



## **Parent/Student Handbook 2026-2027**

**Austin ISD Disciplinary Alternative Education Program**

**1203 Springdale Rd, Austin, TX 78721**

**[alc.austinschools.org](http://alc.austinschools.org) | 512-414-2554**

## **TABLE OF CONTENTS**

|                                             |             |
|---------------------------------------------|-------------|
| <b>WELCOME</b>                              | <b>3</b>    |
| <b>MISSION</b>                              | <b>3</b>    |
| <b>MOTTO</b>                                | <b>3</b>    |
| <b>GUIDING BELIEFS</b>                      | <b>3</b>    |
| <b>PURPOSE</b>                              | <b>3</b>    |
| <b>PROGRAM DESCRIPTION</b>                  | <b>4</b>    |
| <b>ENROLLMENT</b>                           | <b>4</b>    |
| <b>PROGRAM CHARACTERISTICS</b>              | <b>4</b>    |
| <b>DRESS CODE</b>                           | <b>5-7</b>  |
| <b>SAFETY AND SECURITY</b>                  | <b>7</b>    |
| <b>PROHIBITED ITEMS</b>                     | <b>7</b>    |
| <b>TRANSPORTATION</b>                       | <b>7</b>    |
| <b>EXTRACURRICULARS AND<br/>TRESPASSING</b> | <b>7</b>    |
| <b>POSITIVE FAMILIES PROGRAM</b>            | <b>8</b>    |
| <b>PROGRAMS AND SERVICES OFFERED</b>        | <b>8</b>    |
| <b>ACADEMIC NEEDS</b>                       | <b>8</b>    |
| <b>ATTENDANCE AND TARDIES</b>               | <b>8</b>    |
| <b>SUCCESSFUL DAYS</b>                      | <b>9-10</b> |
| <b>STUDENT MEALS</b>                        | <b>10</b>   |
| <b>REVIEW AND TRANSITION</b>                | <b>10</b>   |
| <b>STAFF CONTACTS</b>                       | <b>10</b>   |

## **WELCOME**

As the Principal of Special Campuses/ALC, I am excited and honored to be serving the AISD community in such a transformative role. It is my belief that the purpose of the ALC is to provide an opportunity for students to restore themselves socially, emotionally, and academically. At the ALC, we have the opportunity of ensuring that all students are provided an equal opportunity to get a fresh start and make a commitment to achieve their personal and academic goals. Together with the dedicated professionals serving our students at ALC, we will continue to support students, families, and the greater Austin community to ensure that we are working to address the needs of our students.

*J Hodges*

*Principal of Special Campuses/ALC*

*Austin Independent School District*

## **MISSION**

It is the mission of the Alternative Education Department to provide a robust and rigorous learning environment for students, through the lens of cultural proficiency and responsiveness, by attending to the needs of the Whole Child and providing a restorative climate invested in healing harms and preparing students for a continued chance at academic and behavioral success.

## **MOTTO**

“See a child differently, you see a different child.”

- Mary Meredith

## **GUIDING BELIEFS**

1. Every experience with students is a teachable moment.
2. All students can learn responsible behavior when they are provided with a safe, predictable, and rewarding environment.
3. Every student is an individual with unique learning needs.
4. All students must be treated with dignity and respect.
5. All students can achieve social, behavioral, and academic success when basic needs are met, social skills are taught, relationships based on mutual respect and trust are present, behavioral structure is firmly in place, and high levels of achievement are expected.

## **PURPOSE**

The purpose of the Alternative Learning Center is to provide students with the ability to maintain academic success in a school setting while addressing behavior and/or disciplinary issues.

## **PROGRAM DESCRIPTION**

The ALC is a Discipline Alternative Education Program (DAEP). Students are removed here after a due process removal hearing at their home campuses. The Texas Education Code (TEC), Chapter 37 establishes the statutes related to student discipline in public schools. This chapter details the operational guidelines, requirements, and responsibilities of DAEPs. Please be aware that the school district is required by statute to provide courses of study necessary to fulfill a student's high school graduation requirements. Furthermore, all DAEP teachers are required to meet all certification requirements established by the State of Texas. Moreover, DAEPs must meet the needs of students with disabilities.

## **ENROLLMENT**

Students and their families will be made aware of their removal by their home campus during the due process removal hearing. At that time, the home campus will initiate the enrollment process by withdrawing the students and distributing a registration packet to the family. (All registration materials must be completed before arriving at the Alternative Learning Center for new student orientation.) Students must be enrolled by a parent or legal guardian.

New student orientation occurs Monday-Friday at 8:30-9:00 am **(please arrive on-time and in dresscode, late arrivals after 10:15 will need to register the following day due to state requirements for the enrollment process)** and will prepare new students and their families for the expectations and guidelines they are expected to adhere to while at the ALC. Families will have an opportunity to meet with counseling staff, our campus nurse, and other key faculty members.

## **PROGRAM CHARACTERISTICS**

**CLASS SIZE:** maximum of 15 students per teacher per law.

**SPECIAL EDUCATION / 504 STUDENT MANAGEMENT:** All Change of Placement Manifestation Determination ARDs are to be conducted by the home school, both upon entry and exit.

**THE ALC CURRICULUM:** Teachers use Austin ISD curriculum documents in planning and delivering content in addition to Edgenuity, which is an online instructional platform. In addition, the Austin ISD Yearly Planning Guide (YPG) is used to ensure students entering and leaving the ALC are where all other students are within the curriculum. Every student also takes a mandatory Social Skills class while at the ALC.

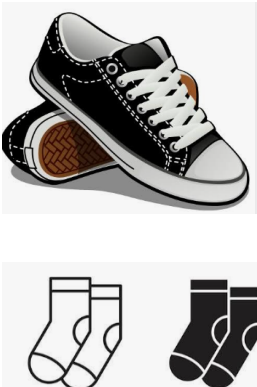
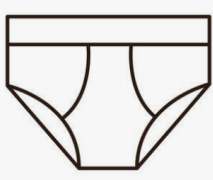
The ALC placement will not prohibit a student from completing coursework required for graduation. Students are expected to complete all classwork, will have computers available and contact with the home school teachers through Austin ISD email & BLEND if it is required for their graduation plan. Students are encouraged to complete home campus coursework with priority. ALC follows the AISD curriculum as mandated for all schools.

## **DRESS CODE**

Parents, familiarize yourself with the dress code and ensure that your student arrives at the ALC in dress code compliance each day including registration/first day of removal. Students arriving out of dress code will be expected to get in compliance. They will be permitted to remain on campus but their day will be unsuccessful.

**All body parts must be covered for all students at all times. Clothes must be worn in a way such that the abdomen, genitals, buttocks, breasts, and nipples are fully covered with opaque fabric.**

| DRESS CODE                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>TOPS</div> <div></div>     | <ul style="list-style-type: none"><li>• Plain black crew neck t-shirt (short or long-sleeved)</li><li>• Black polo shirt (short or long-sleeved)</li><li>• Black crew neck sweatshirt - (without a hood)</li><li>• Only one, white or black, undershirt may be worn underneath the main shirt.</li><li>• Spanx or body suits are not allowed.</li><li>• A black t-shirt is <b>required</b> underneath sweatshirts.</li><li>• Shirts must be completely free of holes, slits, tears or writing</li><li>• Logos must be smaller than a credit card and school appropriate</li><li>• Any logos must be smaller than a standard credit card.</li><li>• Shirts must be long enough to not show undergarments or must be tucked in at all times.</li></ul> |
| <div>BOTTOMS</div> <div></div> | <ul style="list-style-type: none"><li>• Black, blue or grey pants (jeans, slacks or chino style)</li><li>• Distressed style jeans with built-in patches are now permitted, however, no slits, holes or tears are allowed.</li><li>• Sagging or tight pants are not allowed.</li><li>• No joggers, overalls, leggings</li><li>• Jeans must be <u>without</u> words</li><li>• Knee-length denim shorts or skirts</li><li>• Basketball shorts or multiple pairs of underwear are not allowed.</li><li>• Stitched in tags must be tucked in or removed.</li><li>• A belt from home or zip tie provided at ALC will be required if student's pants are not at the appropriate height.</li></ul>                                                           |

| <b>DRESS CODE</b>                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>FOOTWEAR</b></p>                   | <ul style="list-style-type: none"> <li>• Closed-toe, athletic shoes with original laces are allowed.</li> <li>• Boots, Crocs, clogs, slippers, heels, wedges and sandals of any kind are not allowed.</li> <li>• Writings, markings, or designs may not be added to the original shoe design.</li> <li>• Socks must be worn, in a solid color, and free of inappropriate designs.</li> </ul>                                                                                     |
| <p><b>UNDERGARMENTS</b></p>              | <ul style="list-style-type: none"> <li>• Must be worn by all students.</li> <li>• Items such as joggers, long underwear, shorts, or leggings may not be worn underneath pants or in place of undergarments.</li> <li>• Layering is not allowed. Students will be asked to remove the extra layer and are subject to a second search.</li> </ul>                                                                                                                                  |
| <p><b>HAIR, NAILS, AND MAKEUP</b></p>  | <ul style="list-style-type: none"> <li>• Hair must be clean, groomed and remain out of the student's eyes.</li> <li>• Nails that are excessive or extreme length are not permitted (examples: long, sharp, or jeweled).</li> <li>• Artificial nails with school appropriate designs are allowed.</li> <li>• Makeup may not be brought to campus, including lip gloss, chapstick, foundation, etc.</li> <li>• Adornments, grills or jewels on teeth are not permitted.</li> </ul> |
| <p><b>HEAD COVERINGS</b></p>           | <ul style="list-style-type: none"> <li>• Head coverings, or hats are not allowed on the DAEP campus; exceptions may be made for religious reasons but only with Administrative approval.</li> </ul>                                                                                                                                                                                                                                                                              |
| <p><b>OUTERWEAR</b></p>                | <ul style="list-style-type: none"> <li>• Zip up jackets may be brought to school during winter months and are to be removed at check-in.</li> <li>• Jackets and headgear will be collected upon arrival and returned at the end of the day.</li> <li>• Crew neck sweatshirts may be worn at any time throughout the year, with a plain, black crew neck t-shirt underneath.</li> <li>• Sunglasses or headgear of any kind may not be worn.</li> </ul>                            |

| DRESS CODE                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JEWELRY, PIERCINGS, METAL &amp; ACCESSORIES</b><br> | <ul style="list-style-type: none"> <li>• Jewelry is prohibited. (ex. Bracelets, anklets, necklaces, body jewels, non-prescription glasses, etc.)</li> <li>• All piercings must be replaced with plastic, transparent studs unless a doctor's note has been presented.</li> <li>• No metal is allowed, due to metal detector interference, this includes hair adornments, large belt buckles, jewelry, grills, etc.</li> <li>• Wristwatches must be plain gold, silver, black, white, or gray (no Smart watches)</li> </ul> |

## **SAFETY AND SECURITY**

Students pass through a metal detector each morning and receive a pat search. This search entails patting the student's outer clothing and checking pockets, socks, shoes, hems and waistbands for prohibited items. Pat searches will be conducted by staff that are the same gender as the student. Prohibited items will be confiscated and will not be returned to students (failure to comply could lead to suspension).

## **PROHIBITED ITEMS**

Personal cell phones, iPods, car keys, smart watches or other electronic devices/equipment are not permitted and should not be brought to the campus grounds. Students should not have more than five dollars daily. Amounts over five dollars will be held by administration until a parent picks up the difference in person. These items are considered contraband: cosmetics of any kind, including lip-gloss or lip balm, illegal substances, prescription medication, non-prescription medication, vape and cartridges, tobacco products, food, drinks, chewing gum, candy, cookies, etc. All perishables (food, beverage, makeup, etc.) will be thrown away. Any prohibited items found during the pat search will be confiscated and returned only at the discretion of campus administration. Students who leave or hide prohibited items on ALC grounds will receive an unsuccessful day and may face additional disciplinary consequences. Students may dispose of prohibited items in the trash before entering the building without affecting their successful day status; however, this provision does not apply to illegal items brought onto campus.

## **TRANSPORTATION**

Transportation to the ALC is not provided by AISD. Students that are assigned to the ALC are expected to provide their own transportation; however, students may not drive to or from school or park vehicles in the ALC neighborhood. Parents that will be driving their student to the ALC should plan on student drop-off taking place in the front of the school at the bus loop entrance. Any student known to have driven or ridden with other students will receive an unsuccessful day.

## **EXTRACURRICULARS AND TRESPASSING**

As outlined in the Texas Education Code **students placed at a DAEP may not be on the campus of any other school and or attend any school related function or event at any time during their ALC placement.** Going to another campus or to a school related event or function while removed to the ALC will subject the student to further disciplinary actions and trespassing citations.

## **POSITIVE FAMILIES PROGRAM**

The Positive Families program must be offered to secondary students for any discretionary (and Mandatory) abusive conduct violation, i.e. fighting, physical aggression. Positive Families must also be - provided for the following low level mandatory abusive conduct; assault with injury to student/adult, false report (no charges), retaliation adult (no charges), or terroristic threat (no charge or misdemeanor). After successfully completing Positive Families the student may return to the home campus following the last Positive Family class, with a minimum of ten (10) successful days. Students will lose eligibility for early release if they accrue more than 2 unexcused absences or have disciplinary offenses while at ALC, regardless of if the program has been completed. Parent involvement is optional.

The four sessions of Positive Families are offered Mondays & Wednesdays or Tuesdays & Thursdays from 6:00pm to 8:00pm and Saturdays from 8:00am to 12:00pm. The weekday classes may not be combined with the Saturday classes.

## **PROGRAMS AND SERVICES OFFERED**

The Alternative Learning Center works with a wide array of community partners to provide restorative programs and services to students while they are enrolled at our campus. A list of current programs and services is available upon request. Information will be provided during registration for all qualified students and families.

## **ACADEMIC NEEDS**

Students removed to the ALC are taught by appropriately certified teachers in the four core academic areas of Social Studies, Science, English Language Arts, and Math. Please be aware that the ALC follows the AISD mandated curriculum for all classes. An ALC placement will not hinder a student's academic advancement. See ALC Curriculum section for further information.

## **ATTENDANCE AND TARDIES**

Students must be in attendance every day and are subject to Texas' compulsory attendance laws.

- Parents will receive a phone call if their student is absent.
- All absence notes must be received within 48 hours.
- **Students arriving after 9:30 am will be allowed to stay for the day but their day will not be counted as successful unless accompanied by an approved excuse. Students leaving before 4:30 without prior ALC Administrative approval may forfeit their successful day.**
- ALC staff will coordinate with home schools to file truancy on students who violate the compulsory attendance laws due to excessive absences.
- Absence notes can be emailed to: [debra.powell@austinisd.org](mailto:debra.powell@austinisd.org)

## **SUCCESSFUL DAYS**

### **What Qualifies as a Successful Day?**

A student earns a **successful day** by consistently meeting all ALC expectations, including:

1. **Follow Staff Directions:**
  - Listen and comply promptly with instructions from all ALC staff.
2. **Respect Hallway Procedures:**
  - Walk in a single file line, stay quiet, and keep hands to yourself during transitions.
3. **Follow the Dress Code:**
  - Be in full dress code at all times, including wearing the required plain black crew-neck t-shirt, proper bottoms, and approved footwear. Shirts must be long enough to be tucked in without coming untucked.
  - **Pants must be worn at or above the waist** at all times. Students are expected to wear a **plain black belt** to keep pants secure.
  - If a student does not have a belt, staff will use **zip-ties** to ensure pants remain at the required level.
  - **Sagging or removing zip-ties** will result in an **unsuccessful day**.
  - Students arriving out of dress code will be expected to get in compliance. They will be permitted to remain on campus but their day will be unsuccessful.
4. **Keep the Classroom Orderly:**
  - Maintain a clean area, stay seated unless given permission, and avoid damaging or writing on school property.
  - Opening classroom doors or damaging property will result in an **automatic unsuccessful day**.
5. **Respect Others:**
  - Use appropriate language and actions.
  - Keep hands, feet, and objects to yourself.
6. **Stay Engaged:**
  - Participate in class activities, complete assigned work, and remain awake and on task.
  - Sleeping or refusing to work after redirection may result in an **unsuccessful day** or being sent home.
7. **Avoid Prohibited Actions:**
  - Fights, possession or use of illegal items, leaving campus without permission, displaying gang signs, bringing prohibited items to the campus or using inappropriate gestures will result in an **automatic unsuccessful day** and may lead to additional disciplinary consequences.

## Completion of Placement

- Students must **earn all assigned days successfully** to complete their ALC placement.
- **Unsuccessful days** do **not** count toward the total number of assigned days.
- **Absences, including excused absences, do not count** toward a student's placement.
  - Students must be **physically on campus and earn a successful day** for the day to count toward their assigned placement.

\*\*\*\*\***Additional Note:** Any behavior **not explicitly listed** in this section but that is **deemed by staff or administration to compromise the safety, order, or learning environment** of the ALC campus may result in an **unsuccessful day**.

## **STUDENT MEALS**

- Students enrolled at the Alternative Learning Center automatically receive free meals without any application or documentation regardless of income. We do not collect or process meal applications from students enrolled in our program.
- **Please note that students are not allowed to bring lunch, gum, candy, sodas, chips or any other food or drink items.** These items will be confiscated and disposed of immediately. Parents if your child has diabetes, medical dietary restrictions, food allergies, etc., please consult with the ALC nurse at time of registration.

## **REVIEW AND TRANSITION**

Any student removed to the ALC for more than 20 school days is eligible for review by their home campus behavior committee. The review process is a collaboration between the ALC and a student's home campus which focuses on attendance, academics, behavior, and individual growth. Student progress will be documented and distributed for review by the home school, and they will determine whether a student is eligible for a shortened removal. If the student's removal will continue, the home campus behavior committee is responsible for providing measurable objectives for the student to complete before their next review.

It is the mission of the Alternative Learning Center to provide a robust and rigorous academic environment for students, through the lens of cultural proficiency and responsiveness, by attending to the needs of the Whole Child and providing a restorative climate invested in healing harms and preparing students for a continued chance at academic and behavioral success. To guarantee our students have a smooth transition back to their home campus, transition facilitators will work collaboratively with the home campus to ensure prevention and effective intervention to student's education. This includes, but is not limited to the following:

- Completion of "ALC Student Transition Plan" by campus support staff and teachers
- Linking of student grades earned while at ALC to maintain academic progress
- Transition meeting with home campus behavior support team and transition facilitator in attendance as requested.

For more information on the ALC transition process, please visit: [Transition Meetings | Alternative Learning Center](#)

## **STAFF CONTACTS**

Staff contacts can be found on our webpage at <https://alc.austinschools.org/>