

NORTH EAST ALTERNATIVE CENTER GUIDELINES

North East Independent School District

103 W. Rampart / San Antonio, TX 78216-6700
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NEAC DRESS CODE ALTERNATIVE HIGH SCHOOL

Alternative High School requires all students to wear a uniform that consists of:

1. White collared short sleeve polo style shirt with buttons on the front (V neck without buttons does not meet dress code standard)—always tucked in at the waist (no logos). Undershirts must be white or gray only.
2. Long Khaki pants worn at the waist—no shorts or capris
3. Plain brown or black belt – no studs, spikes or designs
4. White tennis shoes with white shoelaces and white socks
5. Hoodies: white or gray (no logos). To be worn during cold weather ONLY!
6. No jewelry of any kind. This includes, but is not limited to rings, earrings, watches, bracelets, etc.

ALTERNATIVE MIDDLE SCHOOL

Alternative Middle School requires all students to wear a uniform that consists of:

1. White collared short sleeve polo style shirt with buttons on the front (V neck without buttons does not meet dress code standard)—always tucked in at the waist (no logos). Undershirts must be white or gray only.
2. Long Khaki pants worn at the waist – no shorts, capris, or cargo pants
3. Brown or black belt – no studs, spikes or designs
4. White tennis shoes with white shoelaces and white socks
5. Hoodies: white or gray (no logos). To be worn during cold weather ONLY!
6. Home campus uniforms are permitted for students who attend a uniform-required school. However, a collared polo shirt with buttons on the neckline is required. No shorts or capris. Undershirts must be white or gray only.
7. No jewelry of any kind. This includes, but is not limited to rings, earrings, watches, bracelets, etc.

***NO CELL PHONES ALLOWED (See page 4.)**

Please note:

An enrollment/intake conference is required when a student is assigned to the Alternative Program. A conference is also required upon withdrawal from NEAC. *Student and a parent/guardian must meet with an Administrator in both conferences.* Call 210-442-0609 for your appointment.

NEAC is a safe and caring alternative program that is responsive to the needs of students from widely differing backgrounds from all across the district. We provide academic and social support that encourages students to refocus their efforts to reach their full potential.

OBJECTIVE

The objective of NEAC is to provide a highly structured environment and learning program. Emphasis is on assisting and supporting the student in developing responsible behaviors. The program is designed to allow the student to make choices for positive improvements.

PROGRAM DESCRIPTION

*Students will abide by the stated **NEISD Student Code of Conduct**. In addition, the NEAC rules and regulations must also be observed.*

Courses will focus on the North East Curriculum, and self-discipline (SB 1, Chapter 37.008). Educational and behavioral needs will be addressed. Courses of study are sequenced as closely as possible to other NEISD school courses.

Counseling services will be provided on an individual basis and in-group sessions.

REFERRAL PROCESS

The home campus principal makes the recommendation for a student to attend NEAC to the Pupil Personnel Hearing Officer. The Hearing Officer refers a student to NEAC following an evidentiary conference regarding the misconduct. The principal's recommendation should be based on the Discipline Options outlined in the NEISD **Discipline Management Program** and the **Student Code of Conduct**.

The NEAC is an extension of the NEISD Discipline Management System. It is designed for the student who is in danger of expulsion for serious and/or persistent misbehavior. The NEAC principal makes the recommendation for an expulsion and the Hearing Officer of the NEISD Pupil Personnel Services may assign a student to the Bexar County Juvenile Justice Academy (BCJJA) following an expulsion hearing.

The NEAC disciplinary step-process reflects the disciplinary actions the student has accumulated prior to placement at NEAC.

LENGTH OF ASSIGNMENT

The Hearing Officer of the NEISD Pupil Personnel Services shall set a term for a student's placement at NEAC. A student may be expelled from NEAC for violating the **Student Code of Conduct**. A student may return to the home campus after successfully completing the term of placement at NEAC.

Criteria for Successful completion are:

- Having attended successfully for the required assignment
- The student must maintain a minimum grade of 70 during the placement.
- The student must meet the above criteria and also be at Level 4 before he/she can return to the home campus.
- Satisfy the requirements of Alternative Discipline Education program should the student qualify.
- Consistent appropriate behavior

TRANSPORTATION

Transportation will be provided from the student's cluster high school home campus. (See transportation schedule). Transportation is a privilege. Disruptive behavior may result in a suspension from the bus and/or permanent removal from the bus.

CAFETERIA

All food will be consumed in the cafeteria. Hot meals are available, and beverages can be purchased if the student chooses to bring his/her lunch. Breakfast is \$.95 and lunch is \$2.05. Free and reduced meals are available for students who qualify \$.30 for breakfast and \$.40 for lunch. Students are not allowed to share food with other students in the cafeteria.

** A student is not permitted to bring more than \$10.00 to school. The parent may request in advance a special exception for this rule under extenuating circumstances

TEXTBOOKS

Textbooks and all instructional materials will be provided by NEAC. The student is responsible for proper care of the books. Students are not permitted to bring school supplies of any kind.

CLINIC

NEAC has a nurse who serves all the programs on campus. Parents are required to bring prescription medications with appropriate physician documentation. The nurse will administer any prescribed medications.

NEISD STUDENT CODE OF CONDUCT

NEISD's *Student Code of Conduct* is published in the *Student-Parent Handbook for High School and Middle School Students*. All behavioral standards apply to NEAC.

SEARCHES AND INTERROGATIONS

In accordance with the NEISD *Student Code of Conduct*, a student's outer clothing, pockets, or property may be searched at any time.

In the context of school discipline, a student has no claim to the right not to incriminate himself/herself. Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students.

SEXUAL HARASSMENT

NEISD believes that every student has the right to attend District schools free from all forms of discrimination on the basis of sex, including sexual harassment.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to do so. Sexual harassment consists of unwelcomed sexual advances, request for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature directed toward any other individual. If a student is sexually harassed he/she should contact a staff member immediately.

BULLYING

The district prohibits bullying (including cyber-bullying) as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Bullying occurs when a student or group of student engages in written or verbal expression or physical conduct that:

1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

PERMISSIBLE ITEMS

1. Student ID
2. Bus Pass
3. Lunch money
4. House key

PROHIBITED ITEMS

A student is not to bring or to use on school premises cell phones, radios, ear phones, tape recorders, cameras, tape players, CD players, cigarette lighters, IPODS, MP3 players, laser pointers, or other items determined by school officials to be nuisances.

Specifically **PROHIBITED** at NEAC are:

1. **CELL PHONES** (this change is different from last year)
2. Hats, caps or bandannas.
3. Indecent or inappropriate patches, writings, or drawings on clothing; such as, offensive, inflammatory advertising or statements promoting alcoholic beverages, sex, tobacco, drugs, gangs, or violence, etc.
4. Backpacks, book bags, or purses
5. Other items which, in the opinion of NEAC staff, are indecent, distracting, or disruptive to the educational environment.
6. Jewelry

ANY items that are **NOT PERMISSABLE** will be confiscated and referred to the parents at the end of their placement.

ATTENDANCE

Students must bring a note from a parent/guardian explaining an absence upon return to NEAC. If a student's absences in a class exceeds 9 per semester (less than 90% attendance), the absences must be made up for the student to earn credit. A NEAC student is allowed to attend the NEISD Saturday School to make up excessive absences. *The fee for each day of Saturday School is \$8.00.*

Middle School Students will report to school no later than 7:45 AM. High School Students will report to school not later than 8:00 AM. All students are to report to class on time. A student who reports to class after the specified time is reported as tardy. A student who reports to class more than 15 minutes late is reported as absent.

Parents/Guardians must call NEAC before 9:30 a.m. if the student is absent. If a student misses three or more consecutive days for an excused absence (documentation required), arrangements for picking up homework may be made by calling the NEAC office at 442-0609. Please allow twenty-four hours notice for collecting assignments.

RESTRICTIONS FROM NEISD PROPERTY AND ACTIVITIES

1. A student assigned to NEAC *is prohibited from attending all school sponsored or school related activities, including athletic events.*
2. A student is prohibited from being on any NEISD property, other than the NEAC campus, unless the appropriate authority has granted permission.

⇒ ***Students are only allowed in the designated bus pickup and drop off area on their cluster high school home campus.***

⇒ *Students who violate this policy will be subject to arrest for criminal trespass (Texas Penal Code, Section 30.05)*

EXPECTATIONS

Students assigned to NEAC are expected to comply with the following guidelines.

GROUND RULES

A student shall:

1. Arrive in compliance with NEAC dress code prepared to learn.
2. Respect the rights and the property of others.
3. Follow all instructions and rules in a cooperative manner.
4. Accept redirections and consequences appropriately.
5. Use appropriate language and behavior at all times.
6. **Not leave campus without administrative permission.**

DISCIPLINE AND STEP PROCESS

Students will follow the outlined Level System that was explained at the time of intake.

⇒ **Violent and/or other disruptive behavior can result in immediate removal and may result in a recommendation for expulsion.**

⇒ **BEHAVIOR MANAGEMENT ACTIONS**

To increase appropriate student behaviors and reduce inappropriate ones, the following behavior management actions may be taken at NEAC:

Management Actions

- Direct teaching of acceptable behavior
- Clarification of rules
- Redirection
- Reinforcement/Reward
- Supervised time out in office for 10 minutes
- Debriefing
- Refer to Counselor
- Refer to Administration

Administrative Behavior Management Actions

- Student conference with administrator

- Lose credit for the day
- In School Suspension
- If unable to contact parent, overnight suspension requiring parent to come to campus for conference the following day
- Partial day suspension with parent notification.
- Suspension 1-3 days with parent notification
- Expulsion from NEISD to JJAEP
- ARD to review program and placement of special education student

⇒ *Special Education support and classes are available per the student's IEP.*

In accordance with Title VI-Civil Rights Act of 1964, Title IX-Education amendment of 1972, Section 504-Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1992, the North East Independent School District does not discriminate on the basis of race, color, national origin, age, sex or handicap

ALTERNATIVE HIGH SCHOOL DAILY SCHEDULE

Students entering AHS will be given their class schedule at the admission conference at NEAC. Advisory begins promptly at 8:00 AM. Breakfast is served at 8:20 AM and school ends at 3:45 PM

Students are assigned seven classes. For 2011-2012 students are offered:

English:	English I, English II, English III, or English IV
Math:	Algebra I, Geometry, Algebra II, Math Models, Applied Math
Science:	Biology I, Introduction to Physics and Chemistry, or Physics I, Chemistry I
Social Studies:	World Geography, World History, U.S. History, Government, or Economics

Other courses will be maintained from the home campus *via* dual enrollment (campus connection) and student schedule will reflect these courses. The home school elective teacher is responsible for transmitting work to AHS, grading the work, and assigning grades on the report card.

ALTERNATIVE MIDDLE SCHOOL DAILY SCHEDULE

Students entering AMS will be given their class schedule at the admission conference at NEAC. Breakfast begins promptly at 8:00 AM. Classes begin at 8:20 AM and school ends at 3:45 PM.