

Elmer C. Watson Learning Center Student Handbook



Elmer C. Watson Learning Center

Student Handbook

5901 Hereford Drive
Fort Worth, Texas 76179
817-238-7925 FAX 817-237-0753

Elmer C. Watson Learning Center Campus Staff
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Administrators

Dr. Fredelyn Christian Principal

John Smitt Assistant Principal

Counselors

Natalie Johnson Intervention Counselor

Blandi Thomas Counselor

June Parish Parenting Counselor

Office Personnel

Debbie Amrozowicz Alternative Discipline Center

Regina Bogomol Watson Learning Center

Instructional Personnel

Mary Ann Foley Zoe Ann Homeyer Tracy Hathaway

Bill Kjellander Debbie Kjellander Connie Lumsden

Roscoe Neal

Jane Palmer

Vincent Reyna

Laura Vann

MISSION STATEMENT

The Eagle Mountain/Saginaw Independent School District recognizes that the students in this community are entitled to the best possible education that planning, experience, and effort can devise. The mission of the Elmer C. Watson Learning Center is to provide at-risk students with an alternative academic opportunity to earn a high school diploma.

PHILOSOPHY

Some students are not successful in a traditional classroom setting. The curriculum, daily schedule, and classroom arrangement of the Elmer C. Watson Learning Center are designed to develop the personal responsibility and self-discipline necessary to earn a high school diploma. Students who are prepared to work hard can accelerate progress toward that goal.

EXPECTATIONS FOR STUDENTS

The faculty and staff of the Elmer C. Watson Learning Center expect each student to be responsible for the following:

- ATTITUDE
- ATTENDANCE
- ACHIEVEMENT

WATSON LEARNING CENTER – ADDITIONAL INFORMATION FOR PARENTS AND STUDENTS

ADVISORY

The most essential goal of an advisement program is to provide every student with an adult advocate who knows the student personally and will help the student examine options and make responsible choices. Each student is assigned to an advisory group upon acceptance into the school. The advisory session is an important part of the positive, caring atmosphere provided at the Watson Learning Center. In advisory, students may freely express concerns, feelings, and needs in a supportive atmosphere.

The Advisor will:

- Attend Student Guidance Committee meetings on the student’s behalf.
- Be an advocate for the student.
- Give students general announcements.
- Monitor student progress encouraging the student to keep on track and on time.
- Monitor student attendance and progress.
- Refer students for counseling and other assistance as needed.
- Get to know each student well so that important events, successes, and disappointments can be shared.

APPLICATION AND ADMISSION

Students who are 18 or older and not currently enrolled in an EMSISD school may contact the Elmer C. Watson Learning Center directly for application information at 817-238-7925. All other students interested in attending the Watson Learning Center should contact the high school counseling department. Admission to the Watson Learning Center is based on meeting certain “at risk” criteria. Eligible students may apply for admission to the Watson Learning Center at any time during the school year, but a student may return to his/her home campus only at the beginning of a semester.

ATTENDANCE AND ABSENCES

The Watson Learning Center follows the Eagle Mountain/Saginaw ISD school calendar for the beginning and ending of school, holidays, vacations, and staff in-service days. Regular school hours are from 8:00 a.m. until 3:40 p.m. Monday through Friday.

No student will be allowed to leave school early unless the parent calls to request permission for the student to leave at a time for a specific reason or the student brings a written request from the parent to the office. The note should include:

- Specific reason for the request;

- Exact time the student is to leave school;
- Telephone number where the parent can be called for verification; and
- Parent signature.

Students are not allowed to leave school until the parent has been contacted and the note verified. Failure to check out properly through the office will result in an unexcused absence and the student will be subject to disciplinary action.

Progress at Watson is closely tied to time spent working in class on course requirements. Students who repeatedly fail to meet the attendance requirements are hampering their own progress towards graduation and are subject to return to their home campus at the beginning of the next semester.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older. The student is expected to bring a note within three days of the absence. After that time, students may appeal absences to the attendance committee.

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. [See FEC (LOCAL).]

Truancy is considered a major disciplinary offense. A student is considered truant when he/she:

- Does not attend school when the parent thinks otherwise.
- Leaves school during the day without permission from the school and parent and does not sign out.
- Misses class without permission from the school and parent.
- Does not attend school and is not under the direct supervision of parent or guardian.

CHANGE OF INFORMATION

Parents are encouraged to keep the Watson Learning Center office informed of any change of address or telephone number. It is imperative that we maintain up-to-date records on each student in case of injury or sudden illness.

CITATIONS

Citations can be issued for offenses that include, but are not limited to, possession of tobacco products, fighting, disorderly conduct, and failure to attend school or truancy.

CLASS SCHEDULE

Students will be enrolled in a designated number of courses according to grade level and the number of credits needed to complete graduation requirements. The requirement will be adjusted as students earn credits throughout the year.

Students classified as juniors and seniors will be required to enroll in four classes. Students classified as freshman and sophomores will be required to enroll in five classes. Failure to fulfill the hour requirement will result in disciplinary action.

CLOSED CAMPUS

Watson Learning Center operates a closed campus. Students may not leave school prior to the end of the scheduled day without permission from parents and office personnel. Students must remain on campus upon arrival on school property or be subject to disciplinary action.

COMPUTER RESOURCES

Students are allowed to use computers under the supervision of designated District employees.

User Responsibilities:

- Eagle Mountain/Saginaw ISD is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational/administrative goal or objective.
- The use of the Eagle Mountain/Saginaw ISD Internet and computer network must be in support of educational goals, research, and class assignments and consistent with the educational objectives of the district.
- The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
- Student users shall not download or copy any data, including music and video, to removable media or hard drives without prior teacher approval.
- Participation in Internet chat rooms, instant messaging services, and Internet newsgroups is prohibited for all users.
- Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
- Individual accounts may be used only by the owner of the account except where specifically authorized by the Eagle Mountain/Saginaw ISD administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher.
- Vandalism is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the District's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of District policy, administrative regulations and, possibly, as criminal activity under applicable state and

federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

Consequences:

The following consequences will apply to all Eagle Mountain/Saginaw ISD Internet users. Violation of EMS-ISD policies and procedures concerning the use of the computer on the networks will result in the same disciplinary actions that would result from similar violations in other areas of Eagle Mountain/Saginaw ISD life. Any or all of the following consequences may be enforced:

- Loss of computer privileges/Internet access, with length of time to be determined by the campus administration.
- Any campus-based disciplinary consequence, including suspension as deemed appropriate by the administration.
- DAEP placement may be considered in flagrant violations or violations that corrupt the educational value of the computers or the Internet. Additionally, expulsion may be considered in instances where students have used Eagle Mountain/Saginaw ISD internet access to engage in conduct that constitutes felony criminal mischief.
- Violations of law may result in criminal prosecution as well as disciplinary action by the District.

COURSE COMPLETION

Students are expected to complete courses in a nine-week period with the exception of mathematic courses which are conducted for 12 weeks. Students will be evaluated at the end of each quarter. Those students who have completed at least 85 percent of the course at the end of the quarter may be allowed to continue with the course if both the student and the teacher agree that completion can be accomplished within a designated period of time. Those students who have completed less than 85 percent may be dropped from the course and/or receive the grade earned.

<u>Start Date</u>	<u>Completion Date</u>	
▪ August 23	October 22	1 st Quarter – 42 days
▪ October 25	January 14	2 nd Quarter – 45 days
▪ January 18	March 25	3 rd Quarter – 43 days
▪ March 28	June 2	4 th Quarter – 46 days

Each student must earn a minimum of 2.0 credits per nine-week period to maintain good standing in the program. No student may earn more than 3.0 credits per nine-week period without special administrative approval.

A student who has previously taken and passed a course, but may have lost the credit due to excessive absences, may have the opportunity to recover the credit through an accelerated method of study if the course is offered at Watson.

DRESS CODE AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the District, all students shall be required to meet the expectations of the dress and grooming code. Dress and apparel that unduly attract the attention of other students often precipitate comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered in the establishment of this dress/grooming and personal standards code.

1. Student's hair shall be neatly cut, clean, and/or combed so as to be kept out of the eyes. Odd colored hair dyes and hairstyles or cuts, which are distracting to others, shall not be permitted.
2. Appropriate footwear must be worn.
3. Shirts of underwear type, see-through clothing, muscle shirts, halters, spandex clothing or any clothing which exposes a bare midriff, back (below the shoulder blades), chest or underwear **MAY NOT BE WORN**. Shoulders, back, chest and midriff must be covered.
4. Shorts and skirts should be no shorter than fingertip length when the arm is at the side. Biker (spandex) shorts, boxer shorts, wind shorts, hats, and pajamas are not allowed.
5. Clothing or possessions which promote/display inappropriate messages shall not be permitted. Apparel should not display risqué prints or symbols, gang graffiti or monikers, lewd, vulgar, obscene or suggestive language/design. Advertisements or symbols that promote or depict drugs, alcohol, tobacco products, violence or Satanism are prohibited on all apparel, jewelry and accessories. No chains, handcuffs or any other accessories that suggest weaponry will be allowed.
6. Pants, shorts or t-shirts that are ripped, shredded or torn may not be worn.
7. Any clothing, which is identified by the administration as gang-related or a safety concern, will not be permitted.
8. Pants or shorts must be worn at a natural waistline.
9. Students will not be allowed to wear visible body piercing jewelry except earrings. Earrings, if worn, must be worn in the ear. Tongue ornaments will be considered visible.
10. Students may not bring a back-pack, book-bag, or large over-sized purses to school.
11. No pupil shall engage in any inappropriate public display of affection.

**ANY CLOTHING, PERSONAL APPEARANCE, OR PERSONAL STANDARD,
WHICH IN THE JUDGEMENT OF ADMINISTRATORS DISRUPTS THE**

EDUCATIONAL ENVIRONMENT SHALL NOT BE PERMITTED.

If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student will be suspended for the remainder of the day or until the problem is corrected. Repeated dress/grooming code offenses may result in more serious disciplinary action.

FOOD AND BEVERAGES

Students have access to snacks and beverages before 8:00 am and during the designated break time. Only bottled water purchased on campus may be taken out of the student break room and into the classrooms. Students may not bring food or beverage purchased off campus into any classroom. No food from an off campus source be delivered to the student at school.

GRADUATION REQUIREMENTS

To receive a Watson diploma, a student must meet all state graduation requirements which include passing the Texas Assessment of Knowledge and Skills (TAKS) test and earning a minimum of 22 credits.

To receive a Boswell High School or Saginaw High School diploma, a student must meet all Boswell High School or Saginaw High School graduation requirements which include passing the Texas Assessment of Knowledge and Skills (TAKS) test and earning a minimum of 24 credits if the student entered 9th grade in 2004-2005, 2005-2006, 2006-2007.

Students entering 9th grade in 2007-2008 and thereafter must earn 26 credits for a Boswell or Saginaw High School Minimum *OR* Recommended diploma.

While counselors do review all transcripts and schedules, final responsibility for course selections to fulfill program requirements rests with the parents and students.

Watson students receiving a Boswell High School or Saginaw High School diploma are eligible to participate in all Boswell High School or Saginaw High School graduation activities. A Watson graduation ceremony will also be held. All students may participate in only one graduation ceremony.

Students who complete their final credits at Watson Learning Center, and who have earned at least ½ credit at either Boswell or Saginaw High Schools, and meet the district graduation requirements may elect to receive their diploma from any campus in which that have received credits. The student may choose to participate in the Watson graduation ceremony or that of the campus granting the diploma. Diploma decisions for an out-of-district student who transfers directly to Watson shall be made by the superintendent or designee on a case by case basis. [See policy EIF (LOCAL)]

Requirements for a diploma

To receive a high school diploma from the district, student must successfully:

1. Complete the number of required credits
2. Complete any locally required courses in addition to the courses mandated by the state.

3. Pass a statewide exit-level exam. (TAKS)

All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science and social studies courses that are required for graduation; have failed grade 9 one or more times. Check with your counselor for credit and course requirements [See policy EIF(LEGAL).]

Certificates of Completion

A certificate of coursework completion will be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon recommendation of the admission, review and dismissal (ARD) committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in *one* graduation ceremony.

HOMEWORK

The curriculum of the Watson Learning Center does not require students to complete homework assignments outside of class. However, students are encouraged to complete journals, essays, research activities, outside reading, and/or test preparation out of school. Modules and copyrighted material used at Watson may not be taken from the campus.

INTERROGATIONS AND SEARCHES

School officials may search a student's outer clothing, pockets, or property establishing reasonable cause or by securing the student's voluntary consent. However, consent obtained through the threat of contacting parents or the police authorities will not be considered voluntary consent. Vehicles on school property are also subject to search.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

LATE ARRIVAL TO SCHOOL

Excessive tardiness will result in disciplinary action with the possibility of returning the student to the home campus at the beginning of the next semester. A student may be considered truant if he/she is missing any part of a day.

MOTOR VEHICLE USAGE

Before a motor vehicle can be brought onto the campus, a student must:

- Present his/her valid drivers license.
- Register the vehicle through the office.
- Obtain a NEW parking sticker.
- Display the sticker on the vehicle as instructed.
- Student and parents must sign a vehicle use agreement and abide by the regulations.

Students are to exercise utmost caution driving on the school parking area and must observe a maximum speed of 10 m.p.h. Student drivers or passengers who endanger the safety of themselves or others will be subject to disciplinary action, which may include loss of driving/parking privileges on campus. Students shall obtain annual parking permits and must park in the designated area. Permits may be revoked for abuse of specified rules. A student assumes responsibility for damages to his/her vehicle while parked on school property or at a school function. If there is reasonable cause, school personnel and law enforcement officers are authorized to inspect cars parked on school premises.

Student parking is designated in the parking lot on the west side of the campus. Vehicles must be parked appropriately between two lines. Students may not park on the south end of the building. At NO TIME are students to remain in parked vehicles or loiter in the parking lot. Students may not return to a parked vehicle during the school day without being escorted by a staff member. Failure to follow the guidelines will result in disciplinary action.

OFF-LIMITS AREA

Upon arrival at school, Watson students are required to report to break room. In addition, students are not allowed to leave the building until the end of the school day unless given permission by office personnel. During the school day, off-limit areas include, but are not limited to, the following:

- Any area outside the Watson building.
- The Alternative Discipline Center (east) wing of the building or the ADC parking lot.

PERSONAL EQUIPMENT

Students may bring personal items (such as cell phones, IPODs, electronic games, etc.) at their own risk. The school is not responsible for the recovery of lost/stolen personal items and is limited in the amount of time that can be devoted to the recovery of lost/stolen items. Items are to be kept out of sight in the classrooms. These items may be confiscated if they are causing a

disruption. Parents will be notified if items are confiscated and might be asked to schedule a time to pick up confiscated items. Skates and skateboards are not permitted on campus. No one is permitted to skate or skateboard on the campus at any time. CD players and IPODs will be allowed on an individual basis with each individual teacher and classroom. Students may not use listening devices in common areas on campus.

Students shall be allowed to possess electronic communication devices (i.e. cell phones, pagers) in school subject to the following rules and regulations:

- The electronic communication devices must be turned off and kept out of sight during school hours. Devices that ring, vibrate, or emit tones may be taken up by the teacher and given to an administrator until a parent is notified.
- The electronic communication devices may be used at school-sponsored activities pursuant to the event. They should remain off or silenced during events to respect the participants and the audience.
- **It is the student's responsibility to ensure that electronic devices are turned off and out of sight during unauthorized times.**

Any student who violates the above rule is subject to:

- The first violation will result in a written warning by an administrator.
- All subsequent violations will result in a \$15 recovery charge and parent notification.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from personal injury.
- Obtain possession of a weapon or other dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school.
- Restrain an irrational student.

SOCIAL EVENTS

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

TEXTBOOKS

State-approved textbooks are provided to students free of charge for each subject or class. Watson does not issue textbooks to students. In certain classes a textbook may be assigned to the student. A student who is issued a damaged book should report the damage to the teacher.

Alternative Discipline Center Student Handbook



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Instructional Personnel

Chris Finley G. Lobo Guerrero, Jr. Kathy Hall

Daylene Mantooth Diane McCusker Richard Orona

Kayla Pearce Tommy Rowe Gloria Savage

Sheryl Warren Kay Woodard

ADC MISSION STATEMENT

The Alternative Discipline Center of the Eagle Mountain-Saginaw I.S.D. is an alternative educational program designed to help students develop behavioral, academic, and social skills in a highly structured, supportive environment. The program provides for the students' educational needs in the hope that they will be successful when they return to the home campus.

EXPECTATIONS FOR STUDENTS

The faculty and staff of the Alternative Discipline Center expect each student to be responsible for:

- Following all directions the first time given.
- Having needed supplies each day (paper and pencil) and being prepared to work upon arriving at school.
- Being in school and in class on time each day.
- Doing nothing to disrupt the teaching-learning process.
- Respecting the rights and property of others.
- Displaying a cooperative and agreeable attitude toward all members of the ADC faculty and staff at all times.
- The Boys Town Social Skills System will be followed.
- Students must earn 1200 or more points per day to count as a successful day at ADC.

ALTERNATIVE DISCIPLINE CENTER – ADDITIONAL INFORMATION FOR PARENTS AND STUDENTS

APPLICATION TO WATSON

Students released from ADC must return to his/her home campus for a minimum of six weeks. During this period of time the student may complete and submit the Watson Application. The student must maintain good attendance and behavior in order to be considered for admittance to Watson.

ASSESSMENT TESTING

All students will be required to take a pre-assessment test in Reading and Math upon entering ADC as well as a post-assessment test in Reading and Math when leaving ADC.

ATTENDANCE, SCHEDULE, AND ABSENCES

Regular school attendance is essential for a student to make the most of his or her education—to benefit from the teacher-led and school activities, to build each day’s learning on the previous

The regular ADC school day is from 8:00 a.m. until 3:10 p.m. Monday through Friday.

Students are dismissed at 3:40 p.m. if:

- Student does not earn the required 1200 points.
- Student earns detention due to behavior.
- Student is assigned to the Target class.
- Student is 30 minutes late for school (arrives after 8:30 am).

The Alternative Discipline Center (ADC) follows the Eagle Mountain/Saginaw ISD school calendar for the beginning and ending of school, holidays, vacations, and staff in-service days.

Absences from class may result in serious disruption of a student’s master of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. A parent of an Alternative Discipline Center student should call the school if his/her child will be absent that day. The phone is generally answered beginning at 7:45 a.m. each day.

A student shall be excused for temporary absence resulting from an appointment with a health care professional if that student commences classes or returns to school on the same day of the appointment. Written verification from the health care professional is required. In addition, students are excused from attending school for the observance of religious holy days, if before the absence, the parent, guardian, or legal custodian of the student submits a written request for the excused absence.

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC(LOCAL).]

Truancy is considered a major disciplinary offense. A student is considered truant when he/she:

- Does not attend school when the parent thinks otherwise
- Leaves school during the day without permission from the school and parent and does not sign out
- Misses class without permission from the school and parent
- Does not attend school and is not under the direct supervision of parent or guardian

BUS TRANSPORTATION AND CONDUCT

School buses are operated by Petermann Southwest LLC: 817-306-0684. The bus driver is charged with the responsibility of maintaining discipline. He/she shall report violations to the school principal. **THE BUS DRIVER HAS THE SAME AUTHORITY OVER THE STUDENT AS A CLASSROOM TEACHER.**

Students are required to ride the bus that is designated for the Alternative Discipline Center. Alternative Discipline Center students will be bussed from their home to the school door.

The first day of attending the Alternative Discipline Center, the parent or guardian is required to bring the student to school by 8:00 a.m. The student will ride the bus home and be told the pick-up time to begin riding the bus the next day.

- Students should be waiting at the designated place (usually in the yard in front of the house) five minutes earlier than the designated time.
- Students should not be waiting inside the house.
- Only the parent, guardian, or legal custodian will be permitted to bring the student to or from school.
- Under no circumstances are ADC students allowed to drive a vehicle to school.

If the student fails to board the bus two days in a row, the parent must contact Petermann to resume scheduled transportation.

See Buses and Other School Vehicles on page 54 for additional information.

CAFETERIA SERVICES

The district participates in the National School Lunch Program and offers students nutritionally balanced breakfasts and lunches daily at regular school prices. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the school secretary for more information.

Students will be given a choice to purchase a lunch from the school food service or bring a paper sack lunch from home. No other food may be brought into the school.

All beverages brought from home must be in cans and must be unopened. If a student arrives at school with an open beverage container it will be examined and thrown away.

All lunches brought from home will be searched and refrigerated.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

CHANGE OF INFORMATION

Parents are encouraged to keep the Alternative Discipline Center office informed of any change of address or telephone number. It is imperative that we maintain up-to-date records on each student in case of injury or sudden illness.

CITATIONS

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- The use of the Eagle Mountain/Saginaw ISD Internet and computer network must be in support of educational goals, research, and class assignments and consistent with the educational objectives of the district.
- The system may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
- Student users shall not download or copy any data, including music and video, to removable media or hard drives without prior teacher approval.
- Participation in Internet chat rooms, instant messaging services, and Internet newsgroups is prohibited for all users.
- Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.

- Individual accounts may be used only by the owner of the account except where specifically authorized by the Eagle Mountain/Saginaw ISD administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher.
- Vandalism is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the District's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of District policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

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- Loss of computer privileges/Internet access, with length of time to be determined by the campus administration.
- Any campus-based disciplinary consequence, including suspension as deemed appropriate by the administration.
- Additional ADC placement may be considered in flagrant violations or violations that corrupt the educational value of the computers or the Internet. Additionally, expulsion may be considered in instances where students have used Eagle Mountain/Saginaw ISD Internet access to engage in conduct that constitutes felony criminal mischief.
- Violations of law may result in criminal prosecution as well as disciplinary action by the District.

COUNSELING

A counseling program is in place at the Alternative Discipline Center to provide the opportunity for students to strengthen self-discipline, raise self-esteem, learn to make wise choices, and improve personal behavior. These sessions will be presented both in small groups and individual settings. An intervention counselor from the home campus will come to ADC to meet with each student prior to returning to their home campus. We also have an intervention counselor at ADC to meet with the students accordingly to availability.

CURRICULUM AND CLASSWORK

High school students will work from resources developed by the teachers that follow the district Scope and Sequence. In some cases, students may receive work from the home campus, upon request of the principal. High school students will receive a half-credit upon completion of each course finished at the end of the semester.

Middle school students will work from both regular textbooks and resources developed by the teachers that follow the district Scope and Sequence. Middle school students will receive grades on report cards at the end of each six weeks based on all work attempted from assignments made at the Alternative Discipline Center. Students enrolling in the middle of a six weeks will receive grades based on work attempted at the ADC and grades transferred from the home campus.

Every attempt will be made to assign ADC students to the class scheduled at their home campus.

DRESS CODE AND GROOMING

The District Dress Code for Secondary students will be followed with the addition of the Dress Code at the Alternative Discipline Center.

Students attending the Alternative Discipline Center are required to wear a plain white shirt completely tucked in at all times. If a student wears multiple shirts, all shirts must be white and tucked in.

In cold weather coats and jackets may be worn to school but may not be worn in the classroom.

Shirts of underwear type, see-through clothing, muscle shirts, halters, and spandex clothing may not be worn. Shoulders, back, chest, and midriff must be covered and no underwear may be visible.

Only full-length standard 5-pocket blue or black denim jeans without designs will be allowed. The waistband of any jeans or slacks must be worn at the natural waistline. Wearing any pant that sags below the waist will be a dress code violation and may cause a student to be required to stay after school that day. Wide-leg or other oversize jeans or slacks may not be worn.

Plain black or brown belts must be worn and belt buckles must be no larger than a credit card.

Tennis shoes, with laces of black or white only, will be the only acceptable footwear for students.

Unacceptable attire and accessories include:

- Shorts, skirts, or overalls
- Extreme hairstyles including Mohawks, shaved letters, lines, etc. Hair must be cut, combed, or secured to remain out of the face at all times.
- Eyebrows may not contain cuts
- Unnatural hair colors
- Jewelry of any kind

- Hats shall not be brought or worn
- Chains, spikes, or bandanas
- Any clothing with rips, tears or a frayed hem
- Any clothing which is identified by the administration as promoting the gang lifestyle
- Back-packs, book-bags, lunch boxes, binders, purses, or wallets
- Any clothing or personal appearance which, in the opinion of the Alternative Discipline Center administrator, disrupts the educational environment of the ADC
- Toys, electronic games, radios, cassette, CD, IPOD or MP3 players, beepers, pagers, cellular phones, and any other communication or electrical devices

Personal items brought to school will be limited to the following:

- Lunch / supply money (no more than \$5.00 in cash)
- Paper (loose leaf, not spiral notebook)
- Wooden pencils (non-mechanical)
- Keys on a ring (if needed)

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of a prohibited device. The school may charge the owner for the release of certain telecommunications devices. [See policy FNCE.]

HOMEWORK

There is no homework assigned at the Alternative Discipline Center. All work is expected to be done on campus.

LEVEL SYSTEM

The Alternative Discipline Center will utilize a Level System to monitor and reflect the student's behavioral and academic progress. The Level System is based on appropriate behavior and positive peer interaction anywhere on campus as well as academic achievement in the classroom.

Students move up and down on the Level System based on behaviors demonstrated and classroom work attempted and completed. All students entering ADC begin on Level 1. Students are not allowed to talk at the Alternative Discipline Center unless exhibiting the proper Boys Town procedure. This is for all levels.

Level 1

This is the entry level into the ADC program. Permitted activities include:

- Changing classes with the other students
- Eating lunch in the lunchroom

Students must earn 1200 points per day (green days) for 5 consecutive days on Level 1 to move to the next level if serving a 30-day placement or 10 consecutive days if serving 60 or more days.

Level 2

Achieving this level enables students to more activities. These include:

- Changing classes with the other students
- Eating lunch in the lunchroom
- Using the vending machines and microwaves during lunch

Students must earn 1200 points per day (green days) for 5 consecutive days on Level 2 to move to the next level if serving a 30-day placement or 10 consecutive days if serving 60 or more days.

Level 3

Permitted activities in this, the highest level at ADC, include:

- Changing classes with the other students
- Eating lunch in the lunchroom
- Using the vending machines and microwaves during lunch
- Talking to other Level 3 students during lunch
- Wearing the shirt of their choice without graphics only on Fridays. Remember, the shirt must be school appropriate and tucked in at all times.

Students must maintain Level 3 status for a minimum of 5 consecutive days to be released from ADC upon the completion of their assigned time.

If a student is absent or earns less than 1200 points (red day), the string of days is broken and the student must start over earning consecutive days. This applies to all levels. This does not necessarily mean a student is demoted to the next lower level. Students may be demoted to a lower level at any time due to behavior. Students may earn 1 day toward returning to their home campus for every 7 consecutive successful days completed.

Target

Students are assigned to Target for disciplinary reasons. There are no privileges in this classroom. Students are required to spend the entire day in this classroom, including lunch, and the school day does not end until 3:40 p.m. This is a highly structured class, focusing on behavior skills and behavior modification, as well as academics. Students must earn a minimum of 5 consecutive green days and meet certain criteria as determined by the teacher to leave this class.

Upon completion of Target, students will return to their scheduled classes at one level below the last level attained.

METAL DETECTOR AND SEARCHES

Upon entering the building each day, all students will be required to pass through a metal detector, empty pockets and turn them inside out. Shoes and socks will also be checked daily.

School officials may search a student's outer clothing, pockets, or property establishing reasonable cause or by securing the student's voluntary consent. However, consent obtained through the threat of contacting parents or the police authorities will not be considered voluntary consent. Vehicles on school property are also subject to search.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

OFF-LIMITS AREA

Alternative Discipline Center students are not allowed outside the Elmer C. Watson Learning Center at any time without an adult in supervision and attendance.

Alternative Discipline Center students are not allowed to enter the academic wing (west wing) of the Elmer C. Watson Learning Center without an adult in supervision and attendance.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from personal injury.
- Obtain possession of a weapon or other dangerous object.
- Protect property from serious damage.
- Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school.
- Restrain an irrational student.

REMOVAL FROM OR COMPLETION OF ADC ASSIGNMENT

Students may exit the Alternative Discipline Center program in one of the following ways:

- Return to home campus upon the successful completion of term at the Alternative Discipline Center includes:
 - *ATTENDANCE* – must successfully meet all days assigned
 - *ATTITUDE* – must meet all requirements pertaining to the Boys Town program to acquire successful days

- *ACHIEVEMENT* – must be passing 100% of classes attending at ADC
- Temporary suspension
- Expulsion to JJAEP (Juvenile Justice Alternative Education Program)

SCHOOL SUPPLIES

Students will be required to bring the following items to school on or prior to the first day of class:

300 Sheets of loose-leafed paper (narrow, college, or wide ruled)

24 Wooden pencils

2 Large boxes of Kleenex (facial tissue)

TARDINESS

A student who is tardy to class more than thirty minutes will be assigned to after-school detention and will have points deducted from the daily total. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

GLOSSARY

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Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

ACT refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

Attendance Review Committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

LAT stands for Linguistically Accommodated Testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.