

**Burkeville Independent School  
District**



**BURKEVILLE  
ALTERNATIVE EDUCATION  
CENTER  
Student-Parent Handbook  
2016-2017**

Disciplinary Alternative Education Program

Julia House, Principal  
Kim Urie, Associate Principal

# **BURKEVILLE ALTERNATIVE EDUCATION CENTER**

Burkeville Independent School District  
Disciplinary Alternative Education Program  
231 CR 2099 PO Box 218  
Burkeville, Texas 75932  
Phone 409/565-2201 Fax 409/ 565-2012

**School Day: 8:30 am until 3:30 pm**  
**Office Hours: 8:00 am until 4:00 pm**

## **District Policies**

The Policy-On-Line service of the Burkeville Independent School District's Board Policy Manual is provided for the convenience of persons interested in the school district. The manual includes policies adopted by BISD Board of Trustees, administrative regulations and/or exhibits prepared by the administrative staff and reviewed by the Board's Policy committee. The Internet address for the district's home page is <http://www.BURKEVILLEISD.ORG> (a link is provided for the policy manual).

Burkeville Independent School District is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin or veteran status. BISD prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with a disability.

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**BOARD OF TRUSTEES**

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Dr. Brant Graham - Superintendent	231 CR 2099	565-2201
Julia House – Principal	231 CR 2099	565-2201
Kim Urie – Associate Principal	231 CR 2099	565-2201

**Burkeville**  
**Alternative Education Center**  
Faculty/Staff

Julia House ..... Alternative Center Administrator

**DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM  
PHILOSOPHY**

The Burkeville Alternative Education Center has been established to address the unique needs of students in at-risk situations. We believe that the future of our country depends on the education of its youth; that the education should be the concern of everyone and that education provides the optimum development of each individual so that each makes satisfactory decisions in an ever-changing society.

The Burkeville Alternative Education Center staff is dedicated to students and believes in the dignity and worth of each individual. It is the desire of the staff to work with students, parents and the community to address the needs of the individual. Together we can establish a setting in which students are successful academically, emotionally and socially.

**DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM  
MISSION STATEMENT**

The mission of the Burkeville Alternative Education Center is to provide students in at-risk situations an alternative education program, which will guide them to be responsible citizens who exhibit appropriate social and academic skills.

**DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM  
GOAL**

The goal of the Burkeville Alternative Education Center is to return students who have succeeded both academically and socially to their home campus so that they may continue their education.

# **STUDENT GUIDELINES**

Students will not be permitted to wait outside for their rides. All students must be going home or picked up by 3:30 pm daily.

Points will not be earned when the student is absent for a doctor or court appointment.  
(Not present – no points)

## **ATTENDANCE**

When a student is absent, he/she must bring a note from a parent/guardian stating the reason he/she was absent. If a student is absent due to illness for five consecutive days or more, a doctor's note is required. A student should present the note to the campus administrator's secretary before class on the first day of his/her return following the absence.

## **EXCUSED ABSENCES**

The only excused absences are personal illness, death in the immediate family (parent, sibling, grandparent or a member of the immediate household) or school related absence.

## **UNEXCUSED ABSENCES**

A student absent from school for any reason other than personal illness, death in the immediate family or a school-related absence will be assigned an unexcused absence. There is no academic penalty for an unexcused absence unless the unexcused absence is due to non-attendance truancy. Excessive absences can result in loss of credit.

## **LATE ARRIVALS**

It is the responsibility of both the parent and student that the student arrives on time.

Students arriving after 8:30 am will not receive daily point credit.

Students arriving after 10:00 am will be counted absent for the day for attendance purposes unless the absence falls within the established guidelines in the Student Attendance Accounting Handbook.

## **MANDATORY ATTENDANCE**

Students must attend school until their eighteenth birthday.

## **MINIMUM ATTENDANCE REQUIREMENT – STATE MANDATED**

To receive credit in a class a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. Students denied credit due to excessive absences should contact the site coordinator if desiring to appeal the denial of credit.

This legislative requirement of minimum attendance should not be construed as allowing a certain number of days of absence. Students should be in school every day possible.

## **NON-ATTENDANCE (TRUANCY)**

Non-attendance is an absence from school without approval of school officials or parents. A student absent from school without permission will be considered truant and subject to disciplinary action. TRUANCY is a serious infraction of school policy. Prompt and strict action will be taken against truant students. Appropriate action may include contact with the home by the district community liaison officer.

## **RELEASE OF STUDENTS FROM SCHOOL**

After arriving on campus, should any student need to leave for any reason, he/she must have the permission of the parent and campus administrator and must sign out in the office. This includes students who are in the co-op program. Failure to obtain such permission and/or failure to sign out will result in an unapproved and/or truancy absence.

## **CONFERENCES**

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern should talk first with the appropriate teacher or the campus administrator. A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time. Students and parents may expect teachers to request a conference if the student is not maintaining passing grades or achieving the expected level of performance, if the student is a behavior problem or in any other case the teacher considers necessary.

## **FIRE DRILL**

Fire drills will be held at frequent intervals. Order, rather than speed, shall be stressed in fire drills. Defined instructions for vacating each room will be posted in each room and each student should familiarize himself/herself with these instructions. Fire drills will be held without warning when the bell sounds or the horn blows.

## **TELEPHONES**

The office phone will be made available to students only for emergency calls. Students are not to use classroom telephones. Parents are invited to call the school any time they feel there is a need. We will not interrupt classes to deliver phone messages unless the message is from a parent and pertains to an emergency and/or is approved by the campus administrator.

## **TEXTBOOKS**

Basal textbooks, furnished free to all students, are used as a class set. As mandated by state law, every textbook must be covered. With administrator and teacher approval, a student may check out a textbook for a specified amount of time. Students are required to pay for any damaged or lost books.

Each student, or the student's parents or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent or guardian. As provided by policy of the Board of Trustees or governing body, a school district or open-enrollment charter may waive or reduce the payment requirement if the student is from a low-income family. The district or school shall allow the student to use textbooks at school during each school day. If a textbook is not returned or paid for, the district or school may withhold the student's records. (TEA code 31.104CD) A district or school may not, under the subsection, prevent a student from graduating, participating in a graduation ceremony or receiving a diploma.

## **DISCIPLINE**

A firm and fair discipline policy has been formulated at the BISD AE Center (BISD AEC). This policy is fostered by good communication and positive influences created by parents, students and school personnel working together. The Board of Trustees recognizes that a variety of discipline measures must be used with students who exhibit inappropriate behavior and these techniques are outlined in the BISD Middle School and BISD High School Handbooks.

## **TO MAINTAIN DISCIPLINE**

The use of force, but not deadly force, against a student is justified if the teacher or administrator is entrusted with the care, supervision or administration of the student, when and to the degree the teacher or administrator reasonably believes the force is necessary, to further the purpose of education or to maintain discipline in a group. Penal Code 9.62.

A student may be expelled if the student engages in serious misbehavior while enrolled in the BISD AEC.

## **TRESPASSING**

BISD AEC students may not be on any other BISD property or attend any school related functions (home or away), for any reason without prior written consent and approval from the home campus principal. Violation may result in citation, arrest or extension of stay at BISD AEC.



## **CAMPUS RULES**

1. Students are allowed to bring a house key and \$5.00 or less to school.
  - a. Any other items will be confiscated and may not be returned at the end of the day.
2. Students are not allowed to possess cell phones or any kind of electronic devices (ex. iPods, MP3s) while on BISD property at any time. Confiscated items will not be returned until student is released from BISD AEC and will be released to parents only.
3. Profanity will not be tolerated.
4. Students who have permission to be in the hallway must carry their point card or pass. The point card has a hall pass on the back which must be completed by a staff member.
5. Students must have permission from an administrator to use an office phone. Permission will be granted for emergency reasons only. Students are not allowed to use any classroom phone.
6. Any student who commits an infraction that is a mandatory BISD AEC Placement will have an additional BISD AEC Placement Assignment.
7. Students are to be respectful to staff and each other.
8. Students are allowed to drive cars to BISD AEC if they are approved by the campus administrator. They must park in designated student parking or be towed. If the student's vehicle was involved in a drug or alcohol violation they will not be allowed to drive to school.
9. Inappropriate and/or open displays of affection such as hugging, kissing and/or embracing on the school campus are not permitted.

## **IMMUNIZATION REQUIREMENTS**

State law requires that students meet state immunization requirements in order to be enrolled in school. For a copy of the requirements contact the school nurse at your home campus.

## **MEDICATIONS**

All medications brought to school, whether prescription or over-the-counter, are to be turned in to the campus administrator's office and will be kept in the office. The medications must be in the original container and properly labeled. The medication must be accompanied by a written request from the parent/guardian that the medication be given.

No employee of the school district may administer any medication without written permission from the parent/guardian. "Request to Administer Medication" forms are available at the site coordinator's office. The school does not give any over-the-counter medication (Tylenol, Tums, Advil, etc.) unless the parent/guardian has provided the medication with written permission. The nurse is available if called by the BISD AEC campus administrator.

## **PEST CONTROL**

The district periodically applies pesticides inside the buildings. Except in an emergency, signs will be posted 24 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Maintenance Department of the Burkeville CISD at 409/565-2201.

## **DRESS CODE RULES**

There is a close relationship between high standards of dignity and pride and proper grooming which all contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire will be clean, inoffensive and not distracting. The student and parent share in the responsibility for proper grooming; however, the campus administrator has the final authority concerning propriety of clothes and hairstyle.

Middle School – Light Gray Shirts  
High School – Navy Blue Shirts

Clean shirts (no v-necks) must be worn, fit loosely on the body and without decorations or design on the shirt. T-shirts must have a crew neck. For warmth students may wear a plain, same-colored long sleeve shirt beneath the t-shirt. Shirts must be tucked in at all times. A maximum of two shirts may be worn. The shirts will have no design on them and cannot be worn inside out. Undergarments should not be visible. Note: Sweatshirts are not permitted.

Clean, plain blue denim jeans must be worn that fit at the waist and the crotch. Pants must not sag and must have a belt. Shorts, low-riding, hip huggers, skinny-legged jeans, overalls, Capri style pants, skorts, dresses and skirts are not permitted. Any exceptions will be made by the campus administrator.

Jeans must be free of all decorative stitching, logos, emblems, stripes, labels and/or designs. Labels/logos may not be covered. Jeans may not be bleached. The jeans should not be cut, torn or frayed and have no more than four (4) pockets and the watch pocket. Jeans should not have built-in belts or laces. The hem must be sewn; it may not be tucked under, pinned, taped or stapled. The jeans may not drag the floor.

Jeans will have belt loops and a plain belt will be worn. The color of the belt should be black or brown. The buckle will be 2 inches or smaller.

Students will wear no more than one pair of underwear and will not wear any other garment (shorts, etc) under their jeans. Those additional garments will be confiscated and will not be returned.

Students will wear sneakers/tennis shoes at all times. Deck shoes are not allowed. Socks must be worn at all times. Both socks will be the same color. The color of the socks must not be associated with a gang.

For boys and girls, hair is to be pulled back with a brown, black or white hair tie and will be natural color for both male and female students. For braided hair, beads must be white or clear.

Students may wear jackets to school in cold weather. The Site-Coordinator will instruct students on daily procedures.

No make-up will be worn. No long fingernails. Fingernails may not extend past the fingertip. No fingernail polish allowed.

Students may not wear or bring jewelry. Students may not wear any non-jewelry materials in a body piercing. These items will be confiscated and not be returned.

Visible tattoos are not permitted. It is the student's responsibility to keep all tattoos covered. In the event that the student does not keep his/her tattoo(s) covered the school will cover them with athletic tape during the school day.

Any items that the administrators deem disruptive to the learning environment will not be acceptable.

### **DRESS CODE CONSEQUENCES**

Students who violate dress code rules will lose all points for the day in addition to any points lost during the course of the day.

When a student is enrolled in BISD AEC, there is no expectation of privacy. Any electronic device (such as cell phone) brought into BISD AEC will be searched.

### **SEARCHES – USE OF TRAINED DOGS AND METAL DETECTORS**

BISD Board Policy FNF (Local) allows the use of drug-detecting dogs as a deterrent to drug usage/possession and to maintain a safe school environment conducive to education on secondary school campuses. Visits will be unannounced. The dogs will be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers and around vehicles parked on school property. The dogs will not be used with students. If a dog alerts on a vehicle or an item in a classroom, it may be searched by a school official. Students will be responsible for any prohibited items found in their belongings or vehicles parked on school property.

### **SURVEILLANCE CAMERAS**

To maintain discipline, order and safety in common areas of the building, surveillance cameras have been installed

### **BEHAVIOR MANAGEMENT SYSTEM**

The BISD AEC has implemented a two level system based on points which the student must earn in order to progress to the next level and to complete his/her assigned time. Students must earn points each day by adhering to the classroom rules which are on their point cards. Point system will be managed and determined by the Campus Administrator.

## BISD AEC POINT CARD



Student \_\_\_\_\_ Grade \_\_\_\_\_

Date \_\_\_\_\_

<i>Expectations</i>	<i>Points</i>
<b>1) Be on Time, in dress code</b>	
<b>2) Appropriate use of school materials</b>	
<b>3) Follow teacher instruction</b>	
<b>4) Exhibit proper behavior</b>	
<b>5) Complete assignments</b>	
<b>6) Bus/Dismissal Behavior</b>	
<b><i>Total</i></b>	

### Level I

A student must complete at least 20 points before advancing to Level II. (A student may be able to exit Level I after 4 perfect days). Loss of points during the first 3 days will result in a minimum stay of 5 days before starting to gain points toward exit. Success is measured by accumulation of points on a daily point card.

#### GUIDELINES

1. Assigned seating in the classroom.
2. Supervised restroom breaks.
3. Escorted to and from lunch.

#### PRIVILEGES

1. Five minutes free time at completion of assignments (teacher's discretion).
2. Completion of required points.

### LEVEL II

After completing Level I, the student's points will be carried forward to Level II and a minimum number of points must be earned before returning to home campus.

Success is measured by accumulation of points on a daily point card.

\* Students assigned for 45 days (example) must earn a minimum of 280 points.

### GUIDELINES

1. Transfer from Level I.
2. Assigned seats in the classroom (teacher discretion).

### PRIVILEGES

1. Completion of required points exit to home campus.
2. Five minutes of free time at completion of assignment (teacher's discretion).
3. Outside recreation time (teacher's discretion).

### **INCENTIVE OPTIONS**

If accompanied by a parent/guardian, students will be eligible to earn one day of credit for attendance at evening sessions.

Other incentive programs may be implemented to assist students in returning to their home campus.

### **TRANSITION TO REGULAR CAMPUS**

Each regular campus shall implement a transition plan for each student returning from placement in BISD AEC. The transition plan shall include:

1. A re-entry (intake) conference with an administrator.
2. A plan for follow-up on the student's progress which is appropriate to the specific student and the nature and severity of the infraction.

The BISD AEC shall be responsible for contacting the regular campus to coordinate the student's re-entry. When students are released at the end of the school year, the letter to parents shall include specific directions and information concerning the need to contact the school immediately to arrange the re-entry conference and register for the next school year.

**BURKEVILLE  
ALTERNATIVE EDUCATION CENTER  
Student-Parent Handbook  
Acknowledgement of Receipt**

**I have received a copy of the Alternative Education Center Handbook.**

**Student Name:**\_\_\_\_\_

**Signed:**\_\_\_\_\_

**Parent Name:**\_\_\_\_\_

**Signed:**\_\_\_\_\_

**Parent Name:**\_\_\_\_\_

**Signed:**\_\_\_\_\_