

# Smithville ISD



## Alternative Education Program Handbook 2017-2018



This handbook is supplemental to the High School Student Handbook and the Student Code of Conduct.

The Tiger Academy Alternative Education Program is an alternative school for students who are highly motivated, dedicated, and academically capable, but happen to meet criteria for being at-risk. Students will complete their coursework using computer based learning programs like Connections Learning, Edmentum, and A+. This creates an environment in which students can work at their own pace, thereby allowing the student to graduate at an appropriate time depending on their individual circumstances.

## Eligibility for Enrollment

To be eligible for enrollment at the TAAEP a student must have completed the application process, including an interview with staff, and then be notified of selection for the program. Application for TAAEP does not guarantee acceptance into the program.

## Criteria for alternative school students:

- Highly self-motivated.
- Capable of and willing to working independently.
- At-risk for one or more of the following, but not limited to:
  - One or more years behind their age group in the number of high school credits attained.
  - Habitually truant.
  - A parent.
  - Adjudicated delinquent.
  - A drop out or potential drop out.
  - Experienced a life changing event that makes it difficult for the student to function effectively in a traditional school setting. For example: loss of a parent or loss of a home.
  - Been placed in a Discipline Alternative school.
- We prefer that students are 16 years old, or older, and have a valid driver's license.
- Must be in High School.
- Willingness to seek counseling services.
- Must be willing to participate in the development of a detailed plan for their education, or career, after High School.
- Must be willing to abide by all rules and requirements of the TAAEP.

## Returning to Traditional High School Campus:

A commitment to TAAEP is for a minimum of one semester. If a student wants to return to the traditional high school campus after one semester, they may make this request in writing to the TAAEP administration prior to the end of the current semester. The reason for wanting to return to the traditional high school campus should be stated in writing. Written requests to return to the traditional high school campus received after the end of the current semester will not be considered. The Tiger Academy administration and staff will review the reasons for returning to the traditional high school campus and will meet with the student and the student's parents for minor students and then will decide if the student will be allowed to return to the traditional high school campus at the beginning of the next semester. The decision whether to allow the student to return to the traditional high school campus is at the discretion of the Administration.

Students may not be allowed to return to TAAEP after the end of the current semester if they fail to meet the behavior and academic standards required in TAAEP. A student that fails to meet TAAEP behavior or academic standards will be given written notice prior to the end of the current semester stating the reason they may not be allowed to return to TAAEP. A meeting will be held with the student, the student's parents for minor students and Tiger Academy administration and staff to determine whether the student will be allowed to return to TAAEP the next semester. The decision whether to allow the student to return to TAAEP is at the discretion of the Administration.

# RULES AND REGULATIONS

## Basic Rules

Smithville ISD has district policies that require specific student behaviors. These rules will be enforced. These policies and rules can be found in the High School Student Handbook and Student Code of Conduct.

- A. Detention and ISS are not available while assigned to TAAEP. Students who do not follow the TAAEP rules can be suspended and/or may be expelled. For example, any student truant while attending TAAEP would be automatically suspended since ISS is not an option.
- B. While assigned to TAAEP, the student and parent must understand that suspensions will be of limited use and provide the opportunity for the student to alter their behavior before removal from the program is considered.
- C. For flagrant student conduct violations, temporary removal to the Smithville ISD DAEP will be considered instead of automatic return to the Smithville High School main campus.

Students who fail to follow policies and procedures of the Tiger Academy will be subject to the following process.

Inappropriate behavior that would result in immediate placement in the DAEP per the student code of conduct will follow the same procedure as written in the Smithville ISD Student Code of Conduct and the Smithville High School Student Handbook.

Inappropriate behavior that would not result in an immediate DAEP placement will have the following disciplinary consequences.

1. A written warning sent home to parents for minor students.
2. A first suspension or a second written warning and a required parent meeting for minor students. (phone conference is acceptable)
3. A second suspension or a third written warning followed by a formal meeting with the student, a Tiger Academy administrator, and the parent for minor students to discuss placement in the DAEP for 30 days.

After a student has completed their DAEP assignment they will be either reinstated to Tiger Academy, or permanently removed, depending on the recommendation of the Tiger Academy administrator.

1. **TAAEP Hours – 7:50am - 3:20pm.** TAAEP students must attend school a minimum of four continuous hours per day. Allowances will be made for students with jobs or other legitimate reasons to attend the TAAEP less than the 7.5 hour school day. Other legitimate reasons must be approved by TAAEP staff. Written proof of a job or other documentation necessary to any other legitimate reason for not staying in school the full day must be submitted upon request. Students must arrive on campus no later than 11:30 AM in order to be on campus the minimum of four hours. Students taking PE must be on campus no later than 7:50 AM. We encourage all TAAEP students to stay on campus the maximum amount of time necessary to achieve their academic goals. Students must arrive on time to Tiger Academy (7:50 AM) unless they are working in the morning, or have made prior arrangements approved by TAAEP staff. Students that have an unexpected legitimate problem that will delay them must call prior to 7:45 AM. Determination of legitimacy of late arrival

will be made at the discretion of the TAAEP staff. Students who are tardy and have not received approval from the TAAEP staff will receive a written warning on their 3<sup>rd</sup> tardy. Three more unapproved tardies will result in a 2<sup>nd</sup> warning. After the 2<sup>nd</sup> warning, 3 additional unapproved tardies will result in a DAEP placement for 15 days.

2. Academic goals – Academic goals will be defined using the Connections Learning Planner after the student enrolls in the TAAEP and has begun their course work. The academic goals will include a timeline which defines the number of lessons that should be achieved each day. We will review the academic goals each week to determine if the goals are being achieved. If the student is not achieving the academic goals then we will review the goals to determine if they are reasonable. If it is determined by the TAAEP instructors that the goals are reasonable, but the student is not making a reasonable effort, then the student will be warned the first time. After a first warning, if the student continues to fail to make a reasonable effort then the student will be suspended or receive a second written warning. After a first suspension or a second written warning, if the student continues to fail to make a reasonable effort then the student could be suspended again, removed from the program, or placed in the DAEP for 30 days.
3. Dress Code – Basic standards of modesty and decency should be observed. Final determination of appropriateness will be made by the TAAEP staff.
4. Arrival at TAAEP – Once students are dropped off at the TAAEP campus they may enter the classroom. If the building is not open at the time they are dropped off, they are to stand in the front of the building by the big roll-up door. Once on campus, students should not leave without permission.
5. Enter the classroom in a quiet, orderly manner.
6. Be seated in assigned seat. Chairs, desks, and tables are not to be moved without the teacher's permission.
7. Food and drink, other than water, may be consumed only during breakfast or lunch and only in the lunchroom or P.E. area.
8. Respect school property and property of others. The student work area should be kept neat and clean at all times.
9. Students will work consistently and quietly while in class and cooperate with each member of the educational staff.
10. The teacher's desks are off limits to students unless permission is given by the teacher.
11. Be courteous to the teachers, staff and fellow students.
12. Follow all directions the first time given.
13. All new Tiger Academy students or returning students whose GPA is below 3.0 must, within the first 2 weeks of school, attend at least 1 live lesson, 1 live tutoring and have made contact with their remote teacher in each subject. They must attend at least 1 live lesson in each class, or listen to the recording, in each class each week for the next 2 weeks of school and they must have made 1 additional contact with their teacher. If the student listens to the recording of a live lesson, they must write 4 things they learned from the lesson and submit this to their remote teacher with a webmail copy to TAAEP staff. After the first 4 weeks of school, live lesson and live tutoring attendance is discretionary if the students grade is above 70 and they have no more than 2 overdue lessons in a single subject. Teacher contacts are also discretionary after the first 4 weeks of school unless the teacher requests a contact or the student's grade is below 70 or they have more than 2 overdue lessons in a single subject.

14. Students should adhere to their academic plan as defined by Connections Learning, or Edmentum, on a daily basis. Students should contact their remote teacher if they have questions about their lessons. If the remote teacher fails to help resolve any issue in a timely manner, the students should report this to any TAAEP staff member.
15. Students whose grade is below 70 or has more than 2 overdue lessons in a single subject must:  
Make contact with their remote teacher to discuss a plan to improve their grade and get caught up on their lessons. This contact is required each week in each class that needs improvement until the grade is over 70 and there are less than 2 overdue lessons in that subject . The students must complete the work assigned by the teacher during their discussion in the time required by the teacher. The students must also attend live tutoring if requested by the remote teacher.  
  
The student is also required to attend the weekly live lesson in each subject that needs improvement. If the student misses the live lesson than the student must review the recording of the live lesson and write 4 things they learned from the lesson. The 4 things they learned must be submitted to their remote teacher with a copy sent to TAAEP staff.
16. Students are not allowed to check that lessons are complete in Connections Learning unless all the required work in that lesson has been completed and submitted to their teacher
17. Students may work on their lessons outside the school campus except that unit tests and semester exams must be taken on the Tiger Academy campus. This requirement may be waived by TAAEP staff to accommodate special circumstances. Students must tell TAAEP staff that they are about to take a unit test or semester exam and then send TAAEP staff a webmail for documentation purposes.
18. Absolutely NO SLEEPING at any time unless TAAEP staff has given permission.
19. Cell phones may be kept in the student possession, but must not be kept on the student's desk without permission from the TAAEP staff. Phones found on student's desk without permission will be taken up by the TAAEP staff and returned at the end of the day. Students must ask for permission to step outside the classroom to talk or text on the cell phones. All cell phone privileges may be revoked if students are abusing the privilege to the extent that they are not being successful. Revoking cell phone privileges will be at the discretion of the staff. Students must hand over cell phones to TAAEP staff when requested, or they will be suspended.
20. Student may take breaks and watch You Tube videos as long as they are school appropriate content. Students cannot watch You Tube, or utilize other social media, if they have overdue lessons or are failing any of their classes. Staff can revoke You Tube privileges at their discretion if they believe the privileges are being abused or if students are not being successful. Students may also listen to school appropriate music while working on their lessons as long as they have no overdue lessons or are not failing any classes. Staff can revoke music privileges if they believe the privileges are being abused, or the students are not being successful.
21. Plagiarism will not be tolerated at the TAAEP. A first incidence of plagiarism will result in a zero on the assignment. Any subsequent acts of plagiarism will result in suspension, placement in the DAEP, or expulsion from TAAEP.

## TRANSPORTATION

Students enrolled in the TAAEP may be able to ride the district provided transportation or bring his/her car to school. Transportation between campuses to take advantage of activities on the High School campus may be provided by the student, or will be provided by school van. If a Tiger Academy student will be utilizing their own vehicle, the student must obtain a parking permit through Smithville High School. No cell phone usage, while operating a motor vehicle, is allowed on school property.

## LUNCH

Students are responsible for furnishing their own lunch and/or lunch money. Money *will not be* loaned. Students *may not* call home for lunch or lunch money. Breakfast and lunch meals are prepared in the school cafeteria and will be delivered with prior notice from the students. Students may not have lunches delivered to the Alternative School. Students who qualify for free/reduced lunches may submit their application through the High School campus.

# TIGER ACADEMY

## Alternative Education Program Behavior Contract

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

I, \_\_\_\_\_, enter to the following contract with the TAAEP. I understand that I must work diligently to achieve the following goals and objectives. The goals and objectives include, but are not limited to the following:

- Follow all the rules and regulations of the TAAEP, the High School Student Handbook and The Student Code of Conduct.
- Work continuously each day to achieve the highest standard of excellence within my capability.
- Treat everyone, including myself, with respect.
- Plan for success after High School.

*Failure to reach any of these goals could result in suspension or removal from the TAAEP.*

*By signing below I understand all the above goals and objectives of the TAAEP.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date of Birth

I, the parent or guardian of this student, understand and agree that I will encourage \_\_\_\_\_ to meet the terms of this contract.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
TAAEP Instructor Signature

***Parent contact information:***

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone





# **Smithville ISD Tiger Academy**

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**David Edwards, Administrator**  
**Jim Philpot, Teacher**

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## **Tiger Academy Laptop Computer Home Use Policy**

Due to the unique nature of the Tiger Academy curriculum, students are able to access their coursework 24 hours per day provided they have access to a computer and internet service. In order to help facilitate this access, Tiger Academy provides all Tiger Academy students the opportunity to check out a school laptop computer for home use.

Home use of the school's laptop computer continues to be under the governance of the applicable portions of the Smithville ISD Acceptable Use Policy.

Responsible home use of the school's laptop computers lies completely with the Tiger Academy student and their family. Failure to abide by the guidelines of the Smithville ISD Acceptable Use Policy will result in termination of home use privileges.

If the school's laptop computer is lost or damaged, the student and their family are responsible for replacement (\$600) or repair costs (varied).

By signing below, the Tiger Academy student acknowledges understanding of all policies regarding home use of the Smithville ISD laptop computer and accepts responsibility for the school's laptop computer during home use.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date