Mission:
The Hornet Success Academy’s motto is “Be the Change, Be the Chance.” Thus, we strive to provide at-risk students with opportunities to develop their academic and personal potential by providing a safe, nurturing, and collaborative environment in a non-traditional setting. We aim to ensure all students graduate confident, competent, and college/career ready.

Vision:
The Hornet Success Academy believes that every learner can succeed through a student-centered and supportive atmosphere. Student success is dependent upon the partnership of students, educational leaders, and community members.

The Hornet Success Academy (HSA) is a non-traditional academic school providing a flexible paced curriculum for students in secondary education. Key to the program is the concept of accelerated education. Accelerated education allows learning to be more effective in the way one works rather than simply working at a faster pace. HSA teachers facilitate the program and provide individualized direct instruction to enhance learning.

HSA is designed for students who want to be a part of an engaging, small, high quality learning environment. Students are given the opportunity to work in an environment that is carefully built to meet all students’ needs. The curriculum will be delivered through a web-based instructional program called Edgenuity. Students are obligated to continue working through the lessons until they reach the pre-established completion date (target date) along with tutorials that are focused on an individualized educational plan for each student.

The online courses are monitored by a certified teacher and are scheduled during the regular school day. However, there are portions of the courses that are available via the internet seven days a week. Students are encouraged to work at home to meet the daily progress goals. All quizzes and tests must be completed under the supervision of a certified teacher. Tests and quizzes may not be completed at home and students must have notes before tests can be unlocked by the teacher.

Students and parents are required to read this handbook carefully. HSA has developed these guidelines to specifically meet the individual needs of students.
**Entry Criteria:** Students applying for admission to HSA must meet at least one of the at-risk criteria identified by the state, and/or is recommended by a principal or counselor. Potential students and their parents/guardians are required to attend an interview with the admissions committee. *All students are expected to follow the district’s Student Code of Conduct and Student Handbook.*

**Criteria for Admission into the Hornet Success Academy:**

1. HHS Seniors who did not graduate during the 2021-2022 school year.
2. HHS Students with extenuating or unusual circumstances that prevent them from attending traditional classes.
3. HHS 4th year students who will not graduate through the traditional high school program within 1 year.
4. HHS 3rd year students who will not graduate through the traditional high school program within 2 years.

**Student who are NOT eligible to attend the Hornet Success Academy:**

1. Students who are not classified as at-risk.
2. **Students who want to graduate early.**
3. Students who cannot graduate by the age of 21.
4. **Students who have persistent discipline problems.**
5. Students who are on track to graduate through the traditional high school setting.
6. Students who are not currently enrolled at Huntsville High School.
7. **Students who cannot follow the cell phone policy.**

**SCHOOL MATERIALS-** School supplies, including pens/pencils and notebooks will be supplied by the Hornet Success Academy. Students will be assigned a chromebook at the beginning of the school year. They will use the same chromebook for the remainder of their time in HSA. Students who received an HHS chromebook will be responsible for returning that chromebook back in to the library before graduating.
ATTENDANCE and SCHOOL HOURS- Students enrolled in HSA must maintain 90% attendance. *All students are requested to call in the morning of an absence or see the attendance clerk, Ms. Slaughter, prior to a scheduled absence.* School hours are 7:40 am-3:40 pm, Monday through Friday. Students who are excessively absent, without proper documentation, may have truancy charges filed against them and may be removed from the program. A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend school each day. If a student 18 or older has more than 3 unexcused absences in a 3-week course, the district may revoke the student’s enrollment.

When absent, the student is still responsible for completing each of his/her courses in a timely manner. As a guideline, the student should complete about 15-20% of their course per day. Being absent (excused or unexcused) 9 days per semester and/or 18 days per year = Referral to the HSA Campus Attendance Committee. *This will result in the student making up those hours via detention or Saturday school.*

AM/PM/All day schedules- Students are expected to attend school all day unless there are extenuating circumstances that prevent the student from doing so. For example, if the student is a parent or the student has a job. If the student has a job, they must fill out an Employment Verification form and have their boss sign off on it. They must also attach their work schedule to this form.

*Students’ half day schedule must meet the attendance requirements and the student must turn in all supporting documentation (i.e work verification form). Schedules must be approved by the director.*

Texas Education Code:

Sec. 25.092 MINIMUM ATTENDANCE FOR CLASS CREDIT OR FINAL GRADE: (a) Except as provided by this section, a student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered.
TARDINESS- Students must get a tardy pass from the front office located at the front of the high school or by the HSA administrative assistant if they arrive late (after 7:50 AM). Students receiving more than one unexcused tardy in a given week will be required to stay after-school for detention or attend Saturday school in order to make up for missing seat time. Hours must be served within 3 days of notification. Attendance contracts with the students and parents will be put into place for violations of agreed upon make up time for unexcused tardies.

If students are not physically at school by 8:30 a.m, the teacher will call the student first and, if necessary, the parent or guardian to see why the student is not at school.

ACADEMIC EXPECTATIONS- HSA offers flexible scheduling in an individualized, instructional program for all students. Students will be assigned a schedule of classes to attend based on their graduation requirements. The flexibility of this program allows students to demonstrate mastery of learned objectives and move ahead in the lessons. Students are not limited in the number of credits earned in a semester. Students are expected to maintain progress as set by the school.

SATISFACTORY ACADEMIC PROGRESS- Students are required to maintain a record of satisfactory progress at all times and complete a minimum of five credits per semester (which translates to approximately 10% of the course per day). Students must complete 20% of the course each day in order to complete one course per week.

ACADEMIC INTEGRITY- Academic honesty is required and expected in program courses. Academic misconduct includes but is not limited to:

- cheating,
- plagiarism,
- fabrication of information or citations,
- facilitating acts of academic misconduct by others,
- unauthorized prior possession of examinations,
- submitting work of another person or work previously used in a course,
- tampering with the academic work of other students, or
- any manipulation of the system to gain an unfair advantage.
Any evidence of academic misconduct may warrant a failing grade, an academic misconduct investigation, or other actions, as determined by the director.

If a program staff member suspects academic misconduct, he or she will inform the program administrator within 1 business day (excluding holidays) of discovering the evidence of possible misconduct. The director will notify the student’s parents within 1 business day (excluding holidays) of receiving notification from the staff member. Administration will investigate and determine the resolution, including, but not limited to, removal from the program. The decision of the school’s director will be final.

**CURRICULUM and INSTRUCTION**- HSA follows the Texas Essential Knowledge and Skills (TEKS). The instruction in HSA consists of a combination of direct teacher instruction and computer-based instruction to enhance student learning. Students must complete 100% of the material before receiving credit for a course. When a student earns credit for a course, he/she enrolls immediately into a new course. The student is responsible for his/her own learning with teacher guidance. HSA follows the district curriculum documents set forth by the Huntsville Independent School District (HISD).

**CREDIT RECOVERY**- If a student failed an entire semester due to a single six weeks’ grade, HSA may choose to require the students to complete that one six weeks course to regain credit. All 6 grading periods are available in Edgenuity as individual components. As the student progresses through a course, the student may earn two resets on quizzes by reviewing instruction videos and taking notes before attempting a reset. After a third attempt, if the student hasn’t made a passing grade on the quiz, the highest grade on the quiz will stand and the student will be allowed to advance to the next module. A student may be allowed to retake the summative assessment if needed.
**HSA DAILY SCHEDULE:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:40</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:00</td>
<td>Edgenuity</td>
</tr>
<tr>
<td>9:20</td>
<td>Break</td>
</tr>
<tr>
<td>9:40</td>
<td>Edgenuity</td>
</tr>
<tr>
<td>10:50</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:20</td>
<td>EOC/IGC/CAREER PREP/P.E.</td>
</tr>
<tr>
<td>12:00</td>
<td>Edgenuity</td>
</tr>
<tr>
<td>1:20</td>
<td>Break</td>
</tr>
<tr>
<td>1:40</td>
<td>Edgenuity</td>
</tr>
<tr>
<td>3:00</td>
<td>EOC/IGC/CAREER PREP/P.E.</td>
</tr>
<tr>
<td>3:35</td>
<td>Wrap up/Clean Area/Return Chromebook</td>
</tr>
<tr>
<td>3:40</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Students approved for an AM or PM schedule will transition at 11:40, unless you arrived late and must make up time.*

**LUNCH and BREAKFAST:** Students may eat breakfast and lunch in the center. Students who receive free/reduced lunch must fill out a lunch form and turn it in to the secretary as soon as possible. Students must be at school between 7:40-7:50 if they want to get breakfast provided by the school. If students do not want breakfast or lunch provided by the school, they are more than welcome to bring their own food. However, they must eat during the allotted time for breakfast and lunch. **Students are NOT allowed to leave for lunch or have lunch delivered by anyone (including doordash) other than a parent or guardian.**

**APPLIANCES/MICROWAVE/REFRIGERATOR:**
Students are allowed to use the microwave located in the secretary’s office. However, students must keep the microwave clean. Failure to do so could result in students losing their microwaving privileges.

The refrigerator located in the secretary’s office is for staff use only. Students will have a designated refrigerator. Students will need to put their name on any food/water bottles etc. that
they place in the refrigerator. Students will NOT touch or open any food or beverages that do NOT belong to them. Students MUST keep their refrigerator clean at all times. Failure to do so could result in students losing their refrigerator privileges.

GRADUATION PLAN- Upon admittance to HSA, the counselor will meet with the student and his/her guardian to develop a Tentative Individual Graduation Plan/Student Credit Checklist. The plan will include required courses, schedules, modifications, etc. These plans will be reviewed and updated on a regular basis. HSA students will graduate upon completion of all state and local requirements. Upon meeting all the above mentioned criteria for completion, students may participate in a graduation ceremony and receive their diploma.

HSA will host a small graduation celebration the last Thursday of each month (with the exception of December and May) for students who complete their graduation requirements by the month’s due date. Ceremonies will be held in Huntsville High School’s Auditorium at 4:00 p.m. A small reception will be hosted immediately following the ceremony.

Students will only receive their diplomas if they do NOT plan to participate in the graduation ceremony in May. Students will be contacted by the HSA secretary when diplomas are ready to be picked up.

STUDENT PARKING- Student parking will be available on campus. Students driving to school must submit a copy of their driver’s license, proof of insurance for the school’s file, and complete the school’s vehicle registration form. They will then receive a parking permit free of charge. See HSA secretary for information on this process.

Any vehicle found in violation of Huntsville High School parking rules may be fitted with a vehicle immobilization boot or towed at the owner’s expense. This boot will be removed after the student pays a fine of $15.00. There are no warnings. Any attempt to remove the boot or any damage to the boot will result in loss of parking privileges for the year and the cost of a replacement boot. Failure to display the hang-tag properly will result in the vehicle being considered illegally parked.
STUDENT BUILDING ACCESS- Students are to enter and exit HSA through the doors leading into HSA from the High School or the back door across from the band hall.

LEAVING THE CAMPUS- Students are NOT permitted to leave the campus at any time (with the exception of the transition period from AM to PM at 11:40) without gaining prior parent approval, confirmed by the office.

HSA students are to remain in HSA at all times unless given permission by a staff member.

EDGENUITY PROGRESS REPORTS- By providing an email address, parents may access the progress report of their student at any time. A progress report will be sent home with students at the end of each 6 weeks. Parents, guardians, and any other participants in the student’s welfare may be contacted via mail, email, or telephone and informed of progress and/or concerns regarding the student. A conference may be requested by an administrator, teacher, or parent/guardian.

CELLULAR PHONES/WATCHES- A telecommunications device such as a cellular phone/watch is defined as any device that emits an audible signal, vibrates, displays a message, or is otherwise intended to summon or deliver a communication to the possessor. Students may have a cell phone but they must be turned in to the designated area during work time. If a student fails to comply and is found to be using the cell phone/watch, the phone/watch will be taken up and fines will be imposed. The first and second offense fine is $15. The third offense may result in suspension and the student will not be allowed to bring a phone/watch to school for the remainder of the school year. The school is NOT responsible for phones/watches brought on campus that are lost or stolen. It is best if these items are left at home or in a vehicle. Any and all confiscated items will be returned to a parent or guardian and not directly to the student.

OTHER TELECOMMUNICATIONS DEVICES- A student must have approval to possess other telecommunication devices such as netbooks, laptops, tablets, or portable computers. The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-sponsored event.
In limited circumstances, and in accordance with law, a student’s personal telecommunications device may be searched by authorized personnel.

**HIGH SCHOOL DRESS CODE**- Proper dress is extremely important for school morale and safety. A properly dressed student body affords better behavior and improved school climate. The following guidelines are to be used from arrival on campus to the end of the instructional day.

- Shirts/blouses may NOT be see-through or expose the midriff.
- **Sagging pants** that fall below the waist **are not permitted**.
- Shorts, skirts, and/or dresses need to be knee length, unless they are worn with tights or leggings. Fishnet or see-through leggings/tights are not acceptable.
- Tears, cuts, rips, and/or holes that expose skin is not acceptable unless worn with tights/leggings. Leggings/tights must not be see-through.
- Hats, bandanas, head-scarfs, bonnets are not permitted.
- Pajamas pants or house shoes are not permitted.
- Spandex of any kind is not permitted.

**CLASSROOM RULES AND PROCEDURES**

- Log in and begin your next activity assigned for the current class.
- For videos, have your headphones on, pay attention to the video, and **TAKE NOTES**.
- If you fail a quiz or a test, your teacher will review it along with your notes. Some or all of your activities in that lesson or topic may be reset after failing an assessment.
  
  You may only get 2 reviews for each unit/cumulative test.
- **Remain at your assigned station unless directed to move by your teacher**.
- You may work on only 1 class at a time and the class that you are assigned to at that time unless otherwise instructed.
- Follow directions the first time they are given; pay attention
- **Attendance issues and/or discipline violations may result in dismissal from the Hornet Success Academy**.
- Students MUST HAVE TRANSPORTATION arranged prior to class. Ride must be at school just before your session ends. You must leave within 5 minutes of class ending.
● Students and/or a parent must contact the Hornet Success Academy immediately in cases of emergency absences.

● In case of an absence, students must bring a note from a doctor or parent upon their return to class. Students must sign the attendance binder daily.

● NO CELL PHONES permitted during class time. Cell phones are to be left in the student’s vehicle, at home, or placed in the cell phone holder.

● Students may only be on approved websites. Violation can result in loss of computer privileges.

● No music or surfing on the internet will be allowed on the computers.

● Raise your hand if you have questions or need help. No internet windows may be open except those associated with Edgenuity. No changing settings on the computer.

● Do not bring distractions into class. Your teacher will confiscate and hold them until the end of the school year.

● **No food or drink in the classroom except during breakfast, lunch and break time with the exception of a water bottle with an unbroken seal.**

● Students disrupting class will be relocated in the classroom or removed.

● All students are allowed two restroom breaks in each session, unless otherwise approved by the teacher.

● **Before leaving the classroom:**
  ○ Check your desk area
  ○ Save your work
  ○ Log off Edgenuity
  ○ Wrap and put away headphones
  ○ Return calculators and Chromebooks to the designated area, make sure the Chromebook is on a charger.
  ○ Put away notes, pens/pencils, and put chairs on top of the tables
  ○ Throw away any trash that you have and wipe down your table before you leave.
  ○ Complete your Daily Progress Tracking sheet/card and secure your teacher’s signature. Place your folder in the designated area assigned by the teacher.

● **You may NOT leave the center until dismissed by a staff member. You must leave out of the designated doors for HSA students.**
BEHAVIORAL EXPECTATIONS

● Be respectful, courteous, and cooperative with teachers and classmates

● Students are expected to attend class DAILY, BE ON TIME and prepared to work.

● Be ready to work with all needed materials

● Be dismissed by a teacher or staff member (not the bell)

● Be respectful of the learning environment

● Be respectful of school property and the personal property of others

● Wear appropriate clothes to school at all times

UNACCEPTABLE BEHAVIORS

● Inappropriate language

● Fighting

● Inappropriate dress

● Food during any time except during breakfast, lunch, and break times

● Cheating or forgery

● Public display of affection

● Being in unauthorized area of building or center

● Disrespect to others

● Disrupting class

● Skipping class

CONSEQUENCES FOR CODE OF CONDUCT/CLASSROOM VIOLATIONS

● Verbal warning, proximity control (move to a different seat)

● Phone call home

● Conference with director and parent

● Disciplinary referral

● Removal from program
**DISCIPLINE MANAGEMENT**- In order to maintain an environment conducive to learning, discipline and behavior issues at the Hornet Success Academy are dealt with in a fair and consistent manner. Major infractions of the program’s rules and expectations may result in the student’s immediate suspension, expulsion, DAEP placement, or removal from the program.

**Major infractions may include**, but are not limited to the following behavior:

- Unauthorized use of theft or damage to any property belonging to the school or another individual
- Possession or use of any illegal substance including vaping
- Possession of any item that may be used as a weapon
- Any conduct which threatens or endangers the safety or well-being of any individual
- Discrimination against other student or individual
- Sexual harassment in any form i.e. verbal, physical, cyber (texting, sexting, facebook, snapchat, emailing, etc.)
- Bomb threats
- Gambling
- Obscene, offensive, or inappropriate language and/or conduct
- Bullying in any form i.e. verbal, physical, cyber

At HSA, we believe that all actions have consequences. Proper behavior and work habits result in positive consequences. Unfortunately, some students may choose actions that could result in negative consequences. These students will be dealt with quickly and firmly so as to have a minimal effect on the learning environment of the other students.

*Any violation of the Hornet Success Academy rules and procedures can result in dismissal from the Academy and possible placement back at Huntsville High School.*

**CHROMEBOOKS**- Students will be assigned a chromebook at the beginning of the school year. Students are expected to use the same chromebook for the duration of their time in HSA. If the student chooses to take their chromebook home to work on edgenuity, they are expected to bring it back to school the next day. **Students are NOT allowed to use a chromebook that does not belong to them.** If the student forgets their chromebook at home, they must check out a loaner chromebook with the secretary. They must check the loaner chromebook back in with the secretary.
before leaving for the day. Students who do not return a loaner chromebook will not be allowed to check out another loaner until they return the previous loaner chromebook.

Students are encouraged to work at home on edgenuity. However, they are allowed to work on edgenuity on their chromebooks ONLY. Students are only allowed to watch videos and complete assignments at home. Students must complete quizzes and unit tests at school under the guidance of the subject/monitoring teacher.

CAMERA SURVEILLANCE- Students may be audio and/or videotaped at any time during the school day in HSA.

CHANGE OF ADDRESS/PHONE NUMBER- HSA should be notified immediately of any change in student or parent/guardian address, home/cell/work phone numbers. Current information is essential for the school to maintain communication and handle emergencies successfully.

VISITORS- All visitors must report to the office and receive authorization prior to entering the school building.

NON-DISCRIMINATION- The district does not discriminate against any person because of race, religion, color, sex, marital status, disability, and/or national origin in regards to the educational programs or activities that it operates.

Any student who believes that he or she has experienced bullying, dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee.

PARENTS- Course work for HSA students is provided through the web-based Edgenuity program. A parent newsletter from Edgenuity is included in this packet to provide further information on the program, instructions on how to log on, and interpreting progress reports.
**EDGENUITY OVERVIEW**- Edgenuity provides an exciting and engaging educational environment that is designed to capture attention and draw students into the interactive world of online and blended learning.

Edgenuity has provided courses for students in sixth to twelfth grade for fifteen years, and through our experience with teachers, students, and parents, we built an engaging and effective curriculum that connects science, math, English/Language Arts, social studies, and elective courses to your student’s everyday world.

Using a combination of animations, simulations, video-led direct instruction, relevant websites, and a myriad of activities that support the lesson’s topic, students have a wealth of information at their fingertips that can be reviewed as many times as necessary to achieve mastery. Edgenuity strongly believes that each student is unique and acquires information in his or her own way. As a result of that belief, our courses are designed to provide students with activities that support the ways they learn best: seeing, hearing, and touching the course material.
This is my acknowledgement that I have received a copy of the Hornet Success Academy Student/Parent guidelines and procedures.

In addition, by signing below, I agree to all the policies and procedures stated within.

Printed Name of Student: ________________________________

Signature of Student: ________________________________  Date: ______________

Printed Name of Parent: ________________________________

Signature of Parent: ________________________________  Date: ______________