

ALC Key Staff Contacts

Alternative Learning Center (ALC)		
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Goals

1. Maintain students' academic process in alignment with Texas Essential Knowledge and Skills (TEKS).
2. Provide students with the opportunity to learn and practice social emotional skills for success in life.
3. Provide an environment where students will learn the process of becoming culturally proficient.
4. Provide varied opportunities for parental involvement in the social, academic, and personal success of their child.
5. Connect students and families with appropriate home campus, district, and community resources and social services.

Registration and Parent Involvement

Research informs us that student success depends on parental involvement in the educational process. Students who are removed to the ALC must register and enroll with their parent or legal guardian. Here are a few things for parents/guardians to remember about the registration process at the ALC:

- Registration is Monday through Friday at 8:30 AM. Building doors open at 7:45AM.
- **If you arrive after 9:00AM you will have to return the following day.**
- **Students must be in dress code to register; otherwise, they and their parent will have to return the next school day.**
- At 8:30 AM parents & guardians and their students attend an ALC Orientation presentation by an Administrator to ensure that parents and students are clear about ALC expectations, policies and procedures. The Orientation presentation begins building a collaborative student-centered relationship between parents and the ALC.
- Parents/Guardians and their students meet with an ALC counselor/social worker for a social service interview to identify counseling support needs and schedule classes.
- All students are "pat searched" for safety & security reasons.
- Parents/Guardians and their students meet with the nurse to discuss medical needs including medication to be administered at the ALC.
- Parents/Guardians meet with the intake office staff to ensure all enrollment paperwork is completed (to include current phone numbers) and to schedule bus transportation for the student.

Please be aware that the amount of time required to complete the entire registration process varies depending on the number of students enrolling on any particular day. On peak days it may take up to two and a half hours. We work on the basis of first to arrive will be first to begin the process.

School Hours

The ALC class day is from 9:30am to 4:45pm. Students arriving after 10:00AM (other than those arriving late on AISD buses) must have a parent note or be accompanied by a parent. Students are not allowed to exit the AISD bus early or leave the ALC campus without permission. Incidents such as this will be treated as a leaving without authorization and will result in appropriate consequences. Our intent is to ensure that students arrive to school on time, ready, and prepared to learn without any off campus problems.

Texas Education Code and Disciplinary Alternative Education Programs

The ALC is a Discipline Alternative Education Program (DAEP). Students are removed here after a due process removal hearing at their home campuses. The Texas Education Code (TEC), Chapter 37 establishes the statutes related to student discipline in public schools. This chapter details the operational guidelines, requirements, and responsibilities of DAEPs. Please be aware that DAEPs are required by statute to program a course of study necessary to fulfill a student's high school graduation requirements. Furthermore, all DAEP teachers are required to meet all certification requirements established by the State of Texas. Moreover, DAEPs must meet the needs of students with disabilities. Please be aware that all instruction at the ALC is provided through teachers that meet or exceed state certification requirements.

Your Alternative Learning Center provides a disciplinary alternative education program in accordance with state statute and:

- Is provided in a setting other than a student's regular classroom.
- Is located off of a regular school campus.
- Provides that students who are assigned to the disciplinary alternative education program are separated from students who are not assigned to the program.
- Focuses on English Language Arts, Mathematics, Science, Social Studies, and Character Education. ALC offers Physical Education courses and has DELTA and ODYSSEY programs for students to earn credits. An ALC placement will not hinder a student's academic advancement.
- Provides for students' educational and behavioral needs.
- Provides supervision and counseling.

Trespass Notification

As outlined in the Texas Education Code students placed at a DAEP may not be on the campus of any other school and or attend any school related function or event at any time during their ALC placement. Going to another campus or to a school related event or function while removed to the ALC will subject the student to further disciplinary actions and trespassing citations.

ACADEMIC, BEHAVIORAL, AND SOCIAL NEEDS

Academic Needs

Students removed to the ALC are taught by appropriately certified teachers in the four core academic areas of Social Studies, Science, English Language Arts, and Math. Please be aware that the ALC follows the AISD mandated curriculum for all classes. We schedule students as needed to work towards elective credits through our DELTA and Odyssey programs. Students are also encouraged to maintain contact with their home school teachers. An ALC placement will not hinder a student's academic advancement. Students must complete a one day Orientation class at the beginning of each removal to the ALC.

Physical Education

Students are scheduled into Physical Education classes if they have such classes at their home school. However, documentation from a doctor for a medical condition will excuse a student from Physical Education classes. We strive to emphasize self-discipline, teamwork and positive communication in our Physical Education classes.

Special Education and Section 504 Accommodations

The ALC has access to student's Special Education Individual Education Plans (IEPs) and Behavior Intervention Plans (BIPs) through the district's SEEDS system (Special Education Electronic Document System). Section 504 students' accommodations are available to ALC teachers through our district's e504 system. For our special needs students (as with all students) we follow best instructional practices, differentiate instruction, and follow all individualized accommodations. ALC teachers utilize our district's Curriculum Road Maps (CRMs) in all academic areas. We have special education teachers who ensure that all IEPs and 504 accommodations are fully implemented. Special education students are served through Inclusion and SBS.

At any time during an ALC placement an ARD or 504 committee may convene to address a student's educational needs. These meetings are always in collaboration with parents and home campus representatives. Home campus representatives include administrators, counselors, special education and general education teachers, LPAC chairs, 504 coordinators, and related service providers.

Assessment, Final exams, and State Standardized Testing

Students who are removed during AISD-scheduled final exams, six weeks tests, benchmark, STARR and EOC testing will take these tests at the ALC. Please note that only ALC finals and or six week exams will be administered unless arrangements have been made in advance with the home school's transition facilitator.

While DAEPs are not subject to ratings in the state accountability system, they are required to administer the appropriate tests during the testing windows. The ALC follows all state and district protocols during state test administrations. We have administrators on hand, trained campus test coordinators, and ensure that all staff are trained to state standards on test administration and test security.

Students are provided with rigorous grade level classes whose curriculum is in alignment with our district's curriculum road maps. Consequently, test preparation activities are ongoing and inherently imbedded in our instruction. It is our goal for all students to perform well, pass, and exceed standards for the state's required standardized tests.

Behavioral and Social Skills Needs

The Texas Education Code mandates that the curriculum of all DAEPs include a behavioral and social skill component. Character education and social skill lessons will be offered to each student. Each student is scheduled for a class period of character education which is taught by ALC teachers. The ALC uses a combination of several models to teach character education including our district's Social Emotional Learning Initiative, the Why Try Curriculum, the Boy's Town Educational Model, as well as social skill lessons developed by our teachers to meet your student's needs.

Social Services

The Texas Education Code requires that students placed at a DAEP receive counseling as needed. Accordingly, the ALC offers counseling services to students during their placement. As described in the registration section, parents/guardians meet with an ALC counselor during the enrollment process. During the social service interview the counselor will identify, screen, and assess students that are in need of more intensive and targeted intervention. Parents are strongly encouraged to discuss concerns and make counseling requests for students during this interview. Counseling may also be requested after a student has been enrolled.

The ALC collaborates with outside community agencies such as the Council on At-Risk Youth (CARY) to provide counseling services for students. ALC counselors meet weekly to staff and triage students for available services either on campus or in the community. ALC counselors coordinate community services and referrals for students as needed. Additionally, our

Counselors work individually with selected students (based on triage) and coordinate appropriately with the home school campus for more intensive interventions. Please note that one of our counselors is a dedicated drug and alcohol counselor.

Coordination with Home School Child Study Teams

ALC counseling staff and administrators coordinate with home school Child Study Teams as needed to coordinate services for those students who are assessed to be in need of more intensive interventions.

Coordination with Juvenile Justice for Students Currently on Probation

Juvenile Probation Officers meet with ALC staff and administrators to staff and discuss students who are currently on probation. The ALC provides Juvenile Probation Officers with reports regarding student attendance, behavior, and academic performance. The ALC also coordinates with Juvenile Justice Probation Officers to advocate for wrap around services as needed.

**INVEST and Positive Families Information is
On the Next Two Pages.**

INVEST INFORMATION

AISD offers the INVEST Program, which is a drug and alcohol awareness program, for secondary students involved in first time drug and alcohol behavioral infractions. The INVEST Program provides an opportunity to explore substance abuse and family communication issues in a socio-educational group. Current research indicates that improving family dynamics is an effective method to deter and treat adolescent substance abuse. Students participating in the INVEST Program must be accompanied by a parent or guardian and must be in dress code. The INVEST Program is offered on Tuesday and Thursday evenings from 6:00 to 8:00 PM and entails four (4) consecutive evenings.

Successful completion of the INVEST Program allows the student a shortened stay of ten successful days at the ALC, rather than having to serve the entire 20 successful day removal period. The INVEST Program takes **two weeks** to complete and students must attend classes at the ALC during the day.

Trained AISD staff facilitates the INVEST Program which consists of four (4) sessions. Students must begin the INVEST Program on a Tuesday and must attend all four (4) sessions consecutively with the same parent or guardian.

INVEST topics are as follows: Session 1 emphasizes family communications. Session 2 focuses on social influences and how drugs, gangs, peer pressure, and the media influence our lives. Session 3 focuses on rights & responsibilities and family roles. Session 4 focuses on a problem solving process for analyzing a problem and identifying win/win solutions.

Students return to their home schools upon successful completion of the INVEST Program and completion of 10 successful days at the ALC. Successful being defined as earning a successful day on their daily point sheet. Students are given an INVEST completion certificate which they must show to their home school upon their return from the ALC. If the student and guardian do not successfully complete this program, the appropriate removal guidelines as determined in the removal conference will be followed.

If you need an interpreter, or have any other questions, please contact Jerry Cantu at 414-6612 or Gary Shaw at 414-3675.

POSITIVE FAMILIES PROGRAM

AISD offers the Positive Families Program, which is an anti-aggression program, for secondary students who exhibited physical aggression on their home school campus. Positive Families provides an opportunity to explore anger management and family communications in a socio-educational group. Students participating in the Positive Families Program must be accompanied by a parent or guardian and must be in dress code compliance. The Positive Families Program is offered on Tuesday and Thursday evenings from 6:00 to 8:00 PM and entails four (4) consecutive evenings.

Successful completion of the POSITIVE FAMILIES Program allows the student a shortened stay of ten successful days at the ALC, rather than having to serve the entire 20 successful day removal period. The POSITIVE FAMILIES Program takes two weeks to complete and students must attend classes at the ALC during the day and attend the INVEST classes for two consecutive Tuesday/Thursday weeknights.

Trained AISD staff facilitates the Positive Families Program which consists of four (4) sessions. Students must begin the Positive Families Program on a Tuesday and must attend all four sessions consecutively with the same parent or guardian.

Positive Families topics are as follows: Session 1 emphasizes family communications. Session 2 deals with anger management. Session 3 focuses on conflict resolution. Session 4 deals with problem solving.

Students return to their home schools upon successful completion of the Positive Families Program and completion of 10 successful days at the ALC. Successful being defined as earning a successful day on their daily point sheet. Students are given a Positive Families completion certificate which they must show to their home school upon their return from the ALC. If the student and guardian do not successfully complete this program, the appropriate removal guidelines as determined in the removal conference will be followed.

If you need an interpreter, or have any other questions, please contact Jerry Cantu at 414-6612 or Gary Shaw at 414-3675.

RULES AND PROCEDURES

Student Expectations

The ALC follows our district's Student Code of Conduct in terms of student expectations and behavior. AISD's Board of Trustees Policy FOC provides information concerning student discipline and placement in a DAEP. Please be aware that additional disciplinary removal hearings may take place while a student is removed to the ALC for behavior that violates the Student Code of Conduct. The AISD Student Code of Conduct is expected to be followed by all students during their enrollment at the ALC. Rules and program procedures are discussed during Registration and in detail during your student's Orientation.

Attendance Policies

Students must be in attendance every day and are subject to the state's compulsory attendance laws.

- Parents will receive a phone call if their student is absent.
- All absence notes must be received within 48 hours.
- Students arriving after 10:00 AM must be accompanied by an adult or have a parent note.
- ALC staff will coordinate with home schools to file on students who violate the compulsory attendance laws due to excessive absences.

Orientation

Students must complete one successful day of orientation prior to entering their academic classes at the ALC. Orientation provides an overview of campus policies & procedures, the student dress code, point sheet use, and criteria for successful completion of the ALC program. All students must be in dress code in order to begin Orientation.

The Level System

In essence the ALC level System is a student behavior monitoring system that consists of four levels with five successful days on each level. Completion of the Level System equals 20 successful days. Students do not advance on the Level System if they do not complete five successful days at each level. Students can gain or lose points as a result of their behavior. For example, a student talking out of turn might lose a point just as a student following instructions and doing work might gain a point. The higher a student's level, the fewer amounts of points he or she can lose and still be successful. Please note that a student can make up an unsuccessful day by "making it right" the next day and earning a successful day. Thus, the student will have earned two successful days in a row. The ability of a student to lose or gain points during the day, combined with "making it right" and the large number of points a student can lose during the day and still be successful, makes it a student's decision on how quickly he or she completes the ALC 20-day program and returns to their home school. Administrators may drop a student's level for suspensions and poor attendance. Teachers give students point sheets each day noting their academic/behavior performance and their level. Students return these point sheets signed by their parents every morning. The release date of students is based on the student meeting the required number of successful days or the completion date designated by their home school.

Length of Placement and Successful Completion of the Program

Home campuses determine a student's length of placement. For safety removals home campuses assign to a fixed date. For first time drug and physical aggression offenses home campuses may offer either the INVEST or Positive Families program which shortens a student's placement to ten days if said program is successfully completed. The length of all other placements is dependent upon successful completion of the 20-day program as measured by successful days on daily point sheets.

Point Sheets

Students have a Daily Behavior Report Card that students use to monitor daily performance. Please be aware that only successful days count toward completion of the program. Students must return the parent signed point sheet in order for the day to count as a successful one.

Dress Code

A copy of the ALC Student Dress Code is included in this handbook. Parents please familiarize yourself with the dress code and ensure that your student arrives at the ALC in dress code compliance. Students not in dress code compliance will not receive a successful day. Consequences for dress code violations will be determined by a campus administrator. However, please note that for serious dress code violations students will not be allowed to enter class, but will be allowed to wait in an appropriate room until a parent brings them a change of clothes, picks them up, or gives them permission to go home. In cases such as these, the preferred option is for the parent to bring clothing from home so that the student can be in dress code compliance.

Searches

Students pass through a metal detector each morning and receive a pat search. This search entails patting the student's outer clothing and checking pockets, socks, shoes, hems and waistbands for prohibited items. Prohibited items will be confiscated (failure to comply could lead to suspension). Male students will be searched by trained male staff and females are searched by trained female staff.

Suspensions

Please remember that the AISD Student Code of Conduct is in effect at the ALC. If a student engages in either physically or verbally aggressive behavior (fighting, cursing out an adult, threatening to fight, or continued use of profanity) he or she will be assigned a home suspension. Please note that disciplinary removal hearings are required for mandatory offenses as outlined in the Student Code of Conduct.

Transportation

During the registration and enrollment process AISD bus transportation arrangements are made. AISD buses are available for all students. AISD buses pick up students close to home and return them to the same location at the end of the day. Students may not drive to or from school or park vehicles in the ALC neighborhood. Student vehicles parked on campus are subject to be towed and impounded at the owner's expense. **Parents please note that AISD transportation for special education students is scheduled by the home school during the removal process.** Until such transportation is finalized and scheduled, parents are responsible for getting their child to and from the ALC. Any changes to bus stops must be requested in person in our Registrar's Office (414-3692/3658).

Middle School students are dropped off at the gym which is on the north side of the ALC Campus near the Boys and Girls Club at 901 Thompson Street. High School students are dropped at the cafeteria entrance on the east side parking lot.

At the end of the school day we escort all students to the designated bus area which is the east side parking lot of our campus. Students who chose to take the city bus home depart the building from the main entrance at 901 Neal Street. Parents if you are picking up your student, please do so at 4:45 PM at 901 Neal Street.

AISD Bus Rules and Expectations

- Students should be at their assigned bus stop at the assigned time; due to traffic issues please arrive 15 minutes prior to pick-up time and wait 15 minutes after your assigned time if the bus is late.
- Bus drivers will pick up and drop off students only at the bus stop selected by their parent/guardian.
- Students are to remain seated, behave, and follow all bus driver directions. Please note that bus drivers are authorized to assign seats.
- Students are prohibited from eating or drinking on the bus (except for water).
- Please remind your student not to drop or throw objects inside or outside of the bus and to keep hands, feet and head inside the bus.
- Please be aware that AISD bus drivers write referrals for misbehavior and such referrals may result in suspension of bus privileges.
- If you need to contact the bus depot, phone numbers are as follows: South Base 414-6500, North Base 414-6520, and Southeast Base 414-8510.

Student Meals

Middle school students are served breakfast in the gym and high school students are served breakfast in the cafeteria. All lunches are served in the cafeteria. Students who receive free or reduced meals at the home campuses will receive the same while at the ALC. Please note that students are not allowed to bring their lunch and gum, candy, sodas, chips or any other food or drink items are prohibited. Parents if your child has diabetes, medical dietary restrictions, food allergies, etc., please consult with the school nurse and an administrator. Food prices are as follows:

Breakfast	\$1.50	reduced	.30
Lunch	\$2.75	reduced	.40
Milk	\$0.65		

Visitors

Please note that all visitors should go to the main office with their current photo identification and check-in. We use the Raptor system to vet and issue temporary passes for all visitors. Only parents, guardians, and persons listed as emergency contacts are allowed to visit or pick up students. Please note that law enforcement personnel, probation officers, child protective service personnel, and other state-mandated agencies with proper identification are allowed to visit students.

Student Dress Code
2016-2017

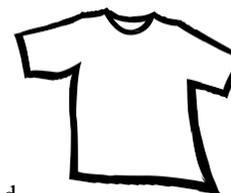
Pants, Shorts, and Skirts

1. Plain blue pants/jeans/skirts that require a belt (no skin tight jeans, no skin tight skinny Jeans & no jeggings).
2. A black belt must be worn daily with pants/jeans, shorts, and skirts. Belt buckle may not have initials or logos.
3. Tears, frays, and or holes are not allowed.
4. Nylon, sweats, vinyl, wind suits, or plastic clothing are not allowed.
5. Shorts and skirts must be below the knee.
6. Overalls, suspenders, and or jumpers are not allowed.
7. Logos, insignias, or emblems larger than 2 inches on clothing are not acceptable.
8. Layering shorts under pants as well as baggy, sagging, and or oversized pants are not allowed.
9. "Dickies" products are not allowed.



Shirts and Sweatshirts

1. Plain white crew neck "Tee" shirts without logos.
2. V-necks or hoods are not allowed.
3. Undergarments must not be distracting or visible.
4. Tight, distracting, see-through, torn, or holes are not allowed.
5. Shirts must be long enough so as to be tucked in at all times.
6. Shirts and sweatshirts must be worn right side out. Oversized shirts or sweatshirts are not allowed.



Shoes and Socks

1. Black, white, and or gray tennis shoes with matching laces only.
2. White or black socks only.



Coats and Jackets

1. Coats and jackets may be worn to school but will be taken off, stored, and returned at the end of the school day.
2. Coats and jackets will not be worn inside the building.
3. Students should wear a plain white long sleeved sweatshirt in the building during cold weather.
- 4.

Jewelry and Other Information

1. Plain wristwatches are allowed.
2. Jewelry of any kind, including piercings (tongue, nose, eyebrow, etc.) , is prohibited.
3. Hats, purses, bags, backpacks, totes, or sacks are not allowed.
4. Hairbrushes or combs of any type are not allowed.
5. Hairpieces (barrettes or elastic) must be black, white, clear or gray.
6. Hair must be one color; no highlights & no "ombre" hairstyles.
7. Hair cut designs of any kind are not allowed.
8. Colored nail polish or cosmetics of any kind, including lip-gloss or lip balm are not allowed.
9. Students with tattoos must have them covered at all times while at the ALC.
10. Cell phones, iPods, or other electronic devices/equipment are not allowed.



a. First Offense: Contract and returned to parent.

b. Second Offense: \$20 fine and returned to parent at the end of the student's placement.

11. Students may only have \$5.00 or less on their possession. Funds greater than \$5.00 will be held for parent pick up.
12. Gum, candy, and outside food or drinks are not allowed.