



STAFFORD MUNICIPAL SCHOOL DISTRICT

Stafford Alternative Education Center

2016-2017

Student/Classroom Rules

It is the intent of the Stafford Municipal School District to maintain an atmosphere which is conducive to learning. When that atmosphere is disrupted or threatened by adverse student behavior, or when a student persistently violates the rules, this conduct may be deemed inappropriate, and the student will be placed in SAEC.

SAEC is designed as a **last step** in Stafford MSD to correct a student's behavior. Students are given opportunities to change their behavior and maintain their class-work. Students are expected to follow the rules while assigned to SAEC.

1. Electronics are not allowed at SAEC at any time. Cell phones **must be** turned in everyday to Mrs. Allen. Confiscated items will be returned to parents at the discretion of the SAEC Administrator.
2. **SAEC Dress Code is as follows:**
 - SAEC uniform shirts and khaki pants.
 - Slides and flip-flops are not allowed.
 - There may be no writing on any of the clothes or on the body.
 - There should be no holes in the clothing.
 - Jackets with hoods are not allowed.
 - Belts must be worn at all times, and pants must be worn appropriately at the waist.
 - The Student Code of Conduct will be observed all times.
3. The number of days assigned to SAEC is determined by the **home campus**. Any questions regarding the total number of days assigned should be addressed with home campus administrators. Students may earn an early release from SAEC for good behavior.
 - The placement will be shortened by one day for every full week in which a student does not receive any demerits.
 - A demerit is a mark against the student for violating the classroom rules.
 - Three demerits will warrant an office referral and a possible loss of credit.
4. **Students who do not comply with SAEC rules and procedures are subject to appropriate disciplinary consequences from the SAEC Administrator.** If a student is suspended, a parent must meet with the administrator before returning to campus.
5. A parent or guardian is responsible for calling the Stafford Alternative Education Center prior to 8:30 am each time their child will be absent. A parent or guardian is responsible for calling SMSD transportation by 7:00 am at 281-208-6158 each time his/her child will be absent. Students must leave the campus immediately at 4:00 pm by parent or district transportation.
6. Bus rules and regulations must be followed while being transported to and from the school. Misbehavior on the bus can result in loss of bus privilege.
7. Students must enter SAEC immediately upon arrival to campus. Wandering off to the other areas is considered a violation of the student code of conduct.

8. Absences **do not** count as class time. Students must make up any days absent unless the absence is due to a required court appearance. Should a student leave campus during the day for an appointment, credit for the day will be determined by the SAEC administrator. Appropriate court documentation must be provided.
9. Students should:
 - work independently; without communication with other students
 - stay in their assigned seats at all times, unless granted permission by the teacher
 - stay awake and sit in an upright position
 - work diligently though all assignments received
10. All assignments should be completed to the best of the student's ability before students are released from SAEC. No assignments may be taken home without the **approval** of the SAEC teacher.
11. Cubicles and walls will be checked daily for fresh markings, vandalism, or graffiti. No decorative items should be placed on the desk area. A calendar and schedule may be posted in the student's cubicle for information purposes.
12. Student may eat breakfast upon arrival to the Stafford Alternative Education Center. Breakfast is provided at no cost. Lunch will be provided by Child Nutrition. **Please confirm with Child Nutrition that your child has money in their account.** The Free and Reduced Lunch Program participation for a student will not change.

Students MAY NOT leave for lunch. The Child Nutrition Department will provide sack lunches for students on the free or reduced lunch program. Students may also purchase a sack lunch from Child Nutrition. Special lunch needs will be addressed on an individual basis.

Lunches prepared at home may be brought if they adhere to the following:

 - a. Students may not microwave lunches.
 - b. No commercial lunches will be allowed.
 - c. Beverages must be in the original sealed containers.

SAEC Administration staff may check lunches at any time to ensure that lunch guidelines are being followed.
13. Students will have restroom privileges **twice daily** at regular scheduled times unless a doctor's note is provided that gives an explanation for additional restroom breaks. SAEC rules are still in effect during these breaks. Students will be escorted to and from the restroom.
14. ID badges must be worn at all times.
15. Failure to follow the rules will result in disciplinary consequences.

My signature indicates that I have read and understand the SAEC rules.

Student Signature

Date

Parent Signature

Date