

GREETINGS

The staff and administration welcome you and your child to The ACE Program at The Learning Center. In order for your child to have a successful experience, you will want to read and discuss the contents of this handbook and code of conduct. It is our sincere hope that these rules and guidelines will help all students benefit from this learning opportunity.

Sincerely,

Ted O'Neil, Principal
The ACE Program

ADMINISTRATION

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Table of Contents

Calendar	4
The Learning Center Program Description.....	5
Mission Statements and Purpose	6
Beliefs, Rights, and Responsibilities	7
Goals and Strategies	10
Introduction with Handbook Receipt	12
Preface with Directory Information Notice	13
Safe and Drug-Free Schools Notice	14
Medication Form	15
ACE Instructional Program.....	16
Code of Conduct and General Guidelines.....	18
Arrival, Duration, and Departure	18
Attendance.....	18
Cell Phones.....	19
Cheating.....	19
Closed Campus	19
Communicable Diseases/Conditions	20
Complaints by Students/Parents.....	20
Computer Resources	20
Conduct.....	20
Counseling.....	21
Credit by Exam	21
Discipline.....	21
Disruptions.....	22
Distribution of Materials.....	22
Dress Code and Grooming	22
Early Arrivals.....	23
Earned Privileges.....	23
Embracing.....	23
Emergency Medical Treatment	24
Emergency Procedures.....	24
Expulsion	24
Extracurricular Activities.....	25
Facilities.....	25
Fees.....	26
Fighting	26
Fund Raising.....	26
Gangs and Gang Activities.....	26
Governmental Authorities.....	27
Homework.....	27

Illness or Injury.....	28
Immunization.....	28
Interrogations and Searches.....	28
Leaving Campus.....	28
Medication at School.....	29
Paging Devices.....	29
Parent Involvement, Responsibilities, and Rights.....	29
Personal Items.....	30
Pest Control Information.....	30
Police Involvement.....	30
Prayer and/or Meditation.....	30
Principal/Counselor Access.....	30
Report Cards and Progress Reports.....	31
Respect for Authority.....	31
Restroom Usage.....	31
Safety/Accident Prevention.....	31
School Buses or Other Vehicles.....	31
Seating Arrangements.....	31
Self-Paced, Mastery Learning.....	32
Sexual Harassment/Sexual Abuse.....	32
Sniffer Dogs.....	33
Student Assignments.....	33
Student Records.....	34
Supplies.....	35
Tardiness.....	35
Telephone Use.....	35
Testing.....	35
Transportation.....	35
Unsafe Schools.....	36
Vehicles on Campus.....	36
Visitors to Campus.....	36
Asbestos Notification.....	36
Bullying.....	37

THE LEARNING CENTER

The Learning Center is a cooperative alternative educational program serving Godley and Keene Independent School Districts. The Learning Center includes two independent programs:

- **ABLE - Alternative Behavioral Learning Environment**

The Able Program is designed to serve those students who have been placed in the alternative educational program for inappropriate behavior in the traditional setting.

- **ACE - Accelerated Cooperative Education**

The ACE Program is designed to serve those at-risk students who have been unsuccessful in the traditional setting. A self-paced curriculum allows these students to pursue a high school diploma.

This handbook is prepared for and presented to students participating in **The ACE Program** at The Learning Center. Students in the ABLE program will receive a separate handbook.

LEARNING CENTER

Mission Statement

The Learning Center exists to provide a safe environment of learning for students who have not been successful in a traditional school setting. Student success requires parent and community involvement, dedicated teachers, and students who want to learn. Our goal is to prepare students for the future and/or assist them in a successful transition to an appropriate instructional program.

THE ACE PROGRAM

Mission Statement

The Learning Center's ACE Program holds fast to the belief that all students can learn and that it is our duty to guide each student to perform to his/her highest academic and social potential.

We are committed to providing a student-centered environment that provides for individual differences and yields students who are capable of becoming effective communicators, logical problem solvers, independent workers and creative thinkers.

By modeling and practicing cooperation and mutual respect and appreciation of the students, staff and administration, we will accomplish the task of developing students who are capable of being skilled, knowledgeable, and responsible citizens of our society.

AT THE LEARNING CENTER WE BELIEVE THAT.....

- Each student is important.
- All students are responsible for their own learning and behavior.
- Learning takes place in a safe, orderly, caring environment.
- All students can learn.
- Students can learn to perform and be productive.
- Teachers assist the learning process.
- Self-discipline is a learned process. Change comes from a desire to change.
- Motivation is intrinsic.
- All people do not learn at the same rate.
- Behavior may be modified with structure and student understanding.
- Student personal characteristics and learning styles must be identified and considered during instruction.
- School climate and emotional tone affect change.

AT THE LEARNING CENTER WE PLEDGE TO.....

- Provide educational programs that meet or exceed the requirements of the school district and the State of Texas.
- Make clear to the students what behavior is expected.
- Make every effort to assist each student to control his/her behavior and academic effort so that he/she becomes a productive and successful member of the school community and of society in general.
- Provide individual access to the principal, counselor, and teachers when there is a need.
- Provide individual self paced instruction to help improve academic skills necessary to be successful in school.
- Allow students to earn privileges based on good behavior.
- Maintain an orderly classroom and school atmosphere that supports and encourages learning.
- Improve the quality of education by requiring mastery of all learning objectives.

WE ASK PARENTS TO.....

- Review with their student this handbook so that the parents and students have a sound understanding of what is expected of them.
- Review their student progress reports.
- See that their student is not tardy to school.
- Call by 9:00 AM each school day when their student will be absent/tardy.
- Send, in addition to the call, a note with the student when they return to school.
- Provide current and keep current telephone numbers and addresses on file with the school.
- Designate responsible adult(s) who can pick up the student and/or bring him/her to school.

RIGHTS AND RESPONSIBILITIES OF STUDENTS.....

Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the schools educational mission.

STUDENTS HAVE THE RESPONSIBILITY TO:

- Report to the designated area immediately upon arrival to campus.
- Exit vehicles immediately upon arrival to campus.
- Begin working on academic work immediately upon entering the classroom.
- Attend all classes daily and on time.
- Be prepared for each class with appropriate materials and assignments.
- Be properly attired.
- Exhibit respect toward others.
- Conduct themselves in a respectable manner.
- Keep hands to self.
- Refrain from violation of the code of student conduct.
- Obey all school rules, including safety rules.
- Cooperate with the staff in investigation of disciplinary cases and volunteer information when the student has knowledge relating to a serious offense.
- Respect the authority of teachers, administrators, teacher's aides, and support staff.
- Leave the school grounds immediately upon being dismissed from school and do not return until the following school day.
- Not enter other program areas of the campus unless requested to do so by the administration or other staff persons.

RIGHTS AND RESPONSIBILITIES OF PARENTS.....

Throughout this plan "Parent" includes single parents, legal guardian, or person having lawful control of the student.

PARENTS HAVE THE RESPONSIBILITY TO:

- Make every effort to provide for the physical needs of their child.
- Teach the child to pay attention and to obey rules.
- Be sure their child attends school regularly and promptly; report and explain absences and tardies to the school.
- Encourage and lead the child to develop proper study habits.
- Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- Keep the school informed of any medication and changes in medication the student may have that will affect his/her behavior at school.
- Keep informed of school policies and academic requirement of school programs.
- Be sure their child is appropriately dressed at school and school-related activities.

- Discuss progress reports and disciplinary reports with their child.
- Bring to the attention of school authorities any learning problems or conditions that may relate to their child's education.
- Provide and maintain up-to-date home, work, and emergency telephone numbers and other pertinent information to the school.
- Cooperate with school administrators and teachers.
- Control their child. *Under Family Code 33.01, a student's parent is legally liable for property damage proximately caused by (a) the negligent conduct of the student if such conduct is reasonably attributed to the negligent failure of the parent to exercise that duty, or (b) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.*

Goals of the ACE Program

The ultimate goal of the ACE program is to see its students complete the greatest amount of academic work in the shortest amount of time, which will lead to the student receiving a high school diploma. In order for this to occur, certain objectives must be fulfilled. These objectives are as follows:

Objective 1

The student will be provided an environment conducive to positive learning.

Strategies

Within the time span assigned to ACE, the student will:

- experience a professional atmosphere which will augment the learning environment of the students.
- receive positive reinforcement and encouragement by faculty and staff as they work in an academic manner.
- reinforce and encourage the positive behavior of his/her fellow students.
- be provided a classroom climate that makes each student feel safe.

Objective 2

After assessment, the student will be provided with a variety of academic opportunities which will lead to successful completion of the program.

Strategies

Within the time span assigned to ACE, the student will:

- concentrate on academic deficiencies, thereby fulfilling academic requirements.
- receive individual attention in problem areas of study which will lead to future academic success.
- show mastery in areas of academic need to receive credit.

Objective 3

The student will be aware of approaches to learning which enhance ability to use his/her mind in an organized fashion.

Strategies

Within the time span assigned to ACE, the student will:

- be involved in activities which provide a variety of systematic approaches to learning.
- be exposed to a variety of instructional experiences.
- utilize proper learning tools as directed by his/her instructors.

Objective 4

The student will be aware of the effects of social behavior on learning processes and thus learn to have acceptable relationships with peers and adults within a school setting.

Strategies

Within the time span assigned to ACE, the student will:

- receive information pertaining to the need for societal guidelines which allow for orderly conduct and operation within a school setting.
- be involved in activities which will encourage communication and understanding among students and staff.

be treated fairly and consistently in a system that uses punishments and rewards according to behavior in an attempt to prepare students for successful transition to society.

INTRODUCTION

This handbook has been prepared to provide useful information to all persons who should know the policies and procedures of the school.

The objective of The Learning Center is to provide an atmosphere and environment conducive to learning. The information contained in this handbook should guide everyone toward the accomplishment of these goals. These guidelines provide sufficient information to enable the student, the parents, and school personnel to work together with complete understanding and harmony -- assuming a cooperative attitude exists on the part of all people concerned.

It is hoped that parents, students, and staff members will become familiar with the contents of this publication.

All concerned with this handbook should recognize that it may become necessary during the school year to modify and change portions of this handbook to cover new situations as they arise. Suggestions for improvement will be appreciated as periodic revisions are made.

The Learning Center does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services. Mr. Ricky Stephens, Keene ISD Superintendent, has been designated to coordinate compliance with the nondiscrimination requirement of Title IX of the Education Amendments of 1972, as amended. Mr. Ted O'Neil has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The Learning Center does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the American Disability Act (ADA), interested persons should contact the home school campus.

CUT ON DOTTED LINE AND RETURN TO SCHOOL

RECEIPT OF HANDBOOK NOTICE

My child(ren) and I have received the STUDENT/PARENT HANDBOOK for The Learning Center. We understand the contents of the handbook and consent to the procedures and to the responsibilities and obligations set forth in this handbook and agree that my child(ren) shall be subject to all regulations.

Student's Signature

Date

Parent's Signature

Date

Preface

To Students and parents:

The ACE Program Student Handbook contains information students and parents are likely to need to ensure a successful school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents need to be familiar with the code of conduct contained within this handbook which establishes the consequences for inappropriate behavior, is required by state law, and is intended to promote school safety and an atmosphere for learning.

Regarding student records, federal law requires that "directory information" on students be released by the District to anyone who requests it unless the parent/guardian objects in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook is issued to the student.

Directory information ordinarily includes:

- _____ the student's name, address, and telephone number
- _____ date and place of birth
- _____ participation in officially recognized activities and sports
- _____ weights and heights of members of athletic teams
- _____ dates of attendance
- _____ awards received in school
- _____ most recent previous school attended

In exercise of your parental right to object, please check the items of directory information listed above that you wish the District to withhold about your child and return it to The Learning Center within 10 school days.

Signature of Parent/Guardian

Date

**NOTICE TO STUDENTS AND PARENTS
REGARDING SAFE AND DRUG-FREE SCHOOLS
(ACE Program)**

The Learning Center believes that student use and/or possession of alcohol, tobacco products, illegal or harmful drugs, guns, or other weapons is both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the possession, use, transmittal, or attempted transmittal of alcohol, tobacco products, other illegal or harmful drugs, guns, or weapons by students. It also prohibits students from being under the influence of such substances while under district jurisdiction. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

The Learning Center operates under the guidelines of the Discipline Management Plan of the Keene Independent School District. The Discipline Management Plan provides a range of disciplinary sanctions for alcohol and drug-related offenses and for possession of guns or weapons. Students may be suspended for up to three school days (for any number of times), removed to an alternative disciplinary program, or expelled; in addition, students found to be in violation of school policies which are possible violations of public law will be referred to the appropriate law enforcement agency(s). Procedural requirement for the imposition of suspension and expulsion are set out in the districts' policies at FOA, FOA(L), FOD, and FOD(L).

CUT ON DOTTED LINE AND RETURN TO SCHOOL

SAFE AND DRUG FREE SCHOOL NOTICE

My child(ren) and I have received the district's notice regarding safe and drug-free schools and understand that my child(ren) will be subject to school discipline and possibly to criminal prosecution if they are found to have violated these laws. Under state and federal laws, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on District property is also prohibited.

Student's Signature

Date

Parent's Signature

Date

**HEALTH REQUIREMENTS AND SERVICES
MEDICAL TREATMENT**

HEALTH SERVICES MEDICATION PERMIT FORM

The following school personnel are authorized to administer medication to students in accordance with the rules hereinafter stated: nurses, principals, teachers, counselors, instructional officers, secretaries and aides.

No medication of any kind shall be given to any student without specific written request from at least one parent or legal guardian and also signed by a doctor or health care provider. These requests shall be made on appropriate forms supplied at each campus. The medication shall be in the original prescription container. The container shall be labeled with the student's name, dosage, doctor, and the name of the medication.

If the dosage needs to be changed, a written order from the physician, a new medication permit form signed by the parent, and a new medication bottle with the correct dosage on the label shall be submitted prior to any medication being administered by the school-authorized employee.

NO MEDICATION SHALL BE BROUGHT TO SCHOOL IN BAGGIES OR IN IMPROPERLY LABELED CONTAINERS!

The first dose of medication shall be given at home in case the student is sensitive to the medicine. If medication is to be given at home and at school, request that the pharmacist divide the prescription into two containers.

No over-the-counter, non-prescription medication, such as Tylenol, cough medicine, vitamins or ointments shall be given or used during the school hours unless accompanied by a written request from a physician or dentist.

Name _____ Date _____
Medication _____
Condition for which medication is given _____
Clock time for medication _____
Dosage _____ Special Instructions _____
Physician/Dentist _____
Teacher _____
Duration medication shall be given _____

I give my permission for the above named child to receive medication as requested.

Signature of Parent or Guardian _____ Date _____

Signature of Doctor or Other Licensed Health Care Provider _____

The ACE Instruction Program

Admission

A student wishing to attend The Learning Center ACE program must meet the eligibility criteria. The student must be one or more of the following:

1. dropout
2. entering the third year of high school, not expected to graduate in four years and credit deficient
3. at risk of dropping out of high school
4. teen parent
5. pregnant
6. a reason acceptable to the staff of The Learning Center

A student wishing to attend The Learning Center ACE program must complete an ACE school application. This application will be reviewed by the staff of The Learning Center to determine eligibility and acceptance.

Upon acceptance the student will be placed in the academic program at the ACE program. The API is a self-paced instructional packet system that allows a student to work at his/her own pace and earn high school credits. The student will be required to have at least 22 credits and meet the minimum state requirements to receive a diploma and graduate from The Learning Center. A high school diploma from The Learning Center will be awarded. Students can also earn a high school diploma from their home campus if they meet all guidelines set forth in policy by their home district. Each required part of the exit-level STAAR must be successfully passed, also.

API- a self paced instructional program that allows the student to earn high school credit. Core courses will be offered in language arts, social studies, mathematics, and science. Numerous elective courses will also be available to choose. Advanced courses beyond district requirements for graduation will not be offered. Each student will be required to complete as much work as possible each six weeks period. Credits will be awarded as they are finished. A minimum number of completed credits each semester will be required. Grades earned in the ACE program will be available to the student's home campus or parent upon request, and official updates will be given at the end of each semester. Students may progress as quickly as they show mastery which will allow maximum progress in each subject.

Every possible effort will be made to assist students in academic areas where there is a deficiency. Teachers will employ a variety of techniques to assist students in acquiring knowledge and being successful. One of the goals of the ACE program is to assist students in improving their present academic and behavioral circumstances. Students must show a willingness to make a serious effort to master academic requirements. Strong emphasis will be placed on individual effort. At the completion of the program, a high school diploma will be awarded if the student has met all state requirements for graduation, including taking and passing all parts of the Exit level TAKS test.

CODE OF CONDUCT and GENERAL GUIDELINES

ARRIVAL, DURATION, AND DEPARTURE

- School starts promptly at 8:00 am and ends at 12:10 pm.
- When students arrive on campus (regardless of the time) they should report to the designated area immediately. If a student is tardy, he/she should report to the office before going to the classroom.
- Students who enter the classroom after 8:00 will be considered tardy.
- Any student leaving The Learning Center early **must** be checked out through the office.
- An afternoon session from 1:00 until 3:30 is available to students that were on time and present in the morning session and worked at a pace acceptable to the teacher.
- **STUDENTS WILL NOT LOITER AROUND THE CAMPUS, NEIGHBORING HOMES, YARDS, OR VEHICLES.**

ATTENDANCE

WE WANT YOU HERE!!!

REGULAR ATTENDANCE IS ESSENTIAL TO SCHOOL SUCCESS.

Regular attendance is essential for the student to make the most of his/her education, to benefit from activities, to build each day's learning on the previous day's, and to grow as an individual.

It is also the law in Texas:

- A child between the ages of 6 and 18 is required to attend school each day during the instructional year unless otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. These requirements also apply to any District-required tutorials sessions. A student absent without permission from school, from any class, or from required tutorials will be considered truant and subject to disciplinary action.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a full semester or for a full year. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the **attendance review committee** finds that the absences are the result of extenuating circumstances, such as:

1. an extracurricular activity or public performance, subject to approval by the board of trustees
2. required screening, diagnosis, and treatment for a Medicaid-eligible student
3. a documented health care appointment - if the student begins classes or returns to school on the same day as the appointment
4. a temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illnesses or illness or death in the immediate family
5. a juvenile court proceeding documented by a probation officer

6. an absence required by state or local welfare authorities
7. family emergency or unforeseen or unavoidable instance requiring immediate attention
8. approved college visitation

If the committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee determines, however, that there are no extenuating circumstances, the student or parent may appeal the decision to the Board of Trustees by filing a written request to the Superintendent.

Upon the student's return from an absence, he/she must bring a note signed by the parent/guardian describing the reason for the absence. However, just because a parent gives the student permission to miss school does not mean the absence will be excused. A note signed by the student, even with the parent's permission, will not be accepted. Parents should notify The Learning Center at **817-774-5370** by 9:00 am on EACH day the student will be absent.

A student assigned to The ACE Program must make up all days absent unless the administrator and/or superintendent determines otherwise because of extenuating circumstances. An excessive number of absences and/or tardies could result in the student being withdrawn and sent back to his/her home campus and could result in the loss of credit earned.

- . An absence of three (3) or more days in a row may require a note from a doctor or health caregiver.
- . Disciplinary action will be taken for any unexcused absences.
- . Excessive absences will result in the following procedures:
 - . contact with the student
 - . contact with the parent/guardian
 - . contact with the home school campus and/or
 - . contact with juvenile probation, truancy officer, or appropriate court
- . The Learning Center will uphold and enforce the state's compulsory attendance laws and will request assistance from the courts as needed.
- . Attendance will be cumulative from each school attended for each semester and appropriate action will be taken based upon cumulative attendance (court action, appeals, etc.).

CELL PHONES

Cell phones are not allowed in the classroom under any circumstances.

CHEATING

Students are expected to do their own work. Copying from another student's work or sharing answers without the teacher's permission is cheating and will result in disciplinary action being taken. This applies to both written work and computer work.

CLOSED CAMPUS

The Learning Center operates on a closed campus basis. This means that once students have arrived on campus, they will not be allowed to leave campus without permission until the end of the school day.

COMMUNICABLE DISEASES/CONDITIONS

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse/principal so that other students who have been exposed to the disease may be alerted. A list of the communicable diseases/conditions may be obtained from the school nurse.

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. In general, a parent or student should first raise the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent of the home school district. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific complaint processes for the following:

- discrimination on the basis of gender
- sexual abuse or sexual harassment of a student (see section on sexual harassment)
- loss of credit on the basis of attendance
- teacher removal of a student for disciplinary reasons
- removal of a student to/from a disciplinary education program
- expulsion of a student
- identification, evaluation, or educational placement of a student with a disability
- instructional materials
- on-campus distribution of non-school materials to students
- complaints against District peace officers

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and on approved instructional purposes only. Students that violate the intended use of the computer resources could be denied the privilege of using any and all of the computer equipment in the classroom and could be suspended from school.

CONDUCT

Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and District staff. Student cooperation and respect for property of others, including District property and facilities are essential to the maintenance of facilities, safety, order, and discipline. Attending classes, being on time, being prepared for class, using appropriate materials, and completing assignments are expected. Students are to be well groomed and dressed appropriately.

As required by law, the District has developed a code of conduct (discipline plan) that establishes behavior standards and consequences for failure to abide by the standards. Students and parents need to be familiar with these standards in order to avoid violations and subsequent consequences.

Unwanted and unwelcome conduct of a sexual nature - words, gestures, or any other sexual conduct, including requests for sexual favors - directed toward another student or a District employee is unacceptable.

Under state and federal laws, a student is not allowed to possess, sell, give away, or use **alcohol, illegal drugs, tobacco products, guns, or other weapons** on school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on District property is also prohibited.

COUNSELING

Counseling is available to students assigned to The ACE Program. Keene ISD and other participating districts in the cooperative will not be responsible for any expenses incurred for outside counseling which may be secured by students and/or their parents.

Counseling services are available for ACE students including the potential for limited student involvement in small group discussion and/or individual counseling. Additional time may be scheduled for counseling/answering questions as requested by the parent/guardian.

CREDIT BY EXAM

Students will be given the opportunity to take exams for credit two times per year. Qualification requirements and the test schedule will be provided. Fees will be paid by the home school.

DISCIPLINE

The discipline plan for The ACE Program is as follows:

First Offense

Student will be warned by teacher/staff. A conference with the ACE principal will result. Student will be made aware that changes in behavior must occur or the result will be a suspension from school.

Second Offense

Student will be referred to principal and will be suspended at home for one day. Parent and home school will be notified.

Third Offense or Serious Offense

Student will be referred to principal and will be suspended at home for two days. Parent and home school will be notified.

Fourth Offense or Serious Offense

Student will be referred to principal and will be suspended at home for three days. Parent and home school will be notified. After the suspension, student will be withdrawn from the ACE program. It is the decision of the home school to determine the next educational placement.

The Learning Center will utilize the Student Code of Conduct of the Keene Independent School District. A copy of the code is on file in the Administration office.

DISRUPTIONS

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, disruption, riot, sit-in, walk-out, blocking of entrances, etc.

DISTRIBUTION OF MATERIALS

All school publications are under the supervision of the teacher, sponsor, principal, and/or Superintendent. Non-school materials such as written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or non-student without prior approval of the principal. Materials displayed without authorization will be removed. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student or non-student will have a reasonable period of time to present his/her viewpoint. Any student who posts material without prior approval will be subject to disciplinary action.

DRESS CODE AND GROOMING

Since personal appearance has a direct bearing upon an atmosphere conducive to learning and appropriate behavior, and since propriety of dress and neatness in grooming is reflected in the general welfare of the school, students are expected to come to school appropriately dressed and neatly groomed in compliance with the dress code for the ACE students. Clothing should be clean and in good repair.

The student's dress and grooming must be in accordance with the policies of The ACE Program.

DRESS CODE RULES ARE:

Hair

- Hair will be neat, clean and well groomed
- Hair must not obstruct the student's vision or a view of the student's face
- Hair must not be extreme in either color or style
- Facial hair is limited to neatly trimmed mustaches--no beards or goatees.
- Sideburns must be cut in line with the bottom of the ear lobe

Clothing

- Clothing will be neat and clean, and modest in nature
- Shorts, skirts, and similar attire are acceptable providing they meet the requirements of modesty. The length of this attire is comparable to walking shorts (knee length).
- Spandex, ragged cut-offs, short shorts, athletic shorts, or other questionable apparel is not permitted.
- Pants will be worn at waist level. Torn pants, pants with holes in inappropriate areas, and baggy pants are not permitted. Overalls must have straps fastened in the proper manner. Coveralls are not permitted.
- Sleeveless apparel is permitted provided it has a finished edge, comes even with the shoulder and has a standard sized arm hole. Muscle shirts, tank tops, halter tops, strapless garments, backless garments, and bare midriff garments will not be allowed.
- Tattoos must be covered.
- Clothing with suggestive or obscene writing and/or drawings, advertising alcohol, tobacco, any illegal substance(s), or anything deemed inappropriate by the administration will not be allowed. Violators will wear their shirts inside-out for the day, and not be allowed to wear the shirt to school again.
- Caps, hats or headbands are not allowed.
- Shoes, boots or sandals with a back strap must be worn at all times. No “flip flops” or house shoes are to be worn to school.
- No smocks or hospital cover ups (scrubs) are permitted.
- No bandannas or other gang-related apparel is allowed. This includes any jewelry that is identifiable as gang related.
- No tongue rings, body or face piercing ornaments will be allowed.

Exceptions to the rules will be made if an assigned student is prohibited from wearing requested attire due to religious doctrine.

Because fads in dress are subject to sudden and sometimes radical change, final decision of acceptable dress and grooming rests with school administration.

Students who do not come to school in proper attire will be asked to:

- Fix it (if possible)
- Call parents to bring them appropriate clothes
- Spend the day in isolation

If a student repeatedly violates the school dress code, he/she could be suspended or withdrawn and returned to the home campus.

EARLY ARRIVALS

Students who arrive early will wait in the designated area. At no time will students remain in their cars.

EARNED PRIVILEGES

Students may earn privileges through classroom self-discipline and cooperation in accordance with prescribed behavior policies. Students are allowed a break in the morning **if** they have earned the privilege.

EMBRACING

Embracing, holding hands, or public displays of affection are not considered proper conduct for students. This type of conduct will not be allowed.

EMERGENCY MEDICAL TREATMENT

If a student should have a medical emergency at school or a school-related activity when the parent/guardian cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents are asked to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up to date. Having current information will be of critical importance should an accident or injury occur that requires medical attention. **Please contact the school to update any information.**

Districts in the cooperative alternative school are not responsible for medical costs associated with a student's injury. Students and parents should contact the home school campus for information regarding available student insurance.

EMERGENCY PROCEDURES

From time to time, students and staff will participate in drills of emergency procedures. During such drills, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drill Instructions

The purpose of the fire drill is to train students and staff to leave the building quickly and in an orderly manner in case of an emergency and to teach self-control in times of emergency. **Posted diagrams in each classroom provide exiting procedures.**

Tornado Drill Instructions

During a drill or if a real tornado occurs, students and staff should move immediately to the designated area. Students should crouch on elbows and knees, facing interior walls, with hands clasped behind their heads and remain there until the return signal is given. Students must not stop under glass windows. Students must not run and should obey all instructions quickly and quietly.

EXPULSION

Per the Texas Education Code, a student **must** be expelled for the following offenses committed on school property or while attending a school-sponsored or school-related activity on or off school property that require expulsion.

1. Use, exhibition, or possession of:
 - a. A firearm as defined by Texas Penal Code.
 - b. An illegal knife as defined by Texas Penal Code or by local policy.
 - c. A club as defined by Texas Penal Code.
 - d. A prohibited weapon as listed in Texas Penal Code.
2. Retaliation against a school employee in connection with one of the offenses listed in 1-2 above, whether committed on or off school property or at a school related activity.

3. Conduct containing the elements of:
 - a. Aggravated assault, sexual assault, or aggravated sexual assault under Texas Penal Code.
 - b. Arson under the Texas Penal Code.
 - c. Murder, capital murder, or criminal attempt to commit murder or capital murder under Texas Penal Code.
 - d. Indecency with a child under Texas Penal Code.
 - e. Aggravated kidnapping under Texas Penal Code.
 - f. Conduct related to an alcohol or drug offense that is punishable as a felony.

A student **may** be expelled for the following offenses if the student:

1. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of:
 - a. Any amount of marijuana or a controlled substance in any amount not constituting a felony offense.
 - b. Any amount of a dangerous drug in an amount not constituting a felony offense.
2. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if punishment is less than that of a felony.
3. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.
4. Continued serious or persistent misbehavior that violates the district's student code of conduct while the student is placed in an AEP.
5. Criminal mischief, if punishable as a felony, whether committed on or off school property or at a school related activity.

Terms of expulsion shall deny the student access to all district activities and school property.

Federal law requires that a student expelled for a firearms violation must be expelled from the student's regular campus for a period of at least one year, subject to individual modifications made by the superintendent.

EXTRACURRICULAR ACTIVITIES

Students who are assigned to The ACE Program may return to their home school or be on any other school campus or school property before or after school for any meeting, rehearsal, or extracurricular activities only with prior approval of the home school principal. **If students are found on school property without prior approval, they can be ticketed for trespassing.**

FACILITIES

The facilities for The ACE Program are located on the campus of The Learning Center. Every effort will be made to keep these facilities neat, attractive, and comfortable. Students are expected to keep all areas clean, refrain from destroying or defacing property in any manner, and report any items that warrant cleaning or repairs. Students are expected to take pride in keeping their campus looking attractive.

FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student is provided his/her own pencils, paper, erasers, and notebooks but may be required to pay certain other fees or deposits, including:

- costs for materials for a class assignment/project that the student will keep
- voluntary purchase of pictures, publications, class rings, yearbooks, graduation announcements, etc.
- voluntarily purchased student accident insurance
- fees for lost, damaged, or overdue library books or textbooks

FIGHTING

For our purposes at The Learning Center, fighting will be defined as a "mutual combat that results in physical contact, bodily injury, or where one student knowingly and intentionally assaults another student". The principal or designee may contact the police department/SRO when there is a fight or assault. Once the police department/SRO has been notified by the school, it will be the discretion of the officer who responds as to whether an arrest should be made.

FUND RAISING

Fund raising is not permitted on school property except with specific approval by the principal or designee.

GANGS AND GANG ACTIVITIES

The presence of gangs and/or gang activities can cause a substantial disruption of, or material interference with school and school activities. A "gang" is defined in this policy as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a "gang" is a prohibited fraternity, sorority, or society as defined by Texas Education Code 4.20 and 4.21. Youth gangs are often loose knit groups of individuals who associate with each other on a continuous basis. By this policy, the Board acts to prohibit existence of gangs and gang activity at school.

Prohibitions:

Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on a school bus.

Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Promoting the interest of any gang or gang activity, including but not limited to:
 - Soliciting others for membership in a gang
 - Requesting any person to pay protection or otherwise intimidating or threatening any person
 - Threatening any person

- Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others

Any student in violation of this policy shall be subject to disciplinary action. Suspension and expulsion will be the two main means of punishment.

GOVERNMENTAL AUTHORITIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal or designee ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order under the conditions set out in Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal or designee will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent of the student's home school and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

HOMEWORK

Homework may be assigned at the discretion of the teacher and/or principal, and grade penalties will be assessed for failure to successfully complete such assignments.

ILLNESS OR INJURY

In case of serious injury or illness of a student during the school day, reasonable attempt will be made immediately to notify the parent/guardian. If neither parent/guardian can be reached and the student appears to be seriously ill or injured, the school will get immediate medical attention for the student. If an ambulance is necessary, the parent/guardian will be responsible for the total cost.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. Students participating in The ACE Program will continue to be officially enrolled at their home school and will be required to satisfy the requirements of that district.

INTERROGATIONS AND SEARCHES

Searches of a student and/or property of the student may be conducted based on a reasonable suspicion of the presence of an item violating Board policy, the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given. Vehicles on school property are subject to search under the same standard.

Lockers and/or storage areas are property of the school and remain under school jurisdiction when assigned to an individual student. The school reserves the right to inspect all lockers and similar storage areas at any time. Searches may be conducted at any time there is reasonable suspicion to do so whether or not the student is present.

Searches of a student's outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all, of the examples of circumstances supporting reasonable suspicion:

- smell of alcohol on breath
- present inability to communicate coherently
- dilated pupils/bloodshot eyes
- odor of marijuana
- canine alert on one's locker, desk, books, vehicle, etc.

Students can periodically be checked at the beginning of the day with a metal detector.

LEAVING CAMPUS

If a student needs to leave The Learning Center during the school day for any reason, the parent/guardian or authorized individual must come to the office and sign the student out. A student who leaves campus without permission will be subject to disciplinary action.

MEDICATION AT SCHOOL

A student who must take prescription or non-prescription medicine during the school day must bring a written request signed by the parent and the doctor and the medicine, in its original, properly labeled container, to the office. The principal, teacher, or designee will either give the medicine at the proper time/s or give the student permission to take the medication as directed. The student must take the medication in the presence of a staff member and in accordance with written directions, unless extenuating circumstances prevail. Medication is defined for these purposes as any prescribed or non-prescribed drugs.

PAGING DEVICES

Local policy which is in compliance with Texas Education Code states the following:

Students shall not possess a paging device while on school property or while attending a school-sponsored activity on or of school property, unless the student in attendance is attending in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical service organization. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A person who discovers a student in violation of this policy with possession of a paging device shall report the violation to the principal, who shall confiscate the device.

A pager or cellular phone will be confiscated by The Learning Center pursuant to the state law (Texas Education Code) which became effective June 14, 1989, and makes no provision for ownership, only for possession by a student. Confiscated paging devices and/phones may be returned the first time they are brought to school. The second time these devices are forfeited to the parent with the instructions that they are not to be brought on campus. If confiscated again, the student will face further disciplinary action which could be additional days added to the assigned time at the ALC.

Students in violation of these laws will receive disciplinary action or consequences by the school administration for possession of this device on school property, including school vehicles.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and that includes parents, teachers, administrators, and the Board of Trustees.

- A parent/guardian has the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his/her child.
- A parent/guardian has the right to review his/her child's attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to his/her child.

- If an instructional activity in which the student is scheduled to participate conflicts with the parent's/guardian's religious or moral beliefs, the parent may temporarily remove the child from the activity. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the student must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Parents/guardians are strongly encouraged to participate in parent-teacher conferences that may be necessary and are required to participate in the original intake conference when the student is assigned to ABLE.

PERSONAL ITEMS

- Personal property brought to school is limited to essential needs for academic and personal maintenance. Large handbags, book bags, notebooks, and any other nonessential items are not allowed. Regular purses are acceptable unless misuse deems otherwise. Purses are subject to search by school personnel at any time.
- Anything other than essential items is not to be brought to school. All personal items will be checked in at the beginning of the school day and returned upon departure from school.
- Gum, candy, radios, tape players cell phones/pagers and other items of this type are not to be brought to school.
- Tobacco, matches, lighters, illegal substances, guns, weapons, knives, or other disruptive items are not allowed to be in the possession of any student in The Learning Center's ACE program. They will be confiscated and not returned. Inappropriate items may be confiscated and/or disposed of, and the student will be appropriately disciplined. Parents and home school administrators will be notified if conditions warrant.

PEST CONTROL INFORMATION- 8-24-2015

The District contracts with an outside firm to do monthly checks for pests. Additional information can be obtained from the school office or Ted O'Neil at 817-774-5370.

POLICE INVOLVEMENT

It is the policy of The Learning Center to work in cooperation with the police and security personnel necessary to achieve the purpose of the policies as hereby authorized. The ultimate goal of such cooperation is the safety of students and school personnel. This policy can apply to any criminal activity under standard provisions of the law.

PRAYER and/or MEDITATION

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation.

PRINCIPAL/COUNSELING ACCESS

Students have reasonable access to the principal and to the counselor. Students may sign a request with their teacher to see the principal or counselor, but may not be directly released to see the principal or counselor without prior arrangement with the principal or counselor.

REPORT CARDS AND PROGRESS REPORTS

Grades will be reported to the student's parent/guardian on a regular basis. The ACE school teachers will prepare and they will be mailed by the office. Progress reports will be mailed from the ACE program as deemed necessary by the staff.

RESPECT FOR AUTHORITY

Each staff member's authority extends to all areas of the school. Students must comply with any reasonable request. All staff members are to be treated with courtesy and respect. In turn, all students will be treated with courtesy and respect.

RESTROOM USAGE

There are restrooms in the classroom facilities and will be available when necessary. Misuse of these privileges may result in disciplinary action being taken.

SAFETY/ACCIDENT PREVENTION

Student safety on campus or at any school-related activity is a high priority. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the code of conduct and any additional rules for behavior and safety set by the principal, teachers, and/or bus drivers.
- Remain alert and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes, signals, and procedures.
- Follow immediately the instructions of teachers, bus drivers, and other staff who are overseeing the welfare of students.

SCHOOL BUSES OR OTHER VEHICLES

Students are expected to assist District staff in ensuring that buses and other school vehicles remain in good condition and that transportation is provided safely. When riding in school buses or other school vehicles, students must:

- Follow the driver's directions at all times.
- Board and leave the vehicle in an orderly manner at the designated spot.
- Keep books, personal items, feet, and any other objects out of the aisle.
- Not deface the bus and/or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not smoke or use any form of tobacco or an illegal substance.

Misconduct will be punished, and bus riding privileges may be suspended.

SEATING ARRANGEMENTS

All students will be assigned a study area in which to work. Students are expected to stay seated and working at their assigned desk unless seeking teacher assistance. Failure to do so can result in disciplinary action. Seating arrangements are changed periodically.

SELF-PACED, MASTERY LEARNING

Students in The ACE Program will primarily work in the self-paced study packets of the American Preparatory Institute (API) curriculum.

- Students must earn a minimum of 70% on each portion of the course work before progressing to the next portion. The program is a self-paced independent learning program. This means that students will be given the time they need to do quality work without time restraints from other students. A student who is not progressing at a rate that is acceptable to the teacher will be cautioned about his/her progress and may be referred to the principal and/or counselor.
- Grade penalties could be assessed for students not progressing at a rate acceptable to the teacher and/or principal.
- Students are expected to be actively engaged in their course work every day consistently making a serious effort to master the objectives. A student who is "socializing", "shuffling papers", "sleeping", or otherwise "wasting time" is not considered to be actively engaged in learning and will result in disciplinary measures being taken.

SEXUAL HARASSMENT/SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or the home school Title IX coordinator.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the code of conduct.

The District will notify the parents and home school administrator/s of all students involved in sexual harassment by student/s when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student

and/or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator.

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board of Trustees at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

SNIFFER DOGS

In accordance with Keene ISD policy, dogs will be brought onto the campus on a random basis to search for illegal materials. In the event that the dog alerts to illegal materials, the police could be notified. If the police department is notified by the school, it will be the discretion of the officer who responds as to whether an arrest should be made. Parents and the home school campus officials will be notified.

STUDENT ASSIGNMENTS

- Students will receive basic assignments from the American Preparatory Institute (API) curriculum. This program requires mastery learning and is self-paced within the guidelines of the program. Use of handouts, packets, and computer programs combine to cover all essential elements required by the State of Texas. Students are required to complete all portions of each course before credit may be awarded. A student must complete each task with a minimum of 70% mastery before moving to the next task.
- Any help needed with assignments will be given by the teacher or designee. Assistance given from another student without permission may result in both students being disciplined and/or losing credit for work done.
- Grades are determined by teacher standards for each class. The grades are proportionately determined. Please be aware that both grades and the number of completed objectives must be considered in evaluation of the student's progress.
- Notebooks, books, and other materials are to be kept in class as per teacher instruction. Books, packets, etc. are not available to be taken home. Students who write in packets or in any way damage packets or other program instructional materials will be expected to pay for its replacement.
- Each student is responsible for completing all assigned work.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

For students in The ACE Program, the principal of the home school campus is the custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the district, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- working with the student;
- considering disciplinary or academic actions, the student's case, and Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- compiling statistical data; or
- investigating or evaluating programs

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student. Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort too notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to request a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U S Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a reasonable cost. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

SUPPLIES

Students assigned to ACE will be furnished with the supplies necessary to do the required work. No outside materials should be brought to school by the students without specific permission.

TARDINESS

Any student who is not in the classroom by 8:00 am will be considered tardy and will be subject to disciplinary action. If an excessive number of tardies occur, the student may be withdrawn and sent back to his/her home campus.

TELEPHONE USE

The school telephone is for business purposes. Students may use the telephone for emergencies only. Telephoning for a ride will take place at the end of the scheduled class time. Parents are asked not to call students unless it is absolutely necessary.

TESTING

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessments tests. Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. Assignment to The ACE Program does not exempt a student from required state assessment tests unless the student is otherwise exempt for reasons stated above. Students will be notified of state assessment testing dates and locations.

TRANSPORTATION

Keene ISD will not provide transportation. The transportation of students to and from The ACE Program will be the responsibility of the parent/guardian and/or the home school campus. Students who transport themselves to school will not be permitted to loiter on the school campus or to sit in their vehicles.

UNSAFE SCHOOLS

Each school district receiving assistance under Title 1, Part A of the Elementary and Secondary Education Act must allow a student to attend a safe public elementary or secondary school within the District, including a public charter school, if the student:

1. Attends a persistently dangerous public elementary or secondary school, as defined by the state's education agency; or
2. Becomes a victim of a violent criminal offense while in or on the grounds of the school the student attends.

VEHICLES ON CAMPUS

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his/her vehicle and must make certain that it is locked and that the keys are not given to others. Students may not sit in their vehicles, and students are not allowed to return to their vehicles until dismissal at the end of the school day. A copy of the student's driver's license and proof of insurance is required before a student can park his/her vehicle on campus property.

VISITORS TO CAMPUS

Parents, home school administrators, teachers, and other visitors are welcome to visit The Learning Center. For the safety of the school and those within it, all visitors must report directly to the office where they will receive a pass to the appropriate location. All visitors must check in with the office as soon as they arrive on campus and should notify the office as they leave. Unauthorized visitors will be asked to leave campus immediately. If necessary, police escort will be requested. Visits to individual classrooms during instructional time are permitted only with approval of the principal and/or teacher if their duration or frequency does not interfere with the normal school environment.

ASBESTOS NOTIFICATION—8/24/2015

Keene ISD is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have questions about the plan, please notify Ted O'Neil at 817-774-5227.

BULLYING

Bullying is prohibited on school property. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district or the DAEP campus. If you think you are being bullied, please report that to your teacher or the office.