPHS AND VIDEOS**

Photos and videos may be taken of students participating in the ESTRADA Program. The purpose of photographing and/or videoing students in the ESTRADA Program is for the improvement of instruction for DAEP students and/or safety and security for all students assigned to the ESTRADA Program.

## **ACADEMICS**

Each ESTRADA Program student is assigned to one of four teams. Teams compete daily through academic assignments, demonstration of appropriate behavior and social skills, service learning, and physical education. Students are provided instruction in the four core subjects – English/language arts, mathematics, science, and social studies – and Intervention Team Time. Instruction may be computer enhanced using curriculum software, which is aligned to state standards. In addition, students are provided field and laboratory activities in science and social studies through service learning projects. Students will work on the Edgenuity computer program to supplement their course work as indicated on their schedules from the home campus.

Citizenship, self-discipline, responsibility and a positive work ethic are taught with meaningful activities that invoke student pride. This is done through projects that enhance the school environment and directly benefit others.

Students are seated by rank, Varsity, Junior Varsity, Rookie (highest to lowest) and work as a two-person team during academic sessions each day. The academic coach constantly monitors and provides assistance as needed. Students receiving special education services are monitored by the Head Coaches and Academic Coaches on a daily basis to ensure that the Individualized Education Plan (IEP) and academic needs are being met.

## **COUNSELING**

The ESTRADA Program is based on teaching good kids how to overcome bad choices, not teaching bad kids how to be good. To that end, the ESTRADA Program recognizes that adolescence “is a time to play, have fun, imagine, explore, and trust in a world that is safe, secure and friendly. It is a time to be nurtured, valued, and protected by a caring family. It is a time to make mistakes and learn from them and to develop a sense of right and wrong. It is a time to discover and appreciate the person within. It is a time to show initiative, experience success, and develop a sense of responsibility and control over one’s own behavior.”(Orton, 1996)

ESTRADA provides each student a minimum of 45 minutes of structured counseling a day in a variety of settings. These settings include individual, team, and sessions provided by outside social services organizations. All counselors will participate and implement daily team counseling sessions. Counselors will conduct at least one individual guidance session with every student assigned to Estrada Achievement Academy.

Topics include:

- Anger management
- Drug and alcohol awareness / abuse
- Grief
- Academics
- Individual need
- Family

The counseling component enables students to deal with the crucible of high expectations, stress, constant supervision and additional issues of adolescence. The counselor serves as a resource for students as they deal with the struggles of daily life with the added burden of attending an expulsion campus. The counseling program focuses on communication skills, interpersonal support, problem-solving, trust-building, teamwork, and daily social skills.

## **DISCIPLINE MANAGEMENT**

### ***Management System***

The ESTRADA Program creates a feedback enriched laboratory where students are taught and practice successful school related skills. The role of the coach is to model and critique these skills. The coach builds these skills with his/her team by structuring activities that give students multiple opportunities to appropriately use these skills and make appropriate decisions with varying levels of support. Constant feedback and praise is provided to students both verbally and through the point system.

### ***Point System***

The point system operates on a fifteen-minute cycle. Every fifteen minutes the coach must provide students with written feedback, by use of the point sheet. Students earn points by staying on task, exhibiting appropriate behaviors, following targeted social skills steps and demonstrating exceptional performance. Students who do not participate are removed from the immediate area and do not earn points until they are ready to return to the planned activity. The following point menu lists the criteria on how students will earn and lose points.

### ***Targeted Behaviors***

Students are assessed on their ability to demonstrate success on targeted behaviors. The behaviors are based on social skills that are reviewed with students each morning to set the pace for the day and give them opportunities to be successful on campus. The targeted behaviors expected by each student are based on their ranking. See below.

Targeted Behaviors		
Rookie	Junior Varsity	Varsity
Following Instructions, Talking to Others, Getting Coach's Attention	Following Instructions, Disagreeing Appropriately, Making a Request	Following Instructions, Accepting No, Volunteering

### Daily Points Earned & Lost Rubric

A student's ability to demonstrate, partially demonstrate or not demonstrate the expected targeted behaviors, on task behaviors and/or their ability to follow the Student Code of Conduct is tracked with points earned or lost. The Daily Points Earned & Lost is as follows:

Daily Points Earned & Lost Rubric					
Activity	Earned Points	Criteria	Activity	Point Penalties	Criteria
Task Behavior:	+6	Complete Task	Penalty Behaviors:	-15	Dress Code (non jewelry)
	+3	Partial Task		-20	Unauthorized Transportation
	0	Off Task		-216	Vandalism/Graffiti
Targeted Behaviors*:	+2	0-1 Redirection(s) on Targeted Behaviors		-50 1st	Other Discipline Referral: Walking out of Class, Verbal Altercation, Bus Violation, Does not redirect, Jewelry ...*
	+1	2-3 Redirections on Targeted Behaviors		-100 2nd	
	0	3+ Redirections on Targeted Behaviors.		-200 3rd	
				-100	Citation
				-50	Trespassing
				-216	Drug/Alcohol/Fight (Contact)

\* Administrators reserve the right to adjust and/or add additional point deductions.

### Team Points

Teams compete against each other both daily and weekly. This constant competition facilitates team building, teaches leadership and provides students with additional motivation to demonstrate behaviors and attitudes that promote school success. Based on team performance, each team member can receive bonus points; i.e. first place-10 points per member, second place-5 points per member. In addition, exemplary work or service may be rewarded 5 points max, by the Behavior Specialist, Head Coach and/or Principal. The weekly contest is conducted Friday through Thursday, so awards and bonuses can be presented on Fridays. The daily and weekly contest bonuses are listed below.

### Contest and Bonus Points

#### Score Board

Teams compete in the demonstration of behaviors and attitudes that promote success in both school and life. These objective behaviors are listed on the scoreboard in the gym and updated daily by the Gym Monitoring Coach.

#### Scoring

A team may earn points based on the criteria scoring rubric below..

## Criteria Scoring Rubric

Criteria	Points	Assigned by:
Team Total Average Points	Overall: 10 points – Avg. above 215 5 points – Avg. above 195 0 points – Avg. less than 195	Head Coach
Team Classroom/ Restroom Appearance	Two Teams per Restroom: 10 points – Best common area 5 points – Second best common area 0 points – Unacceptable	Custodian
Team Cafeteria Behavior Level	Per Team: 10 points -Exceptional 5 points -Good 0 points -Needs Improvement	Behavior Interventionist
Service Learning Quality	Per Team: 10 points -1 <sup>st</sup> Place 5 points -2 <sup>nd</sup> and 3 <sup>rd</sup> Place 0 points -4 <sup>th</sup> Place	Principal
Coach Attendance	Per Team: 10 points – All present and not late 5 points – 1 Coach absent and/or late 0 points – 2 Coaches absent and/or late  *Coaches will sign in at the front office and then report to the gym no later than 8:00 a.m.	Gym Monitoring Head
Coach Dress Code	Per Team: 10 points – All modeling dress code 5 points – 1+ Coach adjusts to dress code 0 points – 1+ Coach out of dress code	Attendance or Data Clerk
Bulletin Boards	Per Team: 10 points – Print rich and current month 5 points – Print rich or current month 0 points – Neither Print rich nor current month	Principal

## Citations/Suspensions/Expulsions

Students who commit certain serious offenses, such as fighting or possession of a controlled substance, may be issued a citation. For students who are non-compliant or commit serious offenses on campus, suspension is an option prior to or in lieu of expulsion.

### Students may be expelled from the ESTRADA Program for:

1. Committing an offense listed in Chapter 37 of the Texas Education Code
2. Chronic and persistent misbehavior and/or truancy.
3. Committing a serious or grievous offense on campus.
4. Assault and/or Fighting.
5. Possession of a controlled substance
6. Inability to complete the ESTRADA Program 10 days after scheduled release date.

## Level System

Students enter the ESTRADA Program as rookies. As students earn points, they move up or down the level system based on the following criteria:

### Rookie

Criteria to upgrade to Junior Varsity:

- Two consecutive days of attendance without a discipline referral
- No absences within the last three days of enrollment
- Failing no more than one course
- Met or exceeded expected 1120 points for Rookie promotion to Junior Varsity

Expulsion:

- Committing a serious offense
- Failure to maintain adequate progress in the ESTRADA Program discipline management system

### Junior Varsity

Criteria to upgrade to Varsity:

- Three consecutive days of attendance without an office discipline referral
- No absences with the last four days of enrollment
- Failing no more than one course
- Met or exceeded expected 2,720 points for Junior Varsity promotion to Varsity
- Show reading and math progress

Downgrade to Rookie:

- Committing a serious offense
- Failure to maintain adequate progress in the ESTRADA Program discipline management system

### Varsity

Criteria to upgrade to Graduate/Exit Status:

- 90% attendance, based on number of assigned school days + no absence last 4 days
- Met or exceeded 2800 points for Varsity promotion to Graduate/Exit Status
- Passing all academic courses and showing Math and Reading progress
- No discipline referrals for the last 4 consecutive days
- All outstanding balances are satisfied and shirts turned in
- Have student work portfolio ready and signed by the Head Coach

Downgrade to Junior Varsity

- Committing a serious offense
- Failure to maintain adequate progress in the ESTRADA Program discipline management system

## POINT RUBRIC

Point Rubric based on Placement Days:							
Rank	20 Days	25 Days	30 Days	35 Days	40 Days	50 Days	Targeted Behavior*
Entry	0	0	0	0	0	0	n/a
Rookie	1-1119	1-1,399	1-1	1-1,959	1-2,539	1-2,799	Following Instructions, Talking to Others, Getting Coach's Attention
Promotion	1120	1400	1680	1960	2540	2800	
Jr Varsity	1,121-2,719	1,401-1,399	1,681-4,079	1,961-4,759	2,541-6,239	2,801-6,799	Following Instructions, Disagreeing Appropriately, Making a Request
Promotion	2,720	3,400	4,080	4760	6240	6,800	
Varsity	2,721-4,319	3,401-5,399	4,081-6,479	4,761-7,559	6,241-8,639	6,801-10,799	Following Instructions, Accepting No, Volunteering

## TRANSPORTATION

San Antonio ISD provides transportation to and from the ESTRADA Program. All students must be transported to and from the ESTRADA Program by SAISD transportation. Student Behavior is monitored during transportation routes. Students are expected to remain seated in their assigned seat with hands and legs out of the aisle. Students are not permitted to talk over seats, raise their voice or stand at any time during time.

***STUDENTS AND PARENTS ARE RESPONSIBLE FOR COMPLYING WITH ALL SAN ANTONIO ISD POLICIES, RULES, AND PROCEDURES WHILE ATTENDING THE RISE PROGRAM.***

***All students that do not comply with bus rules and campus expectations for bus procedures, will have their guardians notified to find substitute transportation for the remainder of their enrollment. Safety on the bus is a priority and non-compliance will not be an option for bus riders.***

***Parents, we appreciate your support. We will do the best we can to help your child during the DAEP time. We want to return your child back to his/her home campus as fast as possible with the skills needed to be successful. - ESTRADA Coaching Staff***

San Antonio Independent School District does not discriminate on the basis of race, religion, color, national origin, gender or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Emiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.