



Welcome to Elementary AEP

Parent / Student Handbook

"Great challenges require teamwork, and the quality most needed among teammates amid the pressure of a difficult challenge is collaboration and cooperation."

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Intake Procedures

- Students will not be allowed to return to their home campus for any reason while at the Elementary Alternative Education Program (AEP).
- Students enrolled may not attend any extra-curricular activities at any campus or events at Ratliff Stadium while attending school at the AEP.
- TRESPASSING CHARGES may be filed by ECISD police department against any student caught within 300 feet of any campus. The student may be arrested.
- *Students may be searched at the beginning of each school day.*

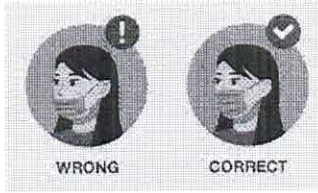
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AEP Dress Code

- AEP will provide uniforms based on availability. If sizes are not available, then parents will need to provide uniforms. Black/khaki colored dress, dockers style pants and or shorts must be worn with polo shirt. Students may wear home campus uniform if applicable.
- Shorts may not be more than 3" above the knee.
- Students **MUST** wear the uniform everyday of their placement.
- A black or gray sweatshirt without designs may be worn when the weather permits. The sweatshirt must not be longer than one (1) inch from the bottom of the waist line.
- AEC students may wear black, white, or gray undershirts.
- Pants and shirts are not to be rolled up. Pants may not be tucked inside shoes or socks.

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All Students and Staff Need To Wear Face Masks At All Time.



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Black or Khaki Pants or Shorts



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- "NO SAGGING" pants.
- Pants with more than one inch excess in the waist are not allowed.
- Hoodies are allowed to be worn to AEP. They may not wear them during the school day. They can retrieve at the end of school.
- Students must wear shoes at all times.
- Taps, metals plates, or cleats on shoes are not be permitted. Shoes equipped with roller blades/wheel are not allowed.
- Flip Flops that have a safety strap and follows the dress code are acceptable.
- No mixing of shoe string colors allowed.
- No soft sole shoes allowed. Prohibited types of footwear include bathroom slippers, or any foot wear not intended for outdoor wear.

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- No shaved or cut eyebrows and/or shaved images in the student's hair are allowed.
- Administration will make final decision on appropriateness of tattoos. If inappropriate, student will have to wear long sleeve shirt or AEP staff will cover with band aid.
- **NO TRUE RED OR BLUE** clothing, shoes, shoelaces, socks or any other articles are allowed on campus. This includes hair items, nail polish, eye shadow, lip stick, or unnatural hair color.
- No gang signs or gang paraphernalia are allowed to be displayed on notebooks, clothing, etc.
- If ECISD property is defaced, there will be a fine for the cost of the book or other property damaged.

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- No hats, caps, sweat bands, bandanas, visors, or head coverings are allowed.
- AEP does not allow body piercing, sun shades, or jewelry of any kind. If brought to school they will be taken up and given back at the end of placement and only to a parent/guardian. AEP/ECISD is not responsible for lost items.
- Lipstick, chap-stick, purses, backpacks, combs, brushes, or picks cannot be brought to AEP.
- Make-up, lipstick, chap sticks, etc. that is brought to school will be taken up and thrown away.
- No candy, gums, drinks, or cough drops are allowed.
- PDA or public display of affection is not allowed. This includes hugging, kissing, holding hands, leaning on or touching other students.
- Students are not allowed to shake hands, bump fists, slap palms/hands, high five or low five one another. The students **MUST** keep their hands, feet, and any other part of their body to themselves.

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Cafeteria Services

- Students will have breakfast and lunch provided.
- For 2020-2021 school year, breakfast and lunch will be provided to every student at no cost.
- For 2020-2021 breakfast and lunch will be eaten in classrooms.
- Outside food is not permitted and AEP is a closed campus.

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Electronic Equipment Rules

- Only ECISD electronic equipment provided to the student will be allowed on campus for virtual learning.
- Personal cell phones/ electronic devices are not allowed at AEP. If a phone is found on a student, it will be confiscated, and the parent/guardian will be notified to pick it up from the AEP office.

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Placement Information

- Student will need to receive 12 points to have a "successful day" or earn their day.
- If days are added to your child's placement due to misconduct, a parent/teacher/administrator conference will take place.
- Student who arrive after 9:30 may or may not have their day counted towards their AEP placement. This will be determined by AEP administrator.

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Bus Information

- Student safety is central at the Elementary Alternative Program. ALL students may ride the bus to and from school while enrolled at AEP.
- The student must be ready 15 minutes before the arrival time of the bus. The bus time will change periodically due to student enrollment and withdrawal. The bus driver will notify the student if the time has changed.
- If a student misses the bus 2 consecutive days in a row, the bus driver will discontinue pick-up services. It is the parent's responsibility to re-establish bus services. Please call 456-9869 to re-establish services.
- The student may not get off or on at any other bus stops except for their authorized stop.
- On the first bus referral students may lose bus riding privileges. If bus transportation is revoked, parents will be responsible for bringing and picking up their child while at AEP.

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Medical Information

- The number to call for AEP information or concerns is 456-3176.
- The students are not allowed to use the phone.
- If a student becomes ill, the student is to let the teacher know. The teacher will take student to the nurse. If nurse is concerned, then parent/guardian will be contacted. The parent may decide to take the student home or administer medication. If a student goes home for the day, he or she may not receive credit for that day, pending behavior.
- If the student goes home for the day for any reason, AEP administration will have final decision on counting student's day.
- If the student goes to the doctor and returns with doctor's note the same day, that day will count as a "D" in the attendance system as long as the student brings doctors note or documentation.
- If the student is sick or is going to be out PLEASE call AEP before 9:30. If the student has a doctor's appointment or court date, PLEASE send the written excuse with the student the same day or next day.

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LEADER

- Always put **Learning** First and Follow Dress Code
- Engage** in Tasks and Be Prepared with All Material
- Speak Positive with Your **Actions**
- Do** Your Best! Show Kindness and Courtesy to Self and Others
- Be **Eager** to Help and Ensure Safety
- Respect** Yourself, Others, and the Environment

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Campus Information

Event Scheduler:
Ms. Stinson
Ext. 8-2762
Ms. Adams
Ext. 8-2822

Career Advisor:
7:00 a.m. -
4:30 p.m.

Office Number:
436-1176

Principal:
Amanda Weber

Building Care:
Michelle Schmitt

Travis Wilson:
120-4225

IAS Coordinator:
Ms. Brown
Travis 1102
744-4182

Follow us on Twitter: @IXCEEDOdessa



Elementary Alternative Education Program

Principal: Amanda Warber

801 E. 23rd St.

Phone: (432) 456-3176

Amanda.warber@ectorcounttyisd.org



Acknowledgement Receipt for Elementary AEP Expectations

Parent/Guardian of Student: _____

I hereby acknowledge that I have been provided the student handbook and viewed the Elementary Alternative Education Program expectations. My signature affirms that the following information was reviewed, and all my questions were answered.

1. Dress Code Expectations
2. Daily Operation Process
3. Criminal Trespass Warning Notice
4. Transportation Expectations
5. Length of Placement
6. Cell Phone Expectations
7. Attendance Requirements

Parent/Guardian Signature:

Student Signature:

Date: _____