

# **Alternative Education Program Student/Parent Guidelines**

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## **Bandera ISD Mission Statement**

**The mission of the Bandera ISD is to provide ALL students with the opportunity to succeed at their highest level; academically, ethically, and socially, allowing students to advance successfully throughout their lifetime**

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To achieve our mission at Bandera ISD, students must be provided a safe and orderly environment that is free from distractions and disruptions. An alternative placement needs to be provided for students either when through a progression of discipline or disruptive incidents, he or she places someone at risk of not being successful in their academic endeavors or when he or she meet mandatory criteria as set forth in the Texas Education Code.

The objectives of the AEP program are:

- A. To provide an additional alternative by which students may remain in a school program under close supervision in lieu of expulsion.
- B. To provide for the removal of disruptive students from the regular class setting, thus improving the learning atmosphere.
- C. To promote positive changes in attitudes and behaviors towards the school and society in general, while emphasizing that one must be responsible for one's action.
- D. To assist parents by allowing their children to remain under school supervision while overcoming discipline problems, but still holding both the student and parent responsible for the behavior of the student.

In the supervised class, the students studies regular school work, receives assistance from his/her regular class teachers as well as other certified teachers, takes all required tests, and completes all legislative mandated work.

The philosophy of the Bandera ISD Alternative Education Program (AEP) is to provide students experiencing disciplinary problems with a highly structured, strictly controlled atmosphere for learning. It is the last step in a progressive list of discipline measures for students. It operates on a zero tolerance discipline principle with emphasis on helping students successfully complete their time in AEP and return back to their campus better prepared to meet expectations.

# PROCEDURES

## Enrollment into AEP

Senate Bill 1 of the Education Code designates certain offenses as mandatory removal to an alternative education placement (AEP). Other offenses are designated as discretionary removal to AEP. After the decision has been made by the home campus administrator to assign a student to AEP, a parent must attend a mandatory intake meeting with the AEP Director before the student is allowed to attend AEP. This meeting must take place within three days of the student's placement meeting. Any days past this time during which the student is not in attendance will be counted as unexcused absences and may result in the student being in violation of the district attendance policy.

Parent must contact the AEP Director to schedule an appointment for the intake meeting.

## Release from AEP

In order to be released from AEP back to their home campus, the student must **successfully** complete the assigned number of days given by the campus administrator and also complete all assignments in their folder. A successful day is one in which the student is present and follows all the guidelines and rules. The administrator assigning the placement can by his or her discretion give the student an incentive for early release. Such incentives include early release from AEP due to exemplary behavior, or a three for two program. In this incentive program a student who has two consecutive successful days will be given credit for a third day. The AEP Director can only recommend a student for early release. The student's home campus administration has the final word on when a student may be released from AEP. Students that have trouble following the simple daily rules and regulations are subject to the following daily consequences.

***First offense*** – Chair will be removed for one hour and you will stand quietly at your desk while continuing to do your work.

***Second offense*** – Chair will be removed for one hour and you will stand quietly at your desk while continuing to do your work, and your day will be unsuccessful.

***Continued misbehavior can result in days added to your placement by the AEP***

***Director***, or a citation can be given by the Bandera County Sheriff's office for the disruption of an educational setting. Addressing the problem in a positive manner and changing your behavior can possibly change your unsuccessful day to a successful day.

## ATTENDANCE

Attendance is taken and recorded daily in AEP. All absences are reported to the attendance clerk at the student's home campus on a daily basis. Students in AEP must meet their legal requirements for attendance to satisfy compulsory attendance laws for the state of Texas. All absences are considered unexcused unless accompanied by note from a parent, doctor's office, or a clerk of the court.

## **ATTENDANCE continued**

Under Section 25.083 of the Texas Education Code a child is required to attend school each day for the entire period the program of instruction is provided. The instructional day for the student is from the time the student arrives until the student leaves. AEP students should arrive no later than 8:00 A.M. and be picked up any time after 2:15 P.M. unless the student has been assigned after school detention. Parents/Guardians will be notified before detention has to be served. Only those students that are being picked up by a parent/guardian or assigned responsible adult will be allowed to leave at 2:15 p.m. Everyone else will remain **quietly** in their seat and continue **working** until dismissed at 3:00 P.M.

## **Early Dismissal**

Being allowed to leave at 2:15 with a parent is an incentive for good behavior during your placement in AEP. Continued misbehavior or a poor attitude will cost you to have this privilege removed and your dismissal time will be moved to 3:00 p.m.

## **TARDIES**

AEP classes begin promptly at 8 a.m. daily. A student will be considered tardy if he/she is not at their desk at this time. All tardies will be documented. All tardies will be considered unexcused unless verified otherwise by a parent with a phone call or a personal visit with the AEP Director. Two unexcused tardies in one week will result in consequences. The student will be given the choice of either standing for one hour or having a day added to their placement.

## **TRUANCY**

Students are considered truant if they walk out of AEP without permission. Students caught loitering outside the building or are seen leaving the area after being dropped off will be considered truant and not allowed to come back into AEP. Law enforcement officials, administration, and parent(s) will be notified. Truancy will result in disciplinary consequences.

## **CAMPUS RESTRICTIONS**

During their placement in AEP a student will **not** be allowed within 500 feet of any campus or school sponsored event. Students not complying with this BISD policy will be subject to disciplinary action.

## **SIGN-IN & SIGN-OUT**

Students are required to sign themselves in every morning when they walk in. A responsible adult must come in and sign-out the student when leaving for the day unless permission to walk home was given by the parent during the intake meeting. AEP students will not be allowed to leave with any other person other than the ones designated on the AEP registration form.

## **TRANSPORTATION**

The Alternative Center is centrally located and parents will be responsible for delivering their son/daughter to AEP and picking them up from the classroom. **Students assigned to AEP will lose their Bandera ISD transportations privileges.** Anyone other than a parent or legal guardian shall not deliver or pick up a student unless an agreement between the AEP Director and parents is reached during the AEP admissions conference. Students will not be allowed to drive themselves to and from AEP.

## **INSTRUCTIONAL ASSIGNMENTS & GRADING**

While a student is in AEP, it is the responsibility of the parent(s) or legal guardian to check on their son's/daughter's academic progress both with the AEP Director and regular classroom teachers. Their regular classroom teachers are required to send work and visit AEP students on a weekly basis. Assignments sent in are logged into the student's assignment folder and handed to the student. All completed assignments are turned back in and logged in again as complete and sent back to the respective teachers. The teacher will grade it and sent it back to the student. Some teachers will request that the student make corrections or re-do the entire assignment if it is unsatisfactory.

AEP uses the district's mail courier to send assignments back to the student's home campus. Sometimes these materials may get lost or misplaced. It is still the responsibility of the student to re-do the assignment if a teacher request it.

## **MATERIALS NEEDED**

AEP students/parents are responsible for bringing their textbooks to AEP with them. AEP students are also required to bring their own pencils and notebook paper. Pens, markers, or high lighters will not be allowed. **Not having the necessary materials to do your daily assignments will be considered an unsuccessful day.**

## **ACADEMIC ASSIGNMENT REQUIREMENTS**

The following are the academic requirements for student assignments in AEP. In order for an assignment to be accepted, it must follow these guidelines.

- a. All assignments must be complete and neatly written in pencil.
- b. All assignments must be completed in a timely manner.
- c. All assignments must contain the proper heading.
- d. All assignments must have a Teacher Return form attached to it.
- e. All assignments must meet quality standards as determined by the teacher and the AEP Director.

## **Dress Code**

In addition to the Bandera ISD dress code, the following dress code will be strictly enforced in AEP.

1. Every student assigned to AEP will wear a solid white shirt. The shirt/ will be free of logos, designs, emblems, markings, tears, or zippers. Shirts can be long or short sleeve. Button down shirts will be buttoned within one button of the collar.
  - a. Shirts must be long enough to be and stay tucked in.
  - b. Shirts cannot be worn inside out to cover designs.
  - c. No tank tops, low cut, or sleeveless shirts are allowed.
  - d. A solid white, black, or gray long sleeve t-shirt may be worn under the AEP shirt on cold days. The undershirt cannot have any logos, designs, emblems, or tears on the body of the shirt or the sleeves.
2. AEP students will wear blue jeans, black, or kaki pants. Pants will be worn to the navel at all times and supported by a belt.
  - a. No torn pants are allowed.
  - b. No shorts or skirts are allowed.
  - c. Wide leg or bell-bottom pants are not allowed.
  - d. No overalls are allowed.
  - e. Pants cannot have any designed stitching, patches, characters, or lettering on them.
  - f. No over sized pants or baggy pants are allowed.
  - g. No wind suits, warm-ups, or pajama pants will be allowed.
  - h. Pants with chains or any type of rope attached to them are not allowed.
3. AEP students are required to wear a belt on a daily basis to be in compliance with the dress code.
  - a. The belt will be black or brown or a combination of these colors only.
  - b. Belts must be the proper length to student's waist and not hang down.
  - c. Belts cannot have large belt buckles, studs, or chains on them.

4. AEP requires that footwear worn to AEP cover the entire foot.
  - a. No sandals, flip-flops, house shoes, or steel toed boots.
  - b. Shoes that require laces must have laces and laces will be kept tied.
  - c. Shoes will remain on at all times
  - d. Socks need to be worn with all shoes
5. Accessories are not allowed in AEP.
  - a. No jewelry of any kind is allowed to be worn in AEP.
  - b. Watches are not allowed in AEP
  - c. Body piercings are not allowed in AEP. This includes belly, lips, eyebrow, nose, and tongue piercings.
  - d. Girls may wear a single pair of stud earrings on the ear lobes only.
  - e. All purses and backpacks will be kept securely at the Director's desk and you will not be allowed access to it at anytime during the day.

. **Any student showing up to AEP in violation of the dress code will not be allowed into AEP.** It is the responsibility of both the parents/guardians and student to make sure the AEP student is in compliance with the dress code before arriving each day.

### **COLD WEATHER DRESS CODE**

The AEP portable building is equipped with both an air conditioner and a heater. On cold days the heater is turned on and adjusted accordingly. Students are not allowed to make any adjustment to the units.

1. Students are not allowed to wear their jackets or hoodies while at their desk. They must place their coats on the coat racks before class begins.
2. Students will not be allowed to wear their hoodies under their AEP shirts. They can wear a long sleeve shirt as indicated on the Dress Code guidelines.
3. Hoods and wool hats will not be worn in AEP.

### **GROOMING**

Student grooming and dress should observe the dress code guidelines as outlined for AEP as well as that which is in the Student Handbook for all Bandera ISD campuses. The listed below are the AEP dress and grooming code items.

**Grooming:** Grooming guidelines will be strictly enforced.

1. Hair must be clean, neatly groomed, and kept out of the eyes. Extreme styles and hair colors as determined by the AEP Director will not be allowed. **Length of hair for male students shall permit the bottom half of the ear to be visible and not exceed below the bottom of the standard shirt collar.** Length will be determined with the hairstyle in the position it is normally worn.
2. Male students must be clean-shaven. The length of the sideburns will be no longer than the bottom of the ear lobe and must also be kept neatly groomed.
3. Male students are not allowed to wear any type of make-up.

## **Grooming continued**

4. Female students will not be allowed to wear excessive make-up as determined by the AEP director. No make-up containing glitter will be allowed. All finger and must be one solid color.
5. A warning for any grooming violations will be issued as soon as the violation has been identified. If the student does take rectify the problem before the next day the student will not be allowed in and will be counted absent.

## **AEP SECURITY**

Each AEP student is subject to an “empty pocket” search or metal detector wand check. This search can be done at any time of the day.

Students who engage in behavior such as threats, assault, or putting others in danger will result in an arrest.

An officer will be asked to come in and at their discretion write a citation for the following offenses:

1. Verbal abuse directed to a Bandera ISD employee.
2. Sexual harassment
3. The disruption of an educational setting.
4. Destruction of BISD property.

## **STUDENT CONDUCT**

A Zero Tolerance approach to discipline will be strictly enforced in AEP. This means that students do not have to receive a warning before any disciplinary action is taken. Misconduct will be discussed with the student and the parent at the end of the day, personally or by phone.

Students are responsible for conducting themselves properly and contributing to a positive learning environment. They will be expected to follow the conduct guidelines for AEP as well as that which is in the Student Handbook for all Bandera ISD campuses. These behaviors include, but are not limited to the following:

- A. Stay on task. You will be expected to stay busy from the time you arrive until you are dismissed.
- B. You are not allowed to talk, write notes, or communicate with any other AEP students or AGP students.

## **Student Conduct continued**

- C. Raise your hand if you need the AEP Director's attention for **any** reason and wait patiently until you have been acknowledged.
- D. No standing up for **any** reason with out the permission of the AEP Director.
- E. No sleeping will be tolerated. Having your head down on your desk or arms will be considered as sleeping.
- F. No talking without permission. Stay out of the AEP Director's conversations with other students or teachers.

## **AEP ORIENTATION**

Every student placed in AEP will go through an orientation on his/her first day. This orientation will consist of the following:

1. Both a parent/guardian and the student will meet with the AEP Director to review the Student/Parent AEP Guideline Handbook and assure they both understand the rules and expectations while in AEP. Parents and students can take this opportunity to ask questions or express any concerns they might have about AEP.
2. The student will be given a copy of the AEP Guidelines Handbook. They will be allowed two hours to study the handbook. After the two hours the student will be administered an exam pertaining to the materials just read. If the student makes below an 80% they will have to write all the rules and guidelines in the handbook.

## **PERSONAL ITEMS**

No personal items will be allowed into AEP. You will be searched when arriving in the morning. You may also be searched at anytime during the day. Your wallet, purse, and lunch bag will be searched. Purses and backpacks will be locked away in the morning and you will not be allowed to get into them for any reason. AEP will confiscate any personal items found on a student or their desk. Any item found, will be returned to you at the end of the day unless it's illegal to have in your possession. If you are caught with it again I will lock it up and only return it back to a parent. The third time you are caught with it, the item will be delivered to your home campus administrator. Personal items include the following, any type of snack or drink other than your lunch, caps or hats, electronic devices, CD's, video games and players, sunglasses, hair brushes, combs, make-up, pens, markers, backpacks, tote bags, and any or all items not pertaining to school or a school assignment. Cigarettes, lighter, or any illegal substance will be reported to the authorities and they will deal with the situation. Being in possession of such items may result in added days to your placement, citation, expulsion, or arrest. These types of items will not be returned.

## **Personal Items continued**

**Cell phones may be brought in but they must be turned off and turned in to the AEP Director as soon as you walk in. If a phone is found on you during a search or anytime during the day, it will be confiscated and will only be returned back to a parent.**

## **RESTROOM & WATER BREAKS**

1. Students in AEP are entitled to two bathroom breaks and two water breaks. One in the A.M. hours and one after lunch. Extra breaks can be earned through good behavior.
2. AEP students must bring their own water bottle with their name written on it. The bottle cannot be larger than a 20 oz. bottle. The student will only be allowed to fill their bottle twice a day, once the morning and again after lunch. Only water is allowed to be kept in the bottle. No flavor packets of any may be added to the water. The bottle will be kept at their desk and the cap must be kept on. Students will not be allowed to share water bottles. The bottle may be replaced with a new bottle whenever the student feels it is necessary.
3. If the restroom was clean when you went in and dirty when you came out you will be asked to go back and clean it. Make sure you check it when you go in. If there is a problem let the director know immediately.

## **FOOD SERVICES**

Students may use one of the following options for breakfast and lunch:

- a. Purchase breakfast, lunch, or both from the district.
- b. Bring your own sack lunch. You are not allowed to bring a breakfast into AEP. You will either have to eat your breakfast at home or purchase it from the district.

Other breakfast and lunch guidelines:

- a. All lunch bags will be searched. Absolutely no gum, candy, or flower seeds will be allowed.
- b. Bring only enough for you. There will be **no sharing** or **trading** of food or drinks.

## **Food Services continued**

- c. You may only have one breakfast and one lunch. You will not be allowed to order a lunch from the cafeteria if you brought a sack lunch.
- d. No carbonated drinks or energy drinks will be allowed. All other drinks brought into AEP must be sealed in their original container.
- e. Breakfast is at 8:30 A.M. and lunch starts around 12:45. Students will have 20 minutes to eat their breakfast and 25 minutes for lunch. Students will eat their breakfast and lunch at their desk. All food and drinks must be discarded after the allowed times given for each meal. All AEP guidelines will apply during these times
- f. No outside food may be delivered to AEP. If you forget your lunch, a peanut-butter sandwich, apple, and milk will be provided for you from the cafeteria.
- g. Students that owe \$5 or more to the cafeteria will not be allowed to order a breakfast or lunch. You will have to eat your breakfast at home and for lunch you will be provided with a peanut butter sandwich, rice crispy treat, apple, and milk at no cost.

## **RESPONSIBLE USE**

Students are expected to exercise care and act responsibly in the use of school property. In any instance where school property is marked, abused, or damaged, student(s) will be held financially responsible for the damages as well as being subject to disciplinary measures.

## **HEALTH CARE**

Your home campus nurse will provide emergency health care. If services are needed, a staff member will contact the nurse and request the nurse to come to the Alternative Education Program building. First aid kits are kept in the building to attend to minor problems.

Female hygiene products are available upon request from the AEP staff or you can bring your own.

Any over the counter medication must be turned to the AEP Director before a search is done. A note, phone call, or face- to- face visit with a parent for the use of the medication must happen before any medication is distributed to a student.

Prescription medication may be administered to AEP students. A note from the student's doctor or home campus nurse will be required. Staff members are designated to administer such medication. Medications will be kept locked in a cabinet accessible only by the staff. Medication may be administered under the following procedures:

## **Health Care continued**

- a. The district has received a written request to administer the medication from the parent or legal guardian.
- b. When administering any medication, the medication appears to be in its original container and properly labeled.
- c. A doctor's written request shall be required when medication is for more than ten days.

## **TECHNOLOGY**

The computers in AEP are for educational use only. They are not for the student's personal use. Each student will be allowed time on the computer if an assignment requires it. The use of the computer is a privilege that will be taken away if:

- A. You are caught on sites you are not authorized to be on.
- B. You are caught playing games or listening to music.
- C. You are caught e-mailing or chatting.
- D. You caught changing any of the settings, screen savers, or wiring on the computer.

## **PARENTS/GUARDIAN**

1. Please do not leave your child unattended when dropping them off at AEP. Someone should be here by 7:35 a.m. daily to supervise them.
2. If for some unforeseen circumstance the person designated to pick up your son/daughter cannot do so on any particular day, please let AEP know with a phone call or a personal visit. (796-6242)
3. If your son/daughter needs to walk somewhere after school, please notify AEP before the end of the day he/she is to walk.
4. Parents or guardians are responsible for checking on the academic progress of their son/daughter.
5. AEP students will not be allowed to use the AEP phone or their cell phones at any time during the day. Students that have earned an unsuccessful day will not be allowed to call home to request to be picked up. AEP students are also not allowed to come to the phone for any messages. The AEP staff member that answers the phone will be happy to take a message down for you and relay it to your son/daughter.
5. Please inform the AEP Director of any medical conditions your son/daughter might have or if they are taking any medication. Any prescription medication as well as over the counter medication must be turned in to the AEP Director before the daily morning search. All medications will be stored and secured and administered as needed.

## **Parents/Guardian continued**

7. If your son/daughter gets suspended from AEP more than once you will be asked to come sit with them for half a school day to help correct their behavior. The Superintendent of schools may obtain a court order requiring compliance for you to come sit with your son/daughter.

8. You are welcome to come by or call AEP (796-6242) to check on your child's progress. We will be glad to hear from you.

## **Right to Privacy**

### **CONFIDENTIALITY**

Confidentiality of information regarding students assigned to AEP is to be maintained. Each staff member will limit discussions of students to district personnel who have a direct concern regarding individual students and topics of discussions will be limited to those affecting the student. Only at the request of the parent will information be shared with other individuals. Students, parents, and responsible adults who either deliver or pick-up a student is asked to maintain confidentiality of students who are in AEP. Also, students should not ask the staff about other students in the room.