

Andrews Education Center HANDBOOK (AEC and DAEP)

Vision Statement

The Andrews Education Center strives to create a nurturing atmosphere that builds a sense of family, where every student has value and excellence is expected of everyone.

Mission Statement

Our Mission at the Andrews Education Center is to educate our students and prepare them to be respectful and productive citizens. We cultivate respect for self and others by teaching them trustworthiness, fairness, caring, and to accept responsibility for their actions. We promote effective citizenship and strive to build character that will enable them to contribute to their communities in a meaningful and positive way.

Motto

E³

Engage * Educate * Empower

We are looking forward to an exciting and challenging 2025-2026 school year.

If we can be of assistance, please feel free to contact the Andrews Education Center.

Office hours: 7:45 A.M. - 4:15 P.M. Monday-Friday
(432) 524-1946 or (432) 523-3640 extension 7123

Sincerely,

Carlton Johnson,
Principal

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Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption to their education. The student and parent should avoid unnecessary absences. Good attendance is required at Andrews Education Center, and each student will be held to the highest standard.

Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

Compulsory Attendance

Ages 6–18

State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session unless the student is otherwise excused from attendance or legally exempt.

If a student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area, he or she will be required to attend any assigned accelerated instruction program before or after school or during the summer.

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See [AISD Policy FEA](#) for more information.]

Exemptions to Compulsory Attendance All Grade Levels

State law allows exemptions to the compulsory attendance requirements for the following activities and events, as long as the student makes up all work:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the healthcare provider;
- For students in the conservatorship of the state,
 - An activity required under a court-ordered service plan or

- Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.
- For children of military families, absences of up to five days will be excused for a student to visit a parent, stepparent, or legal guardian going to, on leave from, or returning from certain deployments.

Secondary Grade Levels

- The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, and up to two days per year for career exploration provided this has been
 - authorized by the board under [AISD Policy FEA](#) and the student receives approval from the campus principal,
 - follows campus procedures to verify the visit, and
 - makes up any work missed.
- The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.
- The district will allow a student to be absent for up to two days per school year to serve as
 - an early voting clerk, provided the district's board has authorized this in [AISD Policy FEA \(LOCAL\)](#), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
 - an election clerk, if the student makes up any work missed.
- The district will allow a student in grades 6–12 to be absent for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran.

Failure to Comply with Compulsory Attendance

All Grade Levels

School employees must investigate and report violations of the compulsory attendance law.

A student absent without permission from the school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may assess a penalty against the student's parents for violating the compulsory attendance law.

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Ages 6–18

The law requires the school to send notice to the parent when a student ages 6–18 incurs three or more unexcused absences within a four-week period.

The notice will

- remind the parent of his or her duty to monitor the student’s attendance and require the student to attend school;
- request a conference between school administrators and the parents, and
- inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The campus truancy prevention facilitators are the AEC Administrator and School Counselor. Parents should contact the facilitators with any questions about student absences.

A court of law may impose penalties against a parent if a school-aged student deliberately does not attend school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student aged 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district will, in most circumstances, refer the student to truancy court.

[See policies [AISD Policy FEA](#) and [AISD Policy FED](#) for more information.]

Age 19 and Older

After a student age 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. The district may implement a behavior improvement plan as an alternative to revoking a student’s enrollment.

Attendance for Credit or Final Grade (All Grade Levels)

To receive credit or a final grade in a class, a student must attend the class at least 90 percent of the days it is offered. A student who attends at least 75 percent but fewer than 90 percent of the days may receive credit or a final grade if he or she completes a plan approved by the principal that allows the student to fulfill the class’s instructional requirements. If a student is involved in a criminal or juvenile court proceeding, the judge presiding over the case must also approve the plan before the student receives credit or a final grade.

If a student attends fewer than 75 percent of the class days or does not complete the principal-approved plan, then the attendance review committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade.

[See [AISD Policy FEC](#) for more information.]

All absences, excused or unexcused, may be held against a student's attendance requirement. To determine whether there were extenuating circumstances for any absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences listed under Exemptions to Compulsory Attendance on page 31 will be considered extenuating circumstances.
- A transfer or migrant student incurs absences only after he or she has enrolled in the district.
- The attendance committee will consider absences incurred due to the student's participation in board-approved extracurricular activities as extenuating circumstances if the student makes up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the student or the student's parents had any control over the absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and discuss ways to earn or regain credit or a final grade.
- The student or parent may appeal the committee's decision to the board by following [AISD Policy ENG \(LOCAL\)](#).

Official Attendance-Taking Time

The campus will take official attendance every day during the second period. A student absent for any portion of the day should follow the procedures below to provide documentation of the absence.

Documentation after an Absence

A parent must provide an explanation for any absence upon the student's arrival or return to school. Call Ins are unexcused absences. Doctor notes are required for absences dealing with illness or medical reasons; doctor notes will excuse the absence. Doctor notes are due upon return.

The campus will document whether the absence is excused or unexcused in its attendance records.

Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence unless the absence is an exemption under compulsory attendance laws.

Doctor's Note after an Absence for Illness

Upon return, a student absent because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence. Otherwise, the absence will be considered unexcused and in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused.

Class time is important. If possible, doctor's appointments should be scheduled at times when the student will not miss instructional time.

[See [AISD Policy FEC \(LOCAL\)](#) for more information.]

Driver License Attendance Verification

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at the [Verification of Enrollment and Attendance \(VOE\) Form](#).

Further information may be found on the Texas Department of Public Safety website: [TEXAS DPS](#)

ASSEMBLIES

The campus administration may bring specific speakers to address the students of AEC and DAEP. The aim during the year is to have both entertaining and educational programs. All students are expected to attend and be respectful during assemblies.

BELL SCHEDULE

1 st Period	8:15-8:55	Mentee Period	2:36-3:00
2 nd Period	8:58-9:38	AEC Extended Day	3:00-4:00
3 rd Period	9:41-10:21		
4 th Period	10:24-11:04		
5 th Period	11:07-11:44		
Lunch	11:44-12:24		
6 th Period	12:27-1:07		
7 th Period	1:10-1:50		
8 th Period	1:53-2:33		

(AEC students may be dismissed at 3:00 if all work is completed)

All AEC students who owe time for excessive absences must stay until 4 pm every day until the time is made up. STUDENTS MAY NOT DETERMINE WHEN TIME OWED IS MADE UP. As soon as a student returns from an absence, making up the time begins, and the student's mentor teacher will track the time.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

All personal communication devices are prohibited. For further information, refer to AISD Student Code of Conduct.

CHANGE OF ADDRESS

Parents are required to keep the school informed of their current address and telephone numbers and any other information that may be required by the school, especially for emergencies.

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding the diseases. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so other students who might have been exposed to the disease may be alerted.

BACTERIAL MENINGITIS

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is the most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but it requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal, or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people

become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site, lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or the Regional Texas Department of Health office to ask about the meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, <http://www.cdc.gov/>, and the Texas Department of Health, <http://www.tdh.state.tx.us/>.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision for approved instructional purposes only. Students and parents will be asked to sign a student agreement regarding the appropriate use of these resources. Violations of this agreement may prompt termination of privileges and other disciplinary actions. Damages to computer resources will be assessed by the AISD technology department, and students may be assessed a fine for destruction of school property.

CONFERENCES WITH AEC STAFF

Conferences may be scheduled during a set time allotted with particular members of our staff by calling the AEC office at 432-524-1946. **Teacher conference time is 3:00 p.m. to 4:00 p.m. each day except Wednesdays.**

CORPORAL PUNISHMENT

Corporal punishment is permitted in the Andrews Public Schools. Corporal punishment will not be administered in anger and will be administered in the presence of a witness. The witness will be the principal, assistant principal, or a certified school employee. If a parent prefers that corporal punishment not be used, then other forms of punishment will be administered, and the parent must provide a written statement to the principal requesting that their child be excused from corporal punishment.

CUSTODY

In cases where a child does not live with his parents, the school is to be informed of the legal custodian and must be notified of any changes during the school year.

DAEP

All students assigned to DAEP will be on campus until 5:00 p.m. daily. Students must have their classes caught up on their final day in DAEP or they may have their time in DAEP extended.

DELIVERIES

Important messages from parents or items to students will be delivered as quickly as circumstances allow. Flowers or gifts will not be allowed for delivery in or to the DAEP classrooms.

DISASTER PLAN (Drills- Fire, Tornado, other Emergencies)

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. All drills must and will be taken seriously because no one knows when weather-related or other emergencies could occur.

DISCIPLINE

Consequences in AEC and or DAEP may consist of counseling, loss of privileges, staying after school, parent conferences, physical conditioning, corporal punishment (paddling), suspension, or referring to law enforcement. Students in DAEP will receive a daily productivity log of required work for the day. **Students not meeting these minimal requirements will remain after school in order to meet expected standards.** AEC students may be assigned DAEP for any violation of the AEC Handbook or Student Code of Conduct. If an AEC student is assigned DAEP, the student will follow all DAEP rules and regulations until his or her DAEP assignment has expired.

DISORDERLY CONDUCT IN A PUBLIC PLACE

Under Texas State Penal Code: Title 9: Chapter 42: Section 42.01, students can be filed on and prosecuted if they participate in any of the activities listed below, including but not limited to:

- Using abusive or indecent language
- Making an offensive gesture or display
- Creating, by chemical means, a noxious and unreasonable odor
- Threatening or abusing a person
- Making unreasonable noises
- Fighting

At the AEC, we will not tolerate any violations of this section of the Penal Code. In most instances, we will notify the proper judicial authorities to deal with students who violate this code.

THE STUDENT CODE OF CONDUCT AND DRESS CODE WILL BE STRICTLY ENFORCED FOR BOTH THE AEC AND DAEP!

DRESS CODE

The Andrews Education Center (just as all other educational institutions) is charged with the responsibility of maintaining an atmosphere conducive to learning. Meeting this responsibility entails providing not only a secure educational environment but also standards of acceptable behavior and appearance among students.

Experience shows that student success depends in part on how the student perceives himself/herself and how others perceive him/her. In this sense, defined standards of appearance assist the student in constructing a positive self-image and impression upon others.

It is not the intention of these regulations to usurp the prerogatives of parents in determining what is appropriate dress and grooming for their children, per their age and grade. Of paramount importance in the design of this code was concern for the health and safety of the students and to preserve the educational environment from distractions or disruptions.

The principal or principal's designee has the authority to appraise any current fashion or fad and determine whether it is appropriate for school wear. The school has the right to ask students to change their attire if it provokes unfavorable comments or if school officials believe such dress and grooming will disrupt, interfere with, or detract from school activities. It shall be the responsibility of the principal or principal designee to ensure that these standards are strictly and consistently enforced without regard to sex, race, color, creed, or national origin.

DRESS CODE FOR STUDENTS ASSIGNED/ENROLLED AT THE AEC

- The hair shall be clean, well-groomed, and not cover the eyes. Unusual hairstyles that distract from the educational setting will not be tolerated. Examples of extremes not allowed are: geometric or unusual patterns shaved or cut into hair or eyebrows; Mohawks and unnatural and/or unusual color variations in the hair. Hair color must be black, blonde, brown, or natural red. Hair may not be longer than the top of the shoulder blades for boys. Girls may not wear their hair past the waist. If hair is longer than allowed, it must be worn up (i.e., ponytail or bun). Unacceptable hairstyles are not limited to the examples given. Length compliance is determined by campus administration.
- Beards or goatees are not permitted. If a mustache is worn, it shall have a neat, well-groomed appearance. Sideburns shall be kept neatly trimmed.
- Male students are prohibited from wearing make-up, including but not limited to: lipstick, eyeliner, eye shadow, mascara, faux lashes, blush, and/or foundation.
- It is a violation of the Dress Code for male students to wear nail treatments of any kind, such as: faux fingernails, fingernail embellishments, or fingernail polish or paint.
- Female students' fingernails should be of a natural shape and length for hygiene and safety purposes, and not configured so that they are a distraction to the educational process.
- No type of head covering, hat, cap, or bandana may be worn inside the building except as may be allowed for approved school activities.
- Garments with hoods are not allowed (including hoodies).
- Footwear shall be a part of regular attire. All shoes must have a back or strap across the back of the foot. Shoes with hidden wheels, slides, flip flops, or house shoe types of footwear are not acceptable for the safety of the students.
- No **leggings, jeggings, tights, or yoga-type** are allowed unless worn with an outer garment no shorter than 6 inches over the knee all the way around.
- Pants must be worn at the waist. Sagging is not allowed at any time.
- Clothing shall not permit excessive exposure of the body in front, back, or side view. Top and bottom garments must not separate to expose the student's skin when performing normal school activities (sitting, bending, stretching, reaching, etc.). Garments shall not be backless or excessively tight. Appropriate undergarments shall be worn at all times.

- When measured with the student standing, outer garments, including skirt lengths, shall be no higher than four inches above the top of the kneecap and shall not allow exposure of undergarments. Slits in skirts of any length shall reach no higher than four inches above the top of the kneecap.
- Any type of shirt or blouse for females must have a neckline that does not reveal cleavage or excessive chest area and shall cover all undergarments. Collared shirts for males must be buttoned beginning at the second button below the collar button and ending at the tail of the shirt. Basketball jerseys, underwear-type tank tops, or spaghetti straps shall not be worn as a single blouse or shirt.
- All clothing must be size appropriate and worn in the manner for which it is designed. **Garments must not be extremely full or baggy in appearance (no sagging).** Decoration, ornamentations, or advertisements that are vulgar, indecent, suggestive, macabre, or gang-related shall not be worn on any garment. Anything which promotes vulgarity/sexual activity, the use of drugs, alcohol, tobacco or suicide is not acceptable.
- Sunglasses shall not be worn inside school buildings except as may be allowed for approved school activities.
- No visible body piercing, including tongue rings, nose rings or nose jewelry shall be allowed (this also includes no spacers for any kind of piercings). No **tattoos** or other **ornamentation of the skin** shall be allowed. Boys may not wear earrings or studs in their ears (this includes gauges). Girls and boys are not permitted to have ear gauges of any kind.
- Wearing either identified gang apparel or wearing clothing in a gang-style, as identified by law enforcement agencies, is prohibited. This includes but is not limited to sagging clothing, notched eyebrows, and extra-long belts that hang down.
- In complying with district policy, pants and jeans with rips or tears are not allowed any higher than four inches above the knee. **Students may wear leggings underneath to cover holes.** *Again, if pants or jeans have holes in them, the holes must be no higher than four inches above the knee!* Questions pertaining to this policy will be settled by the campus principal. Tape, including duct tape, may not be used to cover holes.
- Any form of dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is not acceptable.
- Due to COVID, students who elect to wear masks may do so following the AISD and AEC dress code. The campus principal will make the determination as to whether mask designs violate the student dress code. If a design cannot be worn on a t-shirt, it cannot be worn on a mask! As with other clothing items, masks may not cause a distraction to the learning environment, or be used to cover non-conformities with other areas of the dress code. Masks may not be worn to hide non-compliance with the dress code. Band-aids or pimple patches may not be worn to conceal piercings.

DRESS CODE FOR STUDENTS ASSIGNED TO THE DAEP

- All students in DAEP will be assigned a Jumpsuit that must be worn while in DAEP. (No exceptions unless permitted by the campus principal). On the student's last day in DAEP, dress code-appropriate clothing (no shorts, no sweats or joggers, no hoodies, no shoes without a back) may be worn so the assigned jumpsuit can be returned. **Jumpsuits must be returned before the student will be released from DAEP. A fee of \$75.00 will be assessed for jumpsuits that are not returned or damaged.**
- On cold days, students may wear long underwear (long-johns) under their jumpsuits, but shorts/pants of any kind are not allowed. Coats may be worn on cold days as well, but they will be hung in the DAEP closets once students enter the building. Students may wear long-sleeved shirts underneath their jumpsuits, but not on the outside of the jumpsuit. As of January 6, 2021, hoodies are not allowed in the AEC facility (this policy is for AEC and DAEP students), unless as part of an approved campus

activity. Jackets/sweaters may be worn in class as long as there is no hood attached.

- Females - Hair must be pulled back unless they have a short haircut.
- Males – Short Fade/Regular haircut. (Geometric or unusual patterns shaved or cut into the hair are NOT ALLOWED.)
- No hair color that is unnatural or unusual color variations in the hair.
- Notched eyebrows are NOT ALLOWED.
- No polish, or acrylic/artificial nails of any kind.
- No makeup (or face oils).
- No Zit Stickers/Pimple Patches.
- No artificial lashes or lash extensions.
- Males must be clean-shaven.
- No tooth jewelry, grills, or embellishments of any kind.
- No jewelry of any kind (this includes gauges).
- All tattoos must be covered.
- All shoes must have a back. No slides, flip flops, slippers, etc. (this includes Ugg slides).
- Crocs with a heel strap are allowed, but Croc charms and other additions are NOT ALLOWED.

Hairstyles deemed as a distraction to the learning environment will be handled through the discretion of the campus principal. Students who violate the dress and grooming standards of the campus shall be subject to appropriate disciplinary action. Exceptions to these rules may be made only by the principal or superintendent, upon certification from a medical doctor and if deemed necessary, certifying that the student has a physical deformity, abnormality, or handicapping condition and that compliance with the rules will be detrimental to the physical or emotional health of the student.

DRUG DOG

At the discretion of the school superintendent and building principal, drug dogs may be used on an unannounced basis. This means that all property on the AEC campus or premises is subject to being searched with probable cause.

EXTRA-CURRICULAR ACTIVITY

Any student assigned to the Andrews ISD Disciplinary Alternative Education Program (DAEP) CANNOT attend any activity or set foot on any other AISD campus or facility for the duration of the assignment.

***NO – sporting events, i.e., football games, basketball games, baseball games, etc., to include any event that an Andrews school is playing out of town.**

***NO – band or choir concerts, drama plays, prom, homecoming festivities, or graduation.**

***NO – holiday, end-of-year banquets, or award ceremonies.**

Any student who fails to comply with this rule can face trespassing charges, and his/her original placement in the DAEP will be extended!

Student privileges will be returned to the student by their home campus administrators when their DAEP time has been completed and the student has returned to the home campus. Per agreement with the district and AISD campuses, students are required to complete all assigned coursework prior to

being dismissed from DAEP. Students who do not complete their assigned work could receive additional days in DAEP.

FAMILY SERVICES

Michelle Acosta is the Family Services Coordinator. This service offers assistance to students or families. Call the school switchboard at 523-3640 extension 5106.

FIGHTING

AEC HAS A ZERO TOLERANCE POLICY TOWARDS FIGHTING. Hitting another person violates one of the most fundamental principles of good human relations and will not be tolerated. Students who fight will be suspended from school for three days and placed in DAEP by the campus principal. The SRO will be contacted, and you will be filed on through the Andrews Police Department.

GANG-FREE ZONES

Certain criminal offenses, including gang-related crimes, will be enhanced to the next-highest offense category if they are committed in a gang-free zone. Gang-free zones include a school bus and any location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GRADING AND REPORTING SYSTEM

When students are assigned to the DAEP, work will be assigned by the student's home campus and monitored by the DAEP staff. Grading and report cards are the responsibility of the home campus. The purpose of this report is to keep parents informed of the progress being made. Parents are encouraged to be informed about the progress being made by their child.

The AEC is a completion campus, and report cards are not sent out. Course grades are entered on the transcript when a student completes the course. Parents may monitor their students' progress through Edgenuity. AEC students and parents may receive progress reports from teachers or the Counselor via telephone or mail.

GRADUATION – AEC

To graduate from the Andrews Education Center and participate in graduation exercises, all students must meet all graduation requirements as set by the Texas Education Agency and our local board of trustees. **For the student to be able to participate in the 2026 graduation ceremony, these requirements must be completed by Friday, May 15, 2026, at 4 pm.**

GUM

Students in DAEP will not be allowed to chew gum or have candy during the school day (unless a teacher has incorporated it into their instruction, which should be rare).

HOLIDAYS

Student and teacher holidays are listed on the school calendar.

ILLNESSES AND INJURIES

In case of illness or injury while at school, staff at the AEC will contact the middle school nurse first. If the student needs to leave school due to illness or injury, the school secretary at the AEC will notify the parent or person listed on the health & emergency form. The parent or guardian will need to come into the office and sign the student out of school before leaving campus.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubella (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, meningococcal, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

If students do not adhere to the regulations listed above, he/she will not be allowed to attend school until they have met all requirements.

INSURANCE

All AEC students shall have accident insurance coverage provided by the school district at no cost to the student. The coverage is exactly the same schedule of benefits that is provided to the athletic and UIL participants. The policy provided by the district is secondary coverage for students who are covered by a family policy, but shall be primary coverage for students who have no other insurance coverage. Students are covered while at school or while being transported by approved district transportation. The district shall in no way be responsible for payment for treatment of injuries in those instances when the district provided policy does not pay the total costs.

INTERNET ACCESS

AEC students and their parents must sign the Acceptable Use Policy (AUP) for technology. This can and should be done during registration via Skyward.

LEAVING CAMPUS

Students are allowed to leave campus with an authorized person for legitimate purposes. The student and authorized person must check out at the office. To be excused for out-of-town trips that extend beyond one school day, PRIOR ARRANGEMENTS need to be made with the principal.

LOITERING - (On school property without permission)

NO LOITERING on school grounds after 4:15 p.m. No Trespassing signs are posted and enforced by city police.

LOST AND FOUND

All articles found on school property should be placed in the designated area. Items not claimed after some time will be given to charity.

MEALS - (breakfast and lunch)

The regular meals will be offered to all students assigned to the AEC and DAEP. All meals may be purchased daily or by depositing money into the student's account. Free and reduced prices are available based on financial need. An application form is available for the parent/guardian to fill out, requesting free or reduced meals for the student. The district will then determine the eligibility of the applicant based on state regulations. Applications may be picked up at the school and must be returned to the Food Service Office located at 210 NW Avenue G. Please contact Pam Yochum, Director of Food Services at 523-3640 Ext. 1811 with any questions.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence

Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

USDA is an equal opportunity provider and employer."

- DAEP is considered a closed campus; therefore, students are NOT to leave campus for lunch.
- Parents may deposit lunch money into their child's cafeteria account three different ways: online (see district website for instructions), send lunch money with the child to deposit into the account, or in person. Parents need to report to the school office first before going to the cafeteria to deposit money.

Breakfast and Lunch (Prices are subject to change)

- Elementary breakfast is \$1.50, and elementary lunch is \$2.75
- Middle school breakfast is \$2.00, and middle school lunch is \$3.00
- High school breakfast is \$2.00, and high school lunch is \$3.25
- Reduced-price breakfast is \$0, and lunch is \$0.40
- School employee breakfast is \$3.10, and lunch is \$4.25
- Visitors' breakfast is \$3.10, and lunch is \$5.00
- **DAEP students may not have "take-out" food ordered or delivered!** DAEP students may bring lunch from home with them when they arrive at school in the morning. Food deliveries are not allowed during the school day.
- If a student does not have sufficient funds in his/her meal account, one meal will be supplied to the student that he/she can repay at a later date. All subsequent meals will consist of a grilled cheese sandwich and milk until the meal account is paid in full.
- Only students assigned to the AEC will be allowed to leave campus for lunch (**except for those who abuse their privileges and have been assigned closed campus lunch**).

MEDICATION

A student who must take prescription medicine during the school day must bring a written request from his or her parent or guardian to the Middle School Nurse. The medicine must be in its original, properly labeled container. The nurse will either give the medicine at the proper times or give the student permission to take the medication as directed.

A student who needs non-prescription medicine during the school day must have written authorization from the parent/guardian or other person listed on the health and emergency form. The school will not provide non-prescription medicine for student use. Parents will have to supply such medicine to the school for their child's use.

MISUSE OF SCHOOL COMPUTER

Students will only be asked once to stay on school websites to complete school work. Any student caught looking at inappropriate websites, movies, cartoons, or playing games will be subject to DAEP placement (If a student is placed in DAEP, the student will follow the DAEP schedule and all DAEP protocols).

NURSE

If a student assigned to the AEC or DAEP needs the assistance of a nurse due to an emergency or illness, our campus secretary will contact the Middle School Nurse.

OFFICE OF THE COUNSELOR

The Counselor, as a member of the faculty, is in charge of the guidance, counseling, and special area testing. This office is also in charge of EOC scheduling.

OFFICE OF THE PRINCIPAL

The Principal is responsible to the Superintendent of schools and/or the Superintendent's designee for the proper administration of the Andrews Education Center. It is his/her duty to organize, supervise, and administer the affairs of the school.

PARENTSQUARE

The AEC will communicate with parents/guardians via AISD's communication tool - ParentSquare, and or email provided by parents. We will always strive to return inquiries in a timely manner. The AEC will communicate often with parents via ParentSquare during the 2025-2026 school year.

PERSONAL PROPERTY

It is the responsibility of the student to keep up with his/her items. Each personal item should have some kind of identification mark on it. Proper markings might help the student locate lost items. **DAEP - Students assigned to DAEP are not permitted to have anything personal (jewelry, cell phones, watches, bracelets, lip balm, etc.) in their possession. DAEP staff will not hold or keep personal possessions. If they are confiscated, a fine will be assessed (as with cell phones), and they will not be returned to the student. A parent will be required to pick up such items from the AEC office.**

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Superintendent's office or the District IPM Coordinator (Chris Kraft).

PHONE - AUTOMATED MESSAGING SYSTEM

AEC uses an automated phone messaging system. You will receive automated phone calls from our school regularly. Please be sure to listen to the entire message.

SCHOOL SUPPLIES

Parents should ensure that their student has all of the necessary school supplies needed for all classes each and every day of school.

SCHOOL TRANSPORTATION

STUDENTS ASSIGNED TO DAEP WILL NOT BE ALLOWED TO RIDE THE SCHOOL BUS! It is the responsibility of the parent or legal guardian to transport their students to and from school. Students assigned to the AEC may participate in the school transportation services.

SERVICES FOR THE HOMELESS AND FOR TITLE I PARTICIPANTS

Liaison for Homeless Children and Youths, who coordinates services for homeless students:

Michelle Acosta, 432-523-3640 Ext 5106.

Parent Involvement Coordinator, who works with parents of students participating in Title I programs:

Belma Avena, 432-523-3640 Ext 1775.

SIGNS OF CHILD ABUSE

http://www.dfps.state.tx.us/Child_protection/child_safety/recognize_abuse.asp

SKATEBOARDS

Skateboards, rollerblades, and/or shoes with wheels are not allowed on school campuses at any time, day or night.

SLEEPING

Students in DAEP or AEC are not permitted to sleep at any time during the school day (this includes leaning against a cubicle or putting your head down on a desk). Teachers and staff must be able to see a student's eyes and face in order to discern whether a student is working. DAEP days will not count if students are caught sleeping. Also, a student may be required to stay after school to make up for lost work time. Students are encouraged to get plenty of sleep prior to arriving at school. The standard is high-quality productivity in both the AEC and in DAEP.

STUDENT CONDUCT

For more detailed information, see the Student Code of Conduct. The policy statements on student conduct are in effect when students are in the care, custody, and control of school authorities. All students and parents are invited and requested to cooperate in carrying out these policies. Students should understand that teachers and administrators are expected to assist in enforcing school policy.

STUDENT ID

AEC students will be issued Student ID cards after September 1. Students will be called into the office to have their picture taken for their ID card.

STUDENT PARKING PERMITS

All students who drive to school will be required to sign up for a Parking Permit. A valid driver's license will be required. The registration forms will be available in the office after September 1. Once the form is completed and license and vehicle information are verified, a Parking Permit will be issued. The Permit will need to be placed on the dashboard while parked in the designated campus parking areas.

SUSPENSIONS

- **SUSPENDED FROM SCHOOL:** A student may be sent home for a specific number (not to exceed 3 days at a time) of school days due to a violation of certain school policies. Parents will be notified, and a parent conference will be held.
- **SUSPENSION REQUIRING A PARENT CONFERENCE:** If the principal feels it is necessary, a student may be sent home from school until a parent conference can be arranged. In order for the student to be allowed to attend class, it will be necessary for one or both parents to accompany the student to the principal's office for a conference.

TARDINESS

All tardiness to school will be considered **UNEXCUSED and will not be tolerated!** The principal may excuse a tardy if he/she deems it necessary based on circumstances.

- **If a DAEP student is tardy, a parent/guardian must escort the student into the office and sign in.**
- **After every third tardy, a student assigned to DAEP will be assessed one additional day in DAEP!**

TRUANCY

Truancy is defined as an absence from school without the approval of the parent and/or school officials. Because truancy is a serious infraction of school policy, strict disciplinary action will be taken against those who are out of school without legitimate reasons. This includes a student not being in their assigned classroom without permission. **Leaving school without permission from the office or classroom is also considered truancy. A student may be ticketed by the APD/SRO when the student is truant from school and be assigned to DAEP for leaving campus without permission.**

VIDEO SURVEILLANCE SYSTEMS

The Transportation Department of the Andrews Independent School District first installed video surveillance units in route buses in January 1993. The purpose of the system is to discourage inappropriate behavior by students who are transported on the district's buses. The surveillance system will be used as official documentation in administering disciplinary actions. Only authorized school personnel (director of transportation, campus principal, assistant principal, and assistant superintendent of operations) will initially view the videotapes of students violating stated rules.

It shall be the decision of the assistant superintendent of operations to allow parents of students accused of rule infractions to view the tape. After it has been determined that a student did indeed violate stated rules, regular

disciplinary action, as stated in the Student Code of Conduct, will be enforced. Videotapes of rule violations will be maintained by the director of transportation and remain on file for the remainder of the school year.

VISITORS

For the safety of the school and those within it, all visitors must first report to the school office and must comply with all applicable district policies and procedures. Visits to individual classrooms during instructional time are permitted only with approval of the principal, so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

WITHDRAWALS

When a student withdraws from school, the student and parent must come to the AEC office. Parents must return the laptop and charger along with other school property and sign the withdrawal forms. **All fines, fees, and lost or damaged laptop charges must be paid before student records will be forwarded to the receiving school.**

WORKING AHEAD AND MAKING UP MISSED HOURS – AEC

To avoid confusion and the risk of having a high failure rate on quizzes and tests, students may not work beyond a test that needs to be taken. If a student does work beyond a designated point (which will be discussed with each student by the subject area teacher), that material will be reset.

- The reason for not being allowed to work too far ahead is the difficulty in recalling large amounts of material for quizzes and tests. The AEC curriculum is structured in such a way that when students work on sections at a time (as described by your mentor teacher and subject area teachers), the probability of success is extremely high.
- Working ahead just to get finished is not a sound practice or strategy.
- The minimum of 12 activities per day will allow the average AEC student to complete 4-6 credits per school year.
- Missed hours due to absences or not returning from lunch must be made up before the end of the current semester (or those hours will be reset, and a student may lose that progress by having to redo hours not made up).
- Tests and/or quizzes will be taken in the classroom of the subject area teacher. As with any school campus, there is an established schedule at the AEC, and that schedule is expected to be followed. Students may not pick or choose where they will or will not work. Walking out of a class is considered truancy (and consequences will be administered accordingly).

PLEASE NOTE: Andrews Education Center Student Code of Conduct is subject to change at the direction of the Campus Principal or School Superintendent

ANDREWS INDEPENDENT SCHOOL DISTRICT TITLE VI & TITLE IX SECTION 504 COMPLIANCE PROCEDURES

Andrews Independent School District offers both educational and vocational programs. Admission to the program is based on classification and age. Vocational programs offered are auto mechanics, vocational

agriculture, industrial cooperative training, cosmetology, distributive education, building trades, industrial arts, small motors, and home economics.

It is the policy of Andrews I.S.D. not to discriminate based on sex, age, disability, political belief, religion, race, color, and national origin in admission or access to, or treatment or employment in, its programs or activities as required by Title IX, Section 504, and Title VI.

Andrews I.S.D. will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about rights or grievance procedures, school administrator **Mr. Kevin Vaughan**, AISD Deputy Superintendent and Coordinator of Title IX and Section 504 compliance, may be contacted at the school administration building, 405 NW 3rd Street, and telephone number 523-3640.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent(s) may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also allow the parent to give written consent for the evaluation.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must

complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parents' Guide to the Admission, Review, and Dismissal Process*.

Contact Info - Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is the Campus Principal or Campus Diagnostician, Phone Number: [432-523-3640](tel:432-523-3640)

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Info - Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is the Campus Principal or Campus Counselor, Phone Number: 432-523-3640.

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

Persistence

“Nothing in this world can take the place of persistence. Talent will not; nothing is more common than unsuccessful people with talent. Genius will not; unrewarded genius is almost a proverb. Education

will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent. The slogan "press on" has solved and always will solve the problems of the human race."

Calvin Coolidge