



## STAFFORD MUNICIPAL SCHOOL DISTRICT

Stafford Alternative Education Center  
2016-2017

### Student Assignments

- NO HANDWRITTEN ASSIGNMENTS WILL BE ACCEPTED.
- Assignments will be delivered or e-mailed by the classroom teacher. Assignments that are e-mailed should be sent to the SAEC teacher and cc to the SAEC Administrator, Mrs. Allen.
- For an assignment that has attachments (i.e. handouts, worksheets, tests, etc.), complete the assignment sheet and place it on top of the attachments.
- Assignments and materials should be in the Stafford Alternative Education Center by 3:30 pm each day.
- All assignments will be logged into the SAEC office.
- **One assignment** sheet should be used for each student. Do not place multiple student name on the same assignment sheet.
- Assignments should be provided for **every** class including all electives. (i.e. athletics, P.E., choir, STAAR prep, enrichments, etc.)
- Include the dates for which the assignment is to be given and the dates for which the assignment is due.
- Completed assignments will be returned to the teacher's home campus box each afternoon, if they are not picked up by 3:30 pm.. Each assignment will be noted with the date of completion.
- Teachers are welcome to visit students in SAEC to support instruction or provide individualized help with assignments.
- Teachers will be notified by e-mail if their assistance is needed for a specific assignment.
- Stafford MSD students not assigned to SAEC are not allowed in the SAEC area.

Note: Campus Administrators will receive a weekly notification regarding the number of placement days remaining for each student.

