

**MANOR
ALTERNATIVE
PLACEMENT**

*Parent and Student
Resource Packet
2007-2008*

Manor Independent School District

600 East Parsons
P.O. Box 359
Manor, Texas 78653

278-4075 Excel Office
278-4088 Fax Number

ACADEMICS

Student Schedule Change:

When a student is assigned to MAP, the student's schedule may be changed if necessary to reflect the AEP core curriculum which consists of English Language Arts, Math, Science, History and self discipline as specified under section 37.008 (A) of the Texas Education Code. Every effort will be made to keep the student's schedule the same as it was on the home campus. Seniors will be kept on track to graduate.

A conference occurs at the time of the student's placement to the program. Students are placed for a specified amount of time. The first placement in a school year may be for ten (10) successful days to a full year (e.g. 10, 30, 90 days).

GRADING POLICY

- Progress reports are sent home after the third week of the grading period. Report cards are sent every six weeks from the students' home campus.
- When students are withdrawn from MAP, their current grades are averaged and returned to the home campus. Grading standards, averages and progress reports are in accordance with MISD policies.
- Elementary School teachers will provide and grade the completed work of their students.
- Middle School teachers will provide and grade the completed work of their students.
- A high school student must successfully complete all required assignments per subject to earn ½ credit. Any passing 6-weeks grades earned at the home campus will be accepted at MAP.

ATTENDANCE

- Parents should call the school at 278-4075 (office) as soon as possible on any day that the student is absent.
- All absences are unexcused unless the student brings a note from the parent, court official or licensed health care provider. If the absences are 3 or more days in a row, a doctor's note must be submitted. (**Missing the bus is not an excused absence.**)
- Excessive absences will result in one or more of the following: referral to probation office, referral to JJAEP, or court appearance.
- Students are required to be in attendance for a specific number of successful days. Suspensions, holidays, and other absences are not counted toward days of placement.

RULES AND REGULATIONS

Students will be issued a point card each day. Students may not lose more than three (3) points and earn credit for the day. An “unsuccessful” day will not count towards the number of days placed.

The following rules are strictly enforced.

1. Comply with **MAP** staff instructions/directions **the first time.**
2. Do not communicate with other students in any way.
3. Speak only when spoken to by the MAP staff.
4. Raise your hand for permission to speak.
5. Arguing, profanity, and talking back will not be tolerated.
6. **NO SLEEPING!** (Do not lay your head on the desk.)
7. Gum, food or drink is not permitted.
8. Eat only during meal times.

9. Do not write on **MAP** property or instructional materials.
10. Students will be in the proper dress code for the entire instructional day.
11. Face forward in your desk at all times with both feet on the floor.
12. Electronic devices such as cell phones, pagers, games, etc. are not allowed.
13. Students will complete all assignments to the satisfaction of the instructor or lose points.
14. Students will remain in their assigned seat at all times unless otherwise directed by staff.

Note: These may not cover every incident; therefore, the administrator or the administrator's designee will determine what behavior is or is not appropriate.

Students who become involved in an activity that violates public law will be issued a citation and/or taken into custody.

DRESS CODE

The following dress code applies to **MAP** students in school and on the bus. Note: The principal will approve exceptions to the dress code for physical problems on a case by case basis.

A pocket and shoe check is done every morning upon arrival and can be done throughout the day. Unless the money is for lunch, students are permitted to bring a maximum of \$5.

Students are expected to wear a uniform. The uniform will consist of:

- Clean white collared shirt with a tie will be worn at all times. Logos or designs are not allowed on shirts.
- Clean plain khaki pants or blue or black denim jeans, without designs. Pants will fit properly at the waist. Sagging jeans will not be allowed. Shirt will be tucked in at all times and a belt will be worn. No shorts or skirts will be allowed.
- White, brown, or black shoes with white, brown, or black shoe laces will be worn.
- Tennis shoes with Velcro must be strapped.
- Clean socks must be worn.
- No hats, bandanas, or any other head covering may be worn.

- During winter students may wear a white or gray hoodless sweatshirt (no logos) over their shirt.

The uniform must be kept in a presentable manner, (no sagging pants). The uniform should be cleaned daily. When holes appear in the uniform, it should be replaced or repaired at the parents' expense.

Shirts **must remain tucked in pants** before entering the school campus and will remain tucked in at all times. Shirts may not be turned inside out.

Pants legs will remain at the ankles at all times (not worn under the heel or folded up) with the waistband of the pants located at the waist of the student. **NO SAGGING WHATSOEVER WILL BE ALLOWED.**

REQUIREMENTS

- Jewelry is not allowed; this includes watches.
- Make-up (including nail polish and false eyelashes) is not allowed.
- Hats are not permitted.
- Backpacks, wallets, key chains and purses are not permitted.
- Cell phones are not permitted.
- Sunglasses are not permitted.
- Students must present a neat, clean, well-groomed appearance.

Note: Items worn the very first day will be given back the same day. If a student does this again during his/her stay, the item taken will be held at MAP until his/her stay has been completed.

*Note: Student's parent may come to the campus and pick up the item.

VIOLATIONS/CONSEQUENCES

Students who are out of dress code will be given an opportunity to correct their dress. If a student is unable or unwilling to correct the dress, their parents/guardians will be called to bring the proper clothing (or the student may be sent home for the day). All dress code violations are recorded on the student's point card and may result in the loss of credit for the day. Repeated violations will result in a referral.

PLACEMENT TIMEFRAME

Students can be placed at MAP for a minimum of 10 days. Students will remain in MAP until they have earned the appropriate number of "successful" days. Students who are placed at MAP for 10 days or longer can earn good behavior days which will allow the students to return to their campus earlier. The sending principal or designee will be the only ones allowed to approve good behavior days (e.g. (1) successful week, student earns (1) day of good behavior).

MEALS

- Students may NOT bring their lunch to MAP.
- Students may bring a special lunch to school if the parent/doctor states that the student has food allergies.
- Meals brought to the **MAP** campus are placed in a refrigerator until mealtime and are subject to inspection.
- A regular lunch will be provided for all students.
- Lunches are ordered at 9:00 a.m.
- Meals are paid for in advance and may not be charged.
- Meals served: Breakfast - free; Lunch - \$2.00; Reduced - \$.40.
- Students who forget to bring their money are provided with a peanut butter sandwich and milk.
- All items must be disposed of after each meal.

TELEPHONE

- Students are not allowed to use the telephone (cell phones are not allowed).
- If an emergency arises, a staff member will contact the parent/guardian.

TRANSPORTATION

Provisions:

- Students assigned to MAP will ride a MISD bus to and from campus or ride with a parent/guardian.
- Bus warning/referrals are processed as a MAP referral.
- Bus referrals may result in the removal of privileges to ride the bus.

Rules:

- Students must immediately comply with instruction from the bus driver/monitor.
- Students will wear the MAP uniform (PROPERLY) while riding on the bus to and from home.
- Food/Drink is not allowed.
- Loud or profane language and yelling are not allowed. (If this rule is not followed, the privilege of talking to other students will be taken away by the monitor/driver.)
- Students are not to communicate with others outside the bus.
- Students are required to follow any additional rules the driver enforces.

VISITING OTHER CAMPUSES IN THE DISTRICT

Students seen on any Manor I.S.D. campus or at any Manor I.S.D. extra-curricular activity may be cited for trespassing.

EXPECTATIONS

Students are issued a point card daily to record their progress during the day. Points are tallied daily and the day is either successful or not. The point card is then included in each student's MAP file. This form serves as an official record documenting the students' daily behavior and is available for parent/guardian review.

1. Minor Infractions:

Student will lose 1/2 point for each minor infraction. Minor infractions include but are not limited to, talking without permission, making disruptive noises, sleeping, and refusing to do an assignment. A total loss of 3 points per day, including dress code and transition points, will result in loss of credit for the day and a possible referral.

2. Major Infractions:

Infractions that disrupt the learning environment may be considered major and will result in a referral, suspension and a citation for disruption (37.124) from the school resource officer.

VIOLATION CONSEQUENCES

One or any combination of the following (not necessarily in this order):

MIDDLE SCHOOL

1. Student conference
2. Parent conference
3. Loss of credit for the day
4. 1 to 3 day suspension and time added to placement
5. 1 to 3 day suspension and time added to placement
6. Possible referral to JJAEP

HIGH SCHOOL

1. Student conference
2. Parent conference
3. Loss of credit for the day
4. 1 to 3 day suspension and time added to placement
5. 1 to 3 day suspension and time added to placement
6. Possible referral to JJAEP

When a student is expelled from a public school in Texas certain consequences are mandated by the State Legislature. First, if a student has a driver's license, it is to be revoked/not renewed until the student reaches the age of 18 or is

reinstated in school and successfully completes a specified period of school time (exception – if the student is married, the license is not revoked). Second, if the student is under the age of 18, compulsory attendance laws require that the student attend school; therefore, students 16 or younger are expelled from Manor I.S.D. and placed at JJAEP. Students placed in JJAEP will be placed for either the semester or the remainder of the school year.

LEVEL SYSTEM

Students will be on level one during their stay at MAP.

Students will be on level two for the final five days of their MAP placement.

Students returning for a 2nd or 3rd time during the same school year will remain on level one for their entire placement.

Level One: A student will wear a clean button-up white collared shirt, plain khaki pants or blue or black jeans, belt and tie.

Level Two: Student will wear a clean white button-up white collared shirt, plain khaki pants or blue or black jeans and belt but will NOT be required to wear a tie.

PARENT/STUDENT SIGNATURE FORM

WARNING TO MAP STUDENTS TRESPASSING ON MANOR ISD PROPERTY

When you are enrolled in the Manor Alternative Program you are not allowed to be on any other MISD school property at anytime. Your removal from your home campus means that you can not be on the campus or any other MISD property for any reason while you are assigned to MAP. The only exception to this rule is for use of district buses.

If you violate this directive, you are in violation of MISD policy and will face disciplinary action at MAP. In addition, charges may be filed against you with the appropriate law enforcement agency by the campus where you trespassed.

This document is considered your fair warning relating to the consequences of trespassing on any MISD property while assigned at the Manor Alternative Program.

My initials below indicate that I understand the statements above and acknowledge that I have been warned about trespassing on MISD property while assigned at the Manor Alternative Program.

Parent Initials _____ Student Initials _____ Administrator Initials _____

MAP PARENT/STUDENT HANDBOOK

Each student attending MAP will be issued a MAP Parent/Student Handbook and receive an orientation before attending school to review important MAP procedures.

My initials below acknowledge receipt of the MAP Parent/Student Handbook and I have been briefed on MAP procedures.

Parent Initials _____ Student Initials _____ Administrator Initials _____

SPECIAL MEDICATION REQUIREMENTS

ALL medication must be delivered by a parent to the medical/office staff. ALL medication must be picked up by parent.

Please check one of the following:

_____ A. My student does not require medication administration by MAP personnel.

_____ B. My student requires medication to be administered by MAP personnel.

My initials below acknowledge that, before any medication can be administered to my student, a prescription describing how the medication is to be administered, signed by the prescribing physician, must be on file at MAP.

Parent Initials _____

Student Initials _____

Administrator Initials _____

SECURITY MONITORS

For security purposes, cameras monitor the MAP classroom. A school district has general authority to adopt procedures “for the safety and welfare of students, employees and property” under Section 37.102 of the Texas Education code and to record images under section 26.009:

(b) An employee of a school district is not required to obtain the consent of a child’s parent before the employee may make a videotape or voice recording that is to be used for:

(1) Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses.

Parent Initials _____

Student Initials _____

Administrator Initials _____

VIDEO PERMISSION FOR EDUCATIONAL VIDEO

If a video is shown for education purposes with a rating of PG is your child permitted to watch?

Yes _____ No _____ Parent Signature _____

COMPUTER PLEDGE

I, _____, will work only on the computer assignments that are assigned to me. I will not do or go into other programs or other assignments. I will not check my personal e-mails or use the Internet for my personal interest. To do so will be considered by the administration as destruction of school property. This will result in disciplinary action.

Student Signature

Date

Parent Signature

Date

Administrator

Date

**MANOR ISD
HEALTH SERVICES**

PERMISSION TO ADMINISTER MEDICATION AT SCHOOL

Student _____ D.O.B. _____ Campus _____
Grade _____ Parents Name _____
Address _____
Emergency Contact Numbers _____

TO BE COMPLETED BY PARENTS FOR OVER-THE-COUNTER AND PRESCRIBED MEDICATIONS

Name of Medication _____
Form of Medication/Treatment _____
Schedule, Dose and Method of Administration _____
Allergic reaction to any medicine(s)? _____ If yes, what medicine(s)?

Describe Reaction(s) _____
Date of Request _____ Date of Termination _____ End of school year _____
Family Physician _____ Phone Number _____
Address _____ Fax Number _____

I (We) the undersigned, the parents or guardians of _____ request that the above medication be administered to our child.

Parent's Signature _____

PARENT/STUDENT AGREEMENT

By signing below, you are agreeing to support the rules of this campus.

Student _____

Date _____

Parent _____

Date _____