

Aledo Learning Center

Student Handbook Supplement

2018-2019



Every Student Matters, Every Moment Counts!

Mission Statement

It is the purpose and mission of the Aledo Independent School District to provide all of its students with an educational program which will allow them to develop to their full potential intellectually, physically, and socially in order to be responsible citizens and contributing members of society. Inherent within this purpose and mission is the belief that all students can learn and that schools can make a difference in the lives of students. The mission of the Aledo 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 Aledo 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.

Motto

Every Student Matters, Every Moment Counts!

Expectations for Students

The faculty and staff of the Aledo Learning Center expect each student to be **responsible** for the following:

1. **Personal behavior**
2. **Adequate progress in each subject**
3. **Regular school attendance**
4. **Respect for faculty and fellow students**

Application Procedures

Any student desiring to attend the Aledo Learning Center must make application through the administration at Aledo High School. A campus administrator or counselor can assist the student in completing the application forms and necessary documents for an entrance interview.

After all materials are received, the student will have an interview with the Principal of the Aledo Learning Center. Parent/Guardian must attend the interview with the student.

The applicant and the parents/guardian should realize the Aledo Learning Center is an academic alternative high school serving grades 9 through 12. **It is important that all parties in the application process know that attending the Aledo Learning Center is a privilege. If the student chooses not to attend school and not be productive, they will be returned to Aledo High School so that other students may attend in their place. Students must be willing to commit themselves to regular school attendance and they must accept the responsibility for their own academic and behavioral progress.**

Student Eligibility

Students who are in grades 9 through 12 are eligible to attend the Aledo Learning Center. Ninth grade students who are parenting teens may make application as necessary. Other ninth grade students should be at least a second semester ninth grader and 15 years of age as of September 1, of the school year for which they are making application. It is the philosophy of the Aledo Learning Center that a student should experience high school before coming to the Aledo Learning Center.

The Aledo Learning Center is for students in grades 9-12 ages 15 to 21 years who:

- 1) are behind one or more grade levels
- 2) are not expected to graduate within four years of the date the student begins ninth grade
- 3) are pregnant or a parent

Each student attending the Aledo Learning Center should realize that he/she has made application to attend this school. The student has been chosen and is occupying a valuable spot that is available to only a limited number of students at a time. Each student should recognize that it is a unique opportunity and a privilege to be a student at the Aledo Learning Center. **A student entering this school should come to school knowing that regardless of their previous school problems they will be accepted and given the opportunity to overcome whatever difficulties they may have experienced in the past. However, the student must be willing to let the staff assist them with their problems and they must be willing to change behaviors that have kept them from succeeding in previous school settings.**

Attendance Policies

A student's success at the Aledo Learning Center hinges on students being prompt and regular in their attendance. The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum educational benefits for each student. The regular contact of the pupil with one another in the classroom and their participation in well-planned instructional activities under the direction of a competent teacher are vital to this purpose.

There is a direct relationship between poor attendance and academic failure. Students with good attendance records generally achieve higher grades, enjoy school more, and are more employable after leaving high school. Thus, all students are expected to attend school regularly and to be on time to classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

The Aledo Learning Center follows the Aledo I.S.D. school calendar for the beginning and ending of school, holidays, vacations, and staff professional learning days.

For more detailed information concerning attendance, please see the Aledo ISD Student Handbook on page 23. Routines and procedures concerning attendance are explained on these pages.

Awards & Honors

See Graduation section.

Driver License Attendance Verification

ALC students must meet all attendance guidelines to receive a Verification of Enrollment (VOE) for their driver license.

Absences & Attendance

See the Aledo ISD Student Handbook page 23.

Acceptable Use Procedures

See the Aledo ISD Student Handbook page 30.

Automobiles/Parking

The Learning Center students will have the privilege of driving to school. Students must complete a parking application that is available at the Aledo Learning Center. Students must abide by the rules and regulations of the parking lot or be faced with suspension of parking privileges.

Backpacks & Book Bags

Backpacks and book bags are not allowed at the ALC.

Behavior Management

The **Aledo I.S.D. Student Code of Conduct** is the guide for behavior management. When misbehaviors occur the interventions and consequences found in the Student Code of Conduct will be used. All students entering the Aledo Learning Center, must read, understand and sign a behavior contract before enrolling at this school.

Celebrations

See Graduation section.

Cell Phones

ALC students are allowed to have their personal cell phones on campus. Cell phones are kept in student lockers during class time. Students may view their cell phones before/after school, in between classes and during lunch. Cell phones must be silenced, back in lockers and students in class before the tardy bell rings. Students that cannot abide by this rule will have their cell phone locked up for the remainder of the school day. After the first offense, cell phones will be taken up and students must pay a \$15 fee before the phone is returned.

Class Ranking

Courses earned while enrolled in the Aledo Learning Center will not be included in a class ranking. Students who attend Aledo Learning Center will receive a regular high school diploma and will not be considered for Honor Standing as a graduate.

Complaints by Students/Parents

See the Aledo ISD Student Handbook page 45.

Conduct

See the Aledo ISD Student Handbook page 45.

Counseling

A counselor is available to assist students with a wide range of personal concerns including such areas as social, family, emotional, and academic needs. The counselor may also make available information about community resources, which address personal concerns. The counselor at the Aledo Learning Center is employed between the hours of 9:00-1:00.

Credit By Examination

See the Aledo ISD Student Handbook pages 47-48.

Distribution of Materials

See the Aledo ISD Student Handbook page 53.

Dress Code

The school's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students shall be dressed and groomed in a manner that is clean and neat and will not be a health and safety hazard to themselves or others. The school prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption or interference with normal school operations.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code as outlined.

If the principal determines that a student's grooming or dress violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student will be asked to go home and correct the problem. If the student is sent home a parent will be notified concerning the situation.

Repeated dress code offenses may result in more serious disciplinary action.

Dress Code Guidelines:

1. The length of shorts, skirts and dresses will follow the "fingertip" rule. When a student is standing in relaxed stance with his/her hands at the side, no part of the shorts, skirt or dress should be shorter than were the middle fingertip lies.
2. Form-fitting/skin tight dresses or skirts are not permitted. The length of skirts and dresses must remain within the dress code guidelines during normal wear. Rips in jeans or slits in skirts and shorts must be at least fingertip length.
3. Leggings and tights may be worn as a layer underneath a skirt, dress or shorts that meet dress code standards.
4. Appropriate undergarments shall be worn. Any clothing that exposes undergarments is prohibited. This includes bag or sag pants that reveal underwear.
5. Exposure of breast cleavage and midriff is prohibited. Clothing which exposes the midriff at any time during the normal course of classroom activities is prohibited (i.e. seated at a desk, writing on board, raising hand, etc.).
6. No spaghetti strap shirts or dresses shall be worn. Shoulders must be covered by material with a minimum width of two inches. Backs must be covered. No sleeveless shirts for boys.
7. All students must wear shoes.
8. No house shoes or pajamas shall be allowed at school.
9. No hats or any other forms of head covering will be allowed on boys or girls. Hats confiscated will be returned to parents.
10. Clothing that advertises alcohol, tobacco, drugs or illegal activities is prohibited. In addition clothing that advertises activities that are suggestive, vulgar or otherwise inappropriate is prohibited.
11. Pants must fit at the waist. A belt must be worn to secure the pants at waist level. Pants must not exceed 2 inches below the navel. No part of the pants may extend to the floor. Shirt tails must be tucked in.
12. Exposed facial or body piercings other than the ear shall be limited to studs (no loops, spikes, etc.). If the size or quantity of studs is deemed a distraction, it shall be limited.
13. Hair styles and color shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption to the educational process.
14. Any gang related attire is prohibited (i.e. bandanas, spiked jewelry, chains of excessive length).

The principal shall render judgment concerning appropriate attire when such judgment is needed. The principal shall have the right to appraise any current fashion or fad and determine its appropriateness for school wear.

Fees

See Aledo ISD Student Handbook page 58.

Grade Classification

See Aledo ISD Student Handbook page 59.

Graduation

The Aledo Learning Center has two graduation ceremonies each year. One in February for our first semester graduates and one in June for our second semester graduates. The dates of these ceremonies will be announced when a date has been set. Please call the ALC for more information. ALC students will NOT be allowed to participate in the Aledo High School graduation ceremony.

Students will be celebrated and recognized on the day they graduate from the ALC. If they elect to, their picture will be displayed on our campus social media outlets.

Graduation Plans & Requirements

See Aledo ISD Student Handbook pages 60-64.

Homework

Due to the nature of our campus and curriculum, very little homework is assigned. This is at the teachers discretion.

Human Sexuality Instruction

Due to the academic structure of the ALC, this curriculum is not offered.

Immunization

See Aledo ISD Student Handbook page 71.

Law Enforcement

See Aledo ISD Student Handbook page 71.

Library

If needed, ALC teachers will accompany students to the library at Aledo High School. Students are only allowed to go to the Aledo High School library with an ALC staff member.

Makeup Work

Due to the nature of our campus and curriculum, students typically do not have make up work. It is the students responsibility to work at an accelerated pace and stay current in all of their courses. If needed, teachers will work with students to develop a plan to get them back on track.

Medicine at School

See Aledo ISD Student Handbook page 74.

Meeting of Non-curriculum-Related Groups

ALC students may not visit Aledo High School before, during or after school. ALC students must report to the ALC cafeteria before school starts. For those students that ride the bus, you will be dropped off and picked up at the ALC. Any ALC student groups that wish to meet on campus must speak with the campus principal.

Parent and Family Engagement

See **Aledo ISD Student Handbook pages 76.**

Parent membership and involvement is encouraged in the Aledo PTO. Please visit the PTO web site at https://aledopto.membershiptoolkit.com/login?r=%2FOpen_Forms to become a member.

Pledges of Allegiance and a Minute of Silence

See **Aledo ISD Student Handbook page 80.**

Prayer

See **Aledo ISD Student Handbook page 80.**

Release of Students from School

See **Aledo ISD Student Handbook page 82.**

Report Cards, Progress Reports, and Conferences

Students do not receive report cards as they do in the traditional school setting. The Aledo Learning Center staff will assess the academic progress of each student. Progress reports will be mailed to parents weekly. The standard of mastery for The Aledo Learning Center courses is 80%. A grade of 80 must be obtained in order to receive credit for a class. If the student is not making satisfactory progress in completion of courses, a student conference will be requested to discuss strategies to improve progress. Parents will be invited to this conference.

See **Aledo ISD Student Handbook page 91 for general education information.**

Safety

See **Aledo ISD Student Handbook page 83.**

Schedule Changes

Student schedules are created through the ALC counseling office. As students complete credits, the campus counselor will create a new schedule for the student.

School Facilities

ALC students may not visit Aledo High School before, during or after school. ALC students must report to the ALC cafeteria before school starts. For those students that ride the bus, you will be dropped off and picked up at the ALC.

See **Aledo ISD Student Handbook page 84.**

Searches

See **Aledo ISD Student Handbook page 85.**

Sexual Harassment

See **Aledo ISD Student Handbook page 86.**

Standardized Testing

See **Aledo ISD Student Handbook page 86.**

Student Records

See **Aledo ISD Student Handbook page 12.**

Student Schedules

The Aledo Learning Center will evaluate each student's transcript to determine a beginning class schedule. As the student progresses toward high school graduation requirements his/her schedule will be changed to meet their academic needs.

Tardies

Aledo Learning Center Students must arrive to school on time. Students that are consistently tardy will work with the principal and parent to change this behavior. Discipline consequences will be administered for consistent repeat offenders.

Textbooks, Electronic Textbooks, Technological Equipment and Other Instructional Materials

See **Aledo ISD Student Handbook page 90.**

Transportation

See **Aledo ISD Student Handbook page 90.**

Video Cameras

See **Aledo ISD Student Handbook page 94.**

Visitors

See **Aledo ISD Student Handbook page 94.**

Withdrawing from School

See **Aledo ISD Student Handbook page 96.**