



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

Student Handbook



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank

Table of Contents

Mission Statement

Goals of Program

Guidelines for Admission

Rules of the Program

Program Expectations - One Year.....

Probation.....

Expulsion.....

Appeals Process

Forfeiting Awards.....

Awards/ Incentives.....

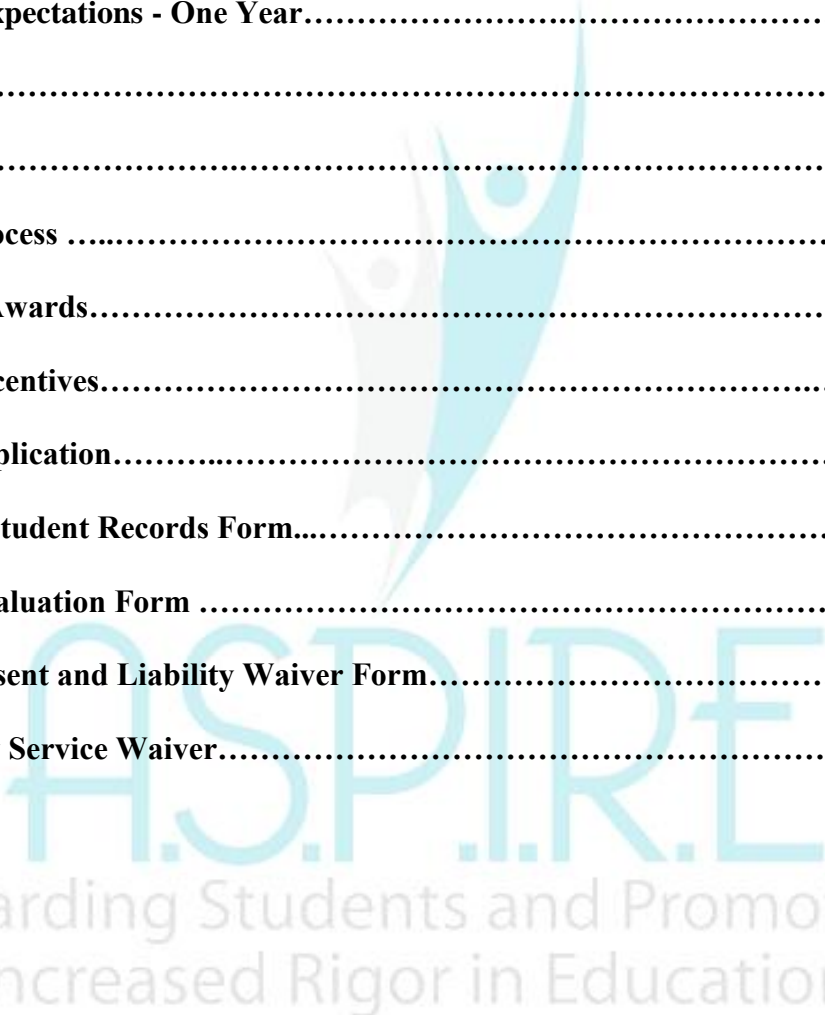
Student Application.....

Release of Student Records Form.....

Teacher Evaluation Form

Parent Consent and Liability Waiver Form.....

Community Service Waiver.....





A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank

MISSION STATEMENT

To empower students through enriching experiences that increases their self-efficacy and impels them to make better choices.

GOALS OF THE PROGRAM

- To aid students in developing a stronger sense of self-efficacy through a variety of tasks and practicum experiences.
- To teach problem-solving and decision making skills that lead to improved academic and personal choices.
- To increase student achievement and students' engagement in their educational endeavors resulting from their realized capabilities, successful task completion, sustained effort, and mastery during various practicum experiences.
- To improve college-readiness to increase enrollment in and completion of post-secondary educational institutions.



ASPIRE
Awarding Students and Promoting
Increased Rigor in Education

GUIDELINES FOR ADMISSION

Students who:

- Are in 4th – 12th grade.
- Attend school in the following Independent School Districts:
 - Austin
 - Georgetown
 - Hutto
 - Manor
 - Pflugerville
 - Round Rock
- Submit a letter of recommendation from a Teacher, Counselor, or Administrator.
- Submit a copy of current year's attendance record.
- Submit a copy of your current class schedule.
- Submit a copy of your official school transcript from Middle School or High School (depends on your grade level).
- Submit a completed application for the program.
- Attend an interest meeting.
- Sign a Contract for Commitment to the Program.

ASPIRE
Awarding Students and Promoting
Increased Rigor in Education

PROGRAM EXPECTATIONS

Students are required to:

1. Increase GPA:

- By .5 percentage points by the **end of the first full semester** in the program.
- By 1.0 percentage points by the **end of the second full semester** in the program.

2. Maintain a minimum GPA of 3.0 after the first school year of participation and each year, thereafter.

3. Attend school regularly.

- Students with more than 5 unexcused absences will be placed on Probation.

4. Submit copies of the following documents at the end of each grade reporting period:

- Report Cards
- Attendance records
- Copy of any referrals (or record of no referrals) for the current grading period, within 10 days of the end of the grade reporting period

5. Student must notify A.S.P.I.R.E. within 72 hours of a violation in writing, by phone, or via email. Please note the contact information listed below:

Address: P.O. Box 768

Round Rock, Texas 78680

E-mail: administrator@aspiringineducation.org

Website: www.aspiringineducation.org

6. Parent(s)/guardian should actively participate in the program, to include: transportation to/from events, attending parent meetings, completing requests for information and/or permission forms, etc.

7. Failure to provide A.S.P.I.R.E. with required documentation may result in disallowance of the students participation in activities sponsored, hosted, and/or co-hosted by A.S.P.I.R.E.

PROGRAM EXPECTATIONS - Continued

7. Students must participate in services offered by the program to include:

- Attending weekly meetings and/or provide a minimum of 24 hours advance notice of your anticipated absence.
- Volunteering at a minimum of 3 community service activities per quarter
- Participate in a minimum of 3 community events per quarter.

8. High School Juniors and Seniors:

- Students are required to attend workshops on subjects to include:
 1. Reviewing the application process for college.
 2. Researching and applying for financial aid, grants, and scholarships, etc.
 3. Other subjects as determined by A.S.P.I.R.E.
- Students are required to complete a minimum of 3 college/university applications during both their combined junior and senior school year.
- Students are required to visit a minimum of 2 local college/university campuses during the course of their combined junior and senior year.

PROGRAM EXPECTATIONS AFTER ONE YEAR

- Students must be enrolled in at least one Advanced Placement Class.
- High School Junior and Senior students are required attend three documented and summarized meetings with their school counselor, during both their junior and their senior year, to discuss and confirm timeline and target dates for college preparation.
- Participants may be required to submit a copy of their scores on state-mandated tests such as STAAR Test for overview of individual and program achievements.

PROBATION

ACADEMIC

- Any student, who fails to earn a grade of 70, or higher, in one of the four foundations classes for one grading period, may be placed on probation for the duration of the following 3 or 4 week grading period. The probation will be reviewed at the end of the following 3 or 4 week grading period.
- If the student earns a grade of 70, or higher, in all four of the foundations courses in the subsequently monitored grading period, he/she may be removed from probationary status.
- Any student, who fails to earn a grade of 70, or higher, in any class, for two consecutive grading periods, may be required to participate in developing and following a Personal Performance Enhancement Action Plan.
- Any student who experiences repeated and/or chronic behavior problems at school may be required to participate in developing and following a Personal Performance Enhancement Action Plan.
- Students on a Personal Performance Enhancement Action Plan are required to meet with an assigned Program Administrator weekly to discuss and demonstrate progress in order to ensure student achievement.
- Students on probation may be required to submit a progress report that identifies his/her current grades for each class.
- Students on probation may be required to attend the teacher's and/or schools's tutoring as offered and/or make other arrangements to attend tutoring for each class with an average grade below a 75.
- Students are still required to attend/participate in all of the program's mandatory activities during their probation.
- Any student that does not earn eligibility into a Pre-Advanced/Advanced placement class after one year may be required to participate in developing and following a Personal Performance Enhancement Action Plan.

ATTENDANCE

- Parents/Students must be able to provide a written explanation of and documentation for unexcused absences, at the end of each grading period weeks once absences exceed five during the current school year.
- Parents/Students must provide a written explanation and documentation to support the explanation for absences that meet or exceed three consecutive days.

PROBATION - Continued

BEHAVIORAL

- Students must provide an explanation of, documentation for, and sanctions imposed; as a result of all referrals written about the student.
- If there is a removal hearing conducted by the student's school and the student is sent to an alternative school, the student must provide the program with a copy of the referral, documentation of the sanctions/removal hearing; to include the name of alternative school that the student will attend, total time student must attend the alternative placement, beginning and end dates of attendance, and any additional sanctions imposed as a result of the removal hearing.
- Expulsion from any school will result in automatic expulsion from the program. The parent/student can re-apply to participate in the program the following school year.
- If a student gains readmission to the program and is suspended or expelled for a second time the student will forfeit eligibility and will no longer be allowed to participate in the program and/or services provided for/by/or in conjunction with the program.

EXPULSION

- Non-compliance with the rules of the program.
- Any student who engages in disruptive, disrespectful, inappropriate, and/or criminal behavior while participating in and/or during any A.S.P.I.R.E. related event(s)/activities, will be immediately expelled from any future engagement with the program.

FORFEITING AWARDS

- Students placed on probation and/or are expelled from the program consequently lose all claims to and automatically forfeit any and all gifts/financial awards/incentives that may have been earned by the student leading up to the date of the probation, earned during the probation. If the student successfully completes the terms of his/her probation, he/she may have his/her awards reinstated. If the students' probation results in an expulsions and/or if the student is expelled from the program for any reason, he/she, consequently loses all claims to and automatically forfeit any and all gifts/financial awards/incentives that may have been earned by the student leading up to the date of the probation and/or expulsion, earned during the probation and/or period leading up to the expulsion.

APPEALS PROCESS

1. Parent(s)/Student must provide a letter by postal delivery or e-mail to request a meeting with the Program Committee in order to present evidence to repeal a probation/expulsion from the program because of rule violation(s).
2. The letter/e-mail must be accompanied by copies of and/or attachments of all supporting documentation to support the student's reason(s) for requesting a repeal of probation/expulsion.
3. The Program Committee will mail and e-mail (if available) a letter of response to the address and/or e-mail of record that includes the scheduled date, time and location, of the meeting; as well as a request for additional documentation, if needed.
4. Parent/Guardian(s) are required to attend the meeting along with the student. Meetings will not be conducted if the parent/guardian is not present and the decision to place the student on probation/expel the student from the program will remain in effect. At that time, the parent/student has forfeited their option for an appeal to repeal the program's decision.
5. The purpose of the meeting is to provide an opportunity for the parent/student to present the reasons for requesting repeal and to present evidence to support their reasons. A decision will not be made at that time. Upon completion of the meeting, the Program Committee will reconvene at a later date/time to make a final decision. The parent/student will be notified, in writing, within 10 days of the meeting date, about the student's reinstatement to and or continued probation or expulsion from the program.
6. If the Program Committee decides on a reinstatement, the letter of reinstatement will also include conditions of reinstatement and recommendations to correct violations that led to the probation/expulsion.
7. The student must meet the conditions outlined for reinstatement and adhere to the recommendations of the Program Committee.
8. Committee recommendations will be based on the violation and developed around increasing student achievement.

AWARDS/INCENTIVES

- Awards/Incentives, if any are assigned and/or issued to each students' account, only in conjunction with the program's goals and/or planned activity requiring payment.
- Students must submit all required documentation and meet all of A.S.P.I.R.E.'s academic, attendance, and behavioral requirements in order to receive their awards/incentives, if applicable. Program requirements include:
 - Completion of 3 community service events
 - Participation in 3 community events
 - A minimum grade of 75 in all Core/Foundations classes, within the first school year of participation in A.S.P.I.R.E.
 - A minimum grade of 80 in all Core/Foundations classes, after the first school year of participation.
 - Regular attendance and active participation in A.S.P.I.R.E.'s sponsored/co-sponsored activities/events, and workshops.
- Reminder: Students must also not be on probation or expelled from the program, in order to qualify and/or receive disbursement of any awards/incentives.



A.S.P.I.R.E.
Awarding Students and Promoting
Increased Rigor in Education

Application for Admissions

A.S.P.I.R.E.

Awarding Students and Promoting Increased Rigor in Education

Student Information:

Date: _____

First Name: _____ **Last Name:** _____

Birth Date: _____ **School ID#:** _____

School: _____

District: Austin Georgetown Manor Pflugerville Round Rock

Grade: 4th 5th 6th 7th 8th 9th 10th 11th 12th

Gender: Female Male

Ethnicity: check all that apply:

African American Asian Caucasian Hispanic Indian

Other (Please Note): _____

Home Address: _____

City: _____ **State:** _____ **Zip code:** _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Parent/Guardian Information:

Name: _____

Home Address: _____

City: _____ **State:** _____ **Zip code:** _____

Contact Home: _____ **Cell:** _____ **Work:** _____

Email Address: _____

Employer: _____

Profession/Title: _____

Work Phone: _____

STUDENT QUESTIONNAIRE:

Primary Language Spoken in the Home: English Spanish English & Spanish

Other language: _____

Do you qualify for free or reduced lunch? Yes No

Current Grade Point Average (GPA): _____

Are you enrolled in Regular Education classes? Yes No

Are you receiving Special Education services? Yes No

Are you enrolled in any Advanced Placement, Pre-Advanced Placement, or college-credit classes? Yes No
If yes, please list?

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Are you involved in any extra-curricular activities? Yes No
If yes, please list?

1. _____
2. _____
3. _____

Will you be the first one to graduate from high school in your family? Yes No

What year did your parent(s)/guardian(s) graduate from high school? _____

What year did your parent(s)/guardian(s) graduate from college? _____

What are your plans after you graduate from high school?

I understand that admission is contingent upon completing and submitting all required documentation requested in this application:

- Attend school in the following Independent School Districts:
 - Austin
 - Georgetown
 - Hutto
 - Manor
 - Pflugerville
 - Round Rock

- Submit a letter of recommendation from a Teacher, Counselor, or Administrator.

- Submit a copy of current year's attendance record.

- Submit a copy of your current class schedule.

- Submit a copy of your official school transcript from Middle School or High School (depending on your current grade level).

- Submit a completed application for the program.

- Attend an interest meeting.

- Sign a Contract for Commitment to the Program.



Signature of legal Parent/Guardian

Date

Student Signature

Date



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank

A.S.P.I.R. E.
Awarding Students and Promoting Increased Rigor in Education
Consent for the Release of Student Records

To (Name of School Staff): _____

School Name: _____

Address: _____

City _____ **State** _____ **Zip code:** _____

Student Name: _____ **Grade:** _____

DOB: _____ **School ID #** _____

Ethnicity: _____ **Gender:** _____

The following records, as indicated by my initials, are authorized for release to A.S.P.I.R.E.:

- _____ Regular Education Records
- _____ Special Education Records (all inclusive)
- _____ Schedule
- _____ Grades
- _____ Attendance
- _____ Discipline Records
- _____ STAAR Test scores
- _____ EXIT Exams
- _____ SAT Scores
- _____ ACT Scores
- _____ Other Information _____

Statement of Release

I, _____, the parent/guardian of _____ hereby authorize the _____ School District, and its representatives, to include school administrators, attendance clerks, registrars, teachers, and other school staff, to release any or all of the information, including special education files, to an authorized representative of A.S.P.I.R.E. This authorization is to be valid until the parent/guardian notifies the above-named school district otherwise. I have been fully informed and understand that my consent is voluntary and I may revoke this consent at any time. This information can be released immediately upon receipt of this letter, which serves as my written consent. This information may be hand-delivered, mailed, or faxed in accordance with the request of the authorized representative of A.S.P.I.R.E.

Signature of Parent/Guardian

Date



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank

A.S.P.I.R.E.
Awarding Students and Promoting Increased Rigor in Education
Candidate's Teacher Evaluation

Student's Name: _____ Period: _____

Teacher's Name: _____ Subject: _____

Dear Teachers,

The above named student desires to participate in A.S.P.I.R.E. Please complete the following form which we use to identify, establish, and develop goals for the student.

Please circle the number that best rates the student using the 0 - 5 scale, with 5 being the highest.

Leadership: A positive role model	0	1	2	3	4	5
Integrity/Character: Makes appropriate choices	0	1	2	3	4	5
Attitude: Respectfully complies with requests	0	1	2	3	4	5
Cooperation: Works well with others	0	1	2	3	4	5
Dependability: Is prompt and completes assignments in a timely manner.	0	1	2	3	4	5
Effort: Work exhibits effort and result in student producing quality work.	0	1	2	3	4	5
Courtesy: Is polite and respectful to peers and adults.	0	1	2	3	4	5
Total Points						

Comments (Please share any additional comments/concerns):

Teacher's Signature _____ Date _____



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank

A.S.P.I.R.E.
Awarding Students and Promoting Increased Rigor in Education
Candidate's Teacher Evaluation

Student's Name: _____ Period: _____

Teacher's Name: _____ Subject: _____

Dear Teachers,

The above named student desires to participate in A.S.P.I.R.E. Please complete the following form which we use to identify, establish, and develop goals for the student.

Please circle the number that best rates the student using the 0 - 5 scale, with 5 being the highest.

Leadership: A positive role model	0	1	2	3	4	5
Integrity/Character: Makes appropriate choices	0	1	2	3	4	5
Attitude: Respectfully complies with requests	0	1	2	3	4	5
Cooperation: Works well with others	0	1	2	3	4	5
Dependability: Is prompt and completes assignments in a timely manner.	0	1	2	3	4	5
Effort: Work exhibits effort and result in student producing quality work.	0	1	2	3	4	5
Courtesy: Is polite and respectful to peers and adults.	0	1	2	3	4	5
Total Points						

Comments (Please share any additional comments/concerns):

Teacher's Signature _____ Date _____



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank

A.S.P.I.R.E.
Awarding Students and Promoting Increased Rigor in Education
Candidate's Teacher Evaluation

Student's Name: _____ Period: _____

Teacher's Name: _____ Subject: _____

Dear Teachers,

The above named student desires to participate in A.S.P.I.R.E. Please complete the following form which we use to identify, establish, and develop goals for the student.

Please circle the number that best rates the student using the 0 - 5 scale, with 5 being the highest.

Leadership: A positive role model	0	1	2	3	4	5
Integrity/Character: Makes appropriate choices	0	1	2	3	4	5
Attitude: Respectfully complies with requests	0	1	2	3	4	5
Cooperation: Works well with others	0	1	2	3	4	5
Dependability: Is prompt and completes assignments in a timely manner.	0	1	2	3	4	5
Effort: Work exhibits effort and result in student producing quality work.	0	1	2	3	4	5
Courtesy: Is polite and respectful to peers and adults.	0	1	2	3	4	5
Total Points						

Comments (Please share any additional comments/concerns):

Teacher's Signature _____ Date _____



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank

Awarding Students and Promoting Increased Rigor in Education Parental Consent and Liability Waiver

I, _____, parent/guardian, give my child _____, permission to participate in (A.S.P.I.R.E) Awarding Students and Promoting Increased Rigor in Education. This program follows all state and federal laws and regulations as they relate to services that this organization coordinates or provides to participants in the program.

I understand that my child will be required to meet academic and behavior expectations as outlined by A.S.P.I.R.E.; such as: volunteering for community service, attending monthly leadership and character development workshops, participating in college readiness initiatives and actively engaging in community events sponsored, co-sponsored, or attended by A.S.P.I.R.E.

I understand that A.S.P.I.R.E. will be collecting data on all of the participants in the program to include academic performance, disciplinary referrals, completed community service, attendance and participation in workshops and/or other events/activities related to the students' participation with A.S.P.I.R.E.

I grant permission to A.S.P.I.R.E to collect this data, including the use of my child in a photograph(s), and use it in any manner they deem necessary to further develop and enhance the recognition and quality of the program; including placing photos on the website, including photos of my child to be included in/on A.S.P.I.R.E promotional materials, in newsletters, applying for funding, and other areas as they relate to the program.

Signature of Legal Parent/Guardian

Date

Please Note:

Parent/Guardian participation is essential to each student's success; thus parent(s)/guardian(s) should actively participate in the program along with their child as often as possible; including, transportation to/from events.

Parental Consent and Liability Waiver Continued:

I authorize A.S.P.I.R.E. to release pictures, reports, stories, accomplishments or videos that are generated from the program in brochures, booklets, press releases or the website in order to promote or describe the program activities and initiatives. This program will ensure that information that is released will not exploit, humiliate or invade the privacy of the participants or their families.

I release A.S.P.I.R.E, and its employees, volunteers, or designees from liability for accidents, illnesses, or injuries that may occur to my child while he/she is participating in the program.

I have been fully informed and understand that my consent is voluntary and I may revoke this consent at any time. Revocation of this form will become effective on the date that notification, in writing, is received by A.S.P.I.R.E. and will not apply to information that has already been released during the period of authorization. This consent form will expire one year from the date signed below.

This information can be released immediately upon receipt of this form which serves as my written consent. I have carefully read and reviewed the information on this form. I understand the content of this form.

Signature of legal Parent/Guardian

Date

A.S.P.I.R.E.
Awarding Students and Promoting Increased Rigor in Education
Community Service Waiver

I _____, the parent(s)/guardian give my child _____ permission to participate in the community service activity sponsored, co-sponsored, by A.S.P.I.R.E (Awarding Students and Promoting Increased Rigor in Education).

I release A.S.P.I.R.E. and its employees, volunteers, or designees from liability for accidents, illnesses, death, or injuries that may occur while my child is participating in any A.S.P.I.R.E. sponsored activity, including community service activities. I hereby accept full liability for any emergency medical care, treatment, or subsequent medical care that my child may need if a physical injury occurs while he/she is participating in and/or traveling to/from an A.S.P.I.R.E. sponsored-activity.

Signature of legal Parent/Guardian

Date



A.S.P.I.R.E

Awarding Students and Promoting
Increased Rigor in Education

This Page Intentionally Left Blank