



## STAFFORD MUNICIPAL SCHOOL DISTRICT

Stafford Alternative Education Center

2016-2017

### Placement Letter to Stafford Alternative Education Center

Date: \_\_\_\_\_

To The Parents/Guardians of: \_\_\_\_\_

Your student has been placed in the Stafford Alternative Education Center (SAEC) for \_\_\_\_\_ days. The placement will begin immediately after the intake process is complete. The placement was made for the following violation of the Student Code of Conduct of the Texas Education Code \_\_\_\_\_ . Call Mrs. Allen, SAEC Administrator, to schedule the SAEC Intake Meeting at 281-261-9270.

Students assigned to SAEC will receive class assignments from their regular classroom teachers.

**While assigned to SAEC**, students are **not** allowed to: 1) ride their regular school bus routes, 2) be on Stafford MSD property, or 3) take part in any school activity.

The SAEC teachers are highly qualified and provide quality instruction to all students in the program. An assignment to the Stafford Alternative Education Center can have a very positive effect on a student. This assignment not only allows students to remain in school, but also give students time to process their problems and develops appropriate decision making skills. Students will learn to make responsible choices and understand appropriate consequences.

As parents, you can help your child during their time at SAEC by supporting the assignment and instilling confidence in their ability to improve their behavior. Counselors will visit the campus on a regular basis and are available for consultation upon request.

Student hours are 8:30 a.m. to 4:00 p.m. Separate district transportation is provided to students at the Stafford Alternative Education Center. All students are expected to ride the bus to and from Stafford Alternative Education Center. Student's riding with a parent or guardian must be signed in by the parent or guardian each day at the office of the SAEC Administrator. Students will be asked to display any contents in concealed areas of clothing.

The Stafford Alternative Education Center has rules, regulations, and a strict dress code. These rules must be followed to prevent further disciplinary action. Students' books and materials will be forwarded to Stafford Alternative Education Center. Students may leave their books in their desks. **No personal belongings** should be brought to the **Stafford Alternative Education Center** **including backpacks, handbags, jewelry, hats, or nonessential items.** Cell phones must be turned in daily to the SAEC Administrator. Contraband taken up will be returned at the discretion of the Stafford Alternative Education Center administrator.

If you have any questions regarding the Student Alternative Education Center, please call 281-261-9270.

Sincerely,

\_\_\_\_\_  
Principal, Stafford \_\_\_\_\_ School