

West Orange-Cove Consolidated Independent School District



2025-2026

WEST ORANGE-COVE ACADEMIC ALTERNATIVE CENTER

Student-Parent Handbook

**Empowering Lives Through Excellence
Everyday!**

Chatana Battles, Site Coordinator
Dr. Alicia Sigee, Superintendent

WEST ORANGE-COVE CISD
ACADEMIC ALTERNATIVE CENTER
West Orange-Cove Consolidated Independent School District

902 West Park Avenue, PO Box 1107
Orange, Texas 77631
Phone 409/882-5424



AAC School Day: 8:00 a.m. until 3:00 p.m
Office Hours: 8:00 a.m. until 4:00 p.m.

District Policies

The Policy-On-Line service of the West Orange-Cove Consolidated Independent School District's Board Policy Manual is provided for the convenience of persons interested in the school district. The manual includes policies adopted by the WOCCISD Board of Trustees, administrative regulations, and exhibits prepared by the administrative staff and reviewed by the Board's Policy Committee. The Internet address for the district's home page is www.woccisd.net (a link is provided for the policy manual).

Academic Alternative Center

Faculty/Staff

Chatana Battles Site Coordinator

Precious Rine Educator, AAC

Willow Simpson Educator, AAC

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM PHILOSOPHY

The West Orange-Stark Academic Alternative Center, a program established to address the unique needs of students in at-risk situations, holds a crucial mission. Our country's future depends on the education of its youth, and education should be everyone's concern. It provides the optimum development of each individual so that each makes good decisions in an ever-changing society.

The West Orange-Stark Academic Alternative Center staff is deeply committed and dedicated to our students. We firmly believe in each individual's dignity and worth. Our team is eager to work with students, parents, and the community to address each individual's needs. Together, we can establish a setting where students are academically, emotionally, and socially successful.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM MISSION STATEMENT

The mission of the West Orange-Cove CISD DAEP is to provide a safe, structured, and nurturing learning environment that supports our students in developing the attitudes, responsibilities, knowledge, and skills essential for success in school and society. This includes the crucial role of the Disciplinary Alternative Education Program. We strive to create a community where every student feels valued and supported and can develop the skills and knowledge they need to succeed academically and socially.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM GOAL

The goal of the West Orange-Stark Academic Alternative Center is not just to return students who have succeeded both academically and socially to their home campus. It's about providing them with the tools and support they need to continue their education and thrive in the future.

ARRIVAL

Students arrive 8:00 a.m. - 8:30 a.m

Students will **NOT** be admitted after 8:30 a.m. (unless presented with an excuse from a doctor or law officials)

TRANSPORTATION

Parents are responsible for providing their students with transportation to and from the AAC campus. Students should arrive by 7:55 a.m. and be picked up by 3:10 p.m. WOCCISD does not provide transportation.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property must pay for losses or damages. If students willfully destroy school property, suspension and expulsion may be necessary.

PRESENCE AT OTHER CAMPUSES

As per state law (Texas Education Code Chapter 37), a student assigned to the AAC is not allowed on any other school property during the assignment to the AAC. A student violating this restriction is guilty of trespassing and may have charges filed against them and school discipline consequences.

EXTRACURRICULAR ACTIVITIES

As per state law (Texas Education Code Chapter 37), students assigned to the AAC are ineligible to participate in any athletic, school-sponsored extracurricular, or social activity, either as an active participant or spectator. A student violating this restriction is guilty of trespassing and may have charges against them. *This does not apply to Mustang Academy students.*

ATTENDANCE SAFETY AND SECURITY

The safety and security of students, staff, and facilities are of the utmost importance to West Orange-Cove CISD. All statements, threats, comments, and jokes that threaten the health and safety of others will be taken seriously. Students who engage in such activity or conversation may face disciplinary action as outlined in the code of conduct. In addition, any comments or acts that are perceived as a violation of the law (e.g., “terroristic threat, verbal assault, etc.” [Penal Code 22.01, 22.07, 42.01, 42.06] will be referred to law enforcement authorities for appropriate action and prosecution.

SEARCHES

Upon arrival, students assigned to the AAC will be searched by campus staff. Students are subject to the following random searches without prior notification:

- the content of pockets, wallets, socks, shoes, and outerwear.
- classroom, desk area, and other personal effects by dogs trained to detect drugs, alcohol, or other prohibited items
- metal detector searches

ATTENDANCE

When students are absent, they must bring a note from a parent/guardian stating why they were absent. A student should present the letter to the campus administrator’s secretary before class on the first day of their return. A doctor's note is required if a student is absent for five days or more due to illness. ***Each absent day must be made up before the student is allowed to return to their home campus.***

EXCUSED ABSENCES

The only excused absences are personal illness, death in the immediate family (parent, sibling, grandparent, or a primary household member), or school-related absence.

UNEXCUSED ABSENCES

A student absent from school for reasons other than personal illness, death in the immediate family, or a school-related absence will be assigned an unexcused absence. This will add a day to the assignment at AAC, underscoring the severe impact of unexcused absences on the student's academic progress.

MINIMUM ATTENDANCE REQUIREMENT – State Mandated

To receive credit in a class, a student must attend at least 90 percent of the days the course is offered. A student who attends fewer than 90 percent of the days the class is provided can only receive credit for the class if the attendance committee finds that the absences result from extenuating circumstances. Students denied credit due to excessive absences should contact the site coordinator if desiring to appeal the denial of credit. This legislative requirement of minimum attendance should not be construed as allowing a certain number of days of absence. Students should be in school every day possible.

This legislative requirement of minimum attendance should not be construed as allowing a certain number of days of absence. It's a reminder that students should be in school every day possible, as regular attendance is crucial for academic success.

NON-ATTENDANCE (TRUANCY)

Non-attendance is an absence from school without the approval of school officials or parents. A student absent from school without permission will be considered truant and subject to disciplinary action. Students may lose credits and be retained for not attending for ninety percent of the academic period. Appropriate action may include contact with the home liaison officer. Regular school attendance is crucial for academic success and is a legal requirement.

RELEASE OF STUDENTS FROM SCHOOL

After arriving on campus, should any student need to leave for any reason, they must have permission from the parent and campus administrator to sign out of the office. This is to ensure the safety and security of all students. Please obtain such consent and sign out to avoid an absence.

CONFERENCES

Parents are encouraged to establish and maintain frequent communication about students' progress. A parent who wants to meet with the campus administrator may call the office for an appointment between 8:00 a.m.- 4:00 p.m. Students and parents may expect the campus administrator to request a conference if the student is not maintaining passing grades or achieving the desired level of performance, if the student is having a behavior problem, or in any other case, the campus administrator considers necessary.

SRP DRILL

AAC will conduct SRP drills at frequent intervals. Practicing the safety drills prepares staff and students for possible emergencies. The drills and instructions are posted throughout the campus and will be held without warning when the bell sounds or the horn blows.

TELEPHONES

AAC office phones are available to students only for emergency calls. We will not interrupt classes to deliver phone messages unless the message is from a parent, pertains to an emergency, and is approved by the campus administrator. Parents are invited to call the school whenever they feel a need. Cell phones are not permitted on the AAC campus; the staff will not hold the devices for students. Parents will be called to pick up the device on the first offense. After the first incident, the student's device will be held until the last day of the AAC assignment.

AAC ACADEMICS

The AAC shall provide an academic and self-discipline program that leads to graduation and includes instruction in each student's currently enrolled foundation curriculum necessary to meet the student's graduation plan, including special education, Section 504, and ESL services. *Students will participate in all district assessments to assess students academic progress.*

According to the Texas Education Code, the AAC will focus on English language arts, mathematics, science, social studies, and electives (that can be duplicated). A student's required high school personal graduation plan [see EIF] may not be altered when the student is assigned to the AAC. See policy FOCA (LEGAL).

TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. The student must cover any books the teacher directs and be treated with care. Depending on the course and course objectives, electronic textbooks and technological equipment may also be provided to students. A student who is issued a damaged item should report the

damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the parent pays for the damage. However, the student will be provided with the necessary instructional resources and equipment for use at school during the school day.

DISCIPLINE

A firm and fair discipline policy has been formulated at the AAC campus. This policy is fostered by good communication and positive influences created by parents, students, and school personnel working together. The Board of Trustees recognizes that various discipline measures must be used with students who exhibit inappropriate behavior. These techniques are outlined in the WOS Elementary, WOS Middle School, and WOS High School Handbooks.

TO MAINTAIN DISCIPLINE

Using force, but not deadly, against a student is justified if the teacher or administrator is entrusted with the student's care, supervision, or administration. To the degree that the teacher or administrator reasonably believes the force is necessary to further the purpose of education or to maintain discipline in a group—penal Code 9.62.

A student may be expelled if the student engages in serious misbehavior while enrolled in AAC.

CAMPUS RULES

1. All unauthorized items will be confiscated and may or may not be returned at the end of the day.
2. Students cannot possess cell phones or any electronic devices after the entrance search or in the classroom while on AAC property at any time. Any electronic devices confiscated after the entrance search will be returned once the student is released from AAC and released to parents only.
3. Gang signs or gestures will result in consequences determined by the campus administrator.
4. Profanity will not be tolerated.
5. The student's restroom breaks will be scheduled throughout the day.
6. Students cannot walk freely around campus or out of classrooms.

7. Students must have permission from an administrator to use an office phone. Approval will be granted for emergency reasons only. Students are not allowed to use any classroom phone.
8. Students cannot sleep during the school day at AAC.
9. Students are to be respectful to staff and each other.
11. Students must remain in the school uniform at all times.
10. Students may drive personal vehicles to AAC if the campus administrator approves them. They must park in designated student parking and possess a WOS-E parking permit. **If the student's car were involved in a drug or alcohol violation, they would not be allowed to drive to school.** Students must have a valid driver's license to operate on campus.
11. Inappropriate and open displays of affection, such as hugging, kissing, and embracing on the school campus, are prohibited. No touching is allowed on campus!
12. No food or drinks are allowed on the AAC campus, including outside the building.

MEDICATIONS

All prescribed medications must be given to the campus administrator's office and stored until parents pick them up. Medications must be in the original package with the prescription label attached.

School district employees must have written permission from the parent/guardian to administer any medication. "Request to Administer Medication" forms are available at the site coordinator's office.

The school does not give any over-the-counter medication (Tylenol, Tums, Advil, etc.).

The nurses at West Orange-Stark Middle School and West Orange-Stark High School are available if the AAC campus administrator calls.

SURVEILLANCE CAMERAS

Surveillance cameras have been installed to maintain discipline, order, and safety in common areas of the building.

DRESS CODE RULES

A close relationship between high standards of dignity and pride and proper grooming contributes to an appropriate learning environment. Modesty will be the dominant feature in all clothes. The attire will be clean, inoffensive, and not distracting. The student and parent share responsibility for proper grooming; however, the campus administrator has the final authority concerning the propriety of clothes and hairstyle. Students may not wear any clothing associated with a gang.

Navy Blue, Gray, or White Polo-Style Shirts Navy Blue, Black, or Khaki Pants

Students must wear clean polo-style shirts that fit loosely on the body without decorations or designs. For warmth, students may wear a plain, same-colored (or white) long-sleeved shirt beneath the polo-style shirt. Shirts must be tucked in at all times. A student may wear a maximum of two shirts. The shirts will have no design and cannot be worn inside out. Undergarments should not be visible.

Clean, navy blue, black, or khaki pants must be worn that fit at the waist and the crotch. Pants must not sag and must have a black or brown belt. Shorts, low-riding, hip-huggers, skinny-legged jeans, overalls, Capri-style pants, skorts, dresses, skirts, or denim (of any color) are not permitted. Pants must not have any frays or holes. The campus administrator will make any exceptions.

Students will wear up to one pair of underwear and no other garment (shorts, etc.) under their pants. Those additional garments will be confiscated and not returned. All clothing will be searched.

Students will wear sneakers/tennis shoes at all times. Boot-type footwear is not allowed.

Students must always wear socks: black, gray, white, khaki/tan, or navy blue.

For boys and girls, hair is pulled back with a hair tie. Headbands **or headwraps are not allowed**. Beads must be white or clear for braided hair.

Students may wear jackets to school in cold weather. Jackets and sweatshirts must be plain and without a design and be navy blue, black, white, or khaki. Hoodies are not allowed.

Students may not wear make-up. Nails will be at the discretion of the campus administrator.

Students may not wear or bring jewelry, including body and hair jewelry.

Visible tattoos are not permitted. It is the student's responsibility to cover all tattoos. If the student does not cover their tattoo(s), they will earn a demerit.

Any items that the administrators deem disruptive to the learning environment will not be acceptable.

BEHAVIOR MANAGEMENT SYSTEM

The AAC has implemented a system based on a demerit system in which four (4) equals an additional day at AAC. Students must complete the assigned "good days" the campus principal gave. The demerit system will be managed and determined by the Campus Administrator. *See Demerit Sheet*

TRANSITION TO REGULAR CAMPUS

Each regular campus shall implement a transition plan for each student returning from placement in AAC. The transition plan shall include:

1. A re-entry (intake) conference with an administrator.
2. A plan for follow-up on the student's progress, which is appropriate to the specific student and the nature and severity of the infraction.

The AAC shall contact the regular campus to coordinate the student's re-entry. When students are reassigned at the end of the school year, the letter to parents shall include specific directions and information concerning the need to contact the school immediately to arrange the re-entry conference and register for the next school year.