Alternative Education Center

School Culture Plan & Playbook

Reading and using this document:

Throughout the school day, we carry out numerous transitions and necessary routines and procedures. This plan outlines these activities and the expected behaviors for all necessary stakeholders, including what the activity may look and sound like. There are two areas addressed in our culture plan: school wide systems– orange and classroom systems – black. As we are constantly seeking growth, it is necessary to gauge our performance periodically. Next to each set of expectations for teachers and students, there is a rubric to assess performance.

School-Wide Systems

Arrival 8:20-8:50 (May be staggered per COVID-19 adjustments and our students going through metal detectors)	
7:30 – 8:15	**DOORS OPEN** - Administration arrives to school - Health screening procedures will take place as needed. Students that are not "well", will not be allowed to enter the building or will be directed to the designated Covid room. AEC will use the appropriate social distancing measures. Student screened at home before school. - Parents not allowed into building unless an appointment has been made. - All staff in designated locations. Staff members will greet all students as they head to their classrooms. - Upon greeting, staff members will do quick checks of dress code and PPE guidelines. Staff members will monitor as students are walking to class to ensure social distancing is being implemented. -
8:00 – 8:20	- Staff Arrival - Teachers to Classrooms for Threshold Procedures and Special Areas/Para to duty stations. - Principals will already be on campus. Both Principal and Assistant Principals will monitor and adjust for daily teacher absences, weather conditions, checking with teachers to check for items that need follow-up, etc.

8:20 – 8:55	- Assigned staff will deliver breakfast to classrooms. - New students will be sent supervised to the counselor for a schedule. **INSIDE/OUTSIDE from 8:20-8:55** - Wear Mask & Ensure students wear mask and are 6 feet apart. - Students will be called off the bus by teacher and go through search then immediately go to cafeteria to go to class with their teacher with CDC/TEA guidelines in place. - Designated teacher will monitor cafeteria and another teacher monitor the breezeway. - Two designated teachers will monitor front of building. - AEC will take time to clear cafeteria. - Students do not enter their classroom until directed by teacher. **Search Information from 8:20 -8:50** Wear masks & Ensure Students are 6 Feet Apart in Searching Area - Male teachers will be in gym conducting male student search. - Female teachers will be in main building conducting female student search. - Three administrators will be at male search in the gym, female search in the main building, and cafeteria.
Tardies (TIME)	**Students arriving later than the staggered drop off times will be counted tardy and will have to go through search at the front.**
Behavioral Concerns	**Students need to abide by the student code of conduct. Administrators will address student concerns and provide necessary support which may include SAS counselors or Restart.**

Roles	Notes/Comments	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	**4**	**3**	**2**	**1**
Principal(s)						
Teacher						
Students						
Parents						

When Students do not comply: As this is the beginning of the day and arrival is expected to be a positive and uplifting experience, students will be given positive, verbal reminders by all staff members on duty. They must obey all safety rules as well as hallway expectations. If serious behavioral infractions occur, the student will be conferenced with before entering their classroom.

Dismissal 3:30 (May be staggered per COVID-19 adjustments)	
Dismissal Times Here	

3:30 – 3:50 **COVID-19**	- Teachers review CHAMPS Expectations for Dismissal; Campus administrator will call students out to bus via radio. Students will remain in classroom until called out by their designated group (group 1-4). - Principals, teachers and paraprofessionals will facilitate student pick up and/or transition to designated pick up bus area implementing CDC/TEA guidelines in place. **Walkers:** - Students will be released according to their group and then allowed to walk home once they've reached the bus area. Principals, teachers, and paraprofessionals will monitor students as they leave the campus. They will be reminded to follow the CDC/TEA guidelines in place. -
LATE Pickup	- Students that are not picked up on time will be allowed to call parents after 4:45 pm. An administrator will be on campus until all students are picked up.

Roles	Notes/Comments	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	4	3	2	1
Principal(s)						
Teacher						
Students						
Parents						

When Students do not comply: Students are required to follow breezeway behavior guidelines which includes walking on the right side in uniform with their shirts tucked in. Students are required to keep their hands to themselves, and maintain social distance. If a student does not comply, they will be given a verbal reminder by a staff member. If a student behavior causes disruption or jeopardizes the safety of the environment, the student will be referred to an administrator.

Breezeway Transitions

Any Hallway Transition (Special Areas, Bathroom, Arrival, Dismissal)	Classroom or group: - CHAMP out expectations before transitioning. - Students will keep hands, feet, and other objects to themselves. - Students must maintain proper social distance Individual students: - Teachers will communicate via radio when an individual students needs to go to another designated location such as counselors, front office, etc. - Student will keep hands, feet, another objects to themselves - Student will maintain proper social distance

Roles	Notes/Comments	Performance Scale Highly Effective - - - - - Highly Ineffective

		5	4	3	2	1
Principal(s)						
Teacher						
Students						

When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are not in compliance. If needed, the whole class or individual student may need extra practice with the routine.

Entering a Classroom / New Learning Environment

At Start of class (whole class or small group entry)	- Students will not enter any classroom or learning environment until directed to do so by the teacher. - After receiving greeting at threshold, the student will enter the classroom or learning environment following guidelines set by that teacher. This includes going to an assigned seat or designated area. - After entering the classroom, students will be directed to an assigned area / desk. - Teachers will go over daily norms and classroom expectations to ensure student compliance with CDC/TEA guidelines and lesson delivery.
Individual Returning from restroom, counselor, etc.	- Student will enter the classroom at a voice level zero and return to their seat or designated area and continue working or participating in class activity. - If necessary, the teacher will let the student know what they should be doing if they missed a significant amount of class time.

Roles	Notes/Comments	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	4	3	2	1
Teacher						
Students						

When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are non-compliant. It necessary, a whole class or individual student can RE-do an entry to correct any mistakes as needed.

Restrooms

No students at AEC will be denied the right to use the restroom. However, it is necessary that students understand the procedures for restroom breaks during Covid-19 protocol. Students are expected to follow guidelines for health and safety in all campus restrooms and will be held accountable for any violation that causes disruption, destruction or harm.

Restroom Expectations:
- The restroom is not for free time. Students are expected to enter the bathroom and take care of his or her needs and return to class.

| | - When using the toilet, use on appropriate amount of toilet paper and flush when finished.
- Use soap and water to wash hands and dry using one or two paper towels.
- Students should report to their teacher if a restroom needs toilet paper, soap, or paper towels.
- If a student witnesses any questionable behavior in the restroom, he or she should report the activity to a staff member immediately.
- If a staff member receives a report of inappropriate behavior, it is expected that he or she address it.
- Custodians will make rounds in the morning and the afternoon to sanitize and refill soap dispensers, toilet paper, and paper towels.
- **Whole class restroom breaks:** The classroom teacher will check the restrooms after the last student exits the restroom. No student allowed to go to restroom unsupervised. |

Roles	**Notes/Comments**	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	**4**	**3**	**2**	**1**
Principal(s)						
Teacher						
Students						
Parents						

When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are non-compliant. Teachers may use classroom consequences for misbehavior as needed. In the case of vandalism or destruction, a discipline referral may be used after parent contact has been made.

P.E.

| | - Teacher will ensure social distancing and will hold P.E. classes outside in the designated area.
- All CDC/TEA guidelines in place.
- On bad weather days, AEC will utilize the gym if possible. If not, P.E. class will be conducted in the cafeteria. |

Roles	**Notes/Comments**	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	**4**	**3**	**2**	**1**
Principal(s)						
Teacher						
Students						
Parents						

When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are non-compliant. Teachers may use classroom consequences for misbehavior as needed. In the case of vandalism or destruction, a discipline referral may be used after parent contact has been made.

Classroom Systems

Threshold / First 5 minutes

Start of Class	- Teacher will be present at the entrance of the classroom. - Teacher will offer greetings and or positive commentary to each student. - Teacher may address the whole group with directives but should not neglect a personal greeting to each student entering the classroom. - Teacher will monitor and scan for accountability as well as use positive reinforcement and verbal reminders to guide students though the procedures (objectives, norms, do-nows, lesson delivery)					

Roles	Notes/Comments	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	**4**	**3**	**2**	**1**
Teacher						
Students						

When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are non-compliant. It necessary, a whole class or individual student can RE-do an entry to correct any mistakes as needed.

Starting a Virtual Learning Course (Virtual Entry)

	- Students will be camera ready at the start of any virtual course. This means that they are dressed within dress code and seated in an appropriate area that is well lit, free from the distractions, and quiet. - Students will use their first and last name on screen and their camera will be on. - Microphones muted unless otherwise specified by the teacher. - Teacher will take attendance. - Full engagement is necessary. - Student must have all materials ready (communicate this expectation to students prior to class time). Virtual Learning Norms: - Cameras will be on during the entire lesson.

Roles	Expectations What should they be doing?	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	**4**	**3**	**2**	**1**
Teacher						
Students						

When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are non-compliant. If necessary, a teacher may "disconnect" a student who is disruptive and contact parents

Breakfast

Breakfast delivered to classrooms prior to breakfast time.
- Students will maintain social distancing
- Teacher reviews Norms and Expectations.
- Students sit in chair at desk. No one allowed out of his or her seat.
- Students raise hand for needed items or questions.
- Teacher puts on gloves and mask.
- Teacher approaches each student and asks if student wants a serving.
- Students remain at desk to eat.
- Teacher completes roster.
- Teacher places roster in tub and carries tray and tub to cart in hallway.
- Teacher monitors students as they eat.
- Teacher reviews expectations as needed.
- Teacher scans room and notes needed revisions, modeling needed and students for praise.
- Teacher walks from student to student and asks students to place trash in trashcan.
- Teacher places trash bag outside of classroom.
- Breakfast routines will vary by classroom.
- Every classroom routine should include the following:
- How students will get food and drink
- How breakfast roster will be completed
- How breakfast will be cleaned up
- What will students be doing during their eating time?

Roles	Expectations What should they be doing?	Performance Scale Highly Effective - - - - - Highly Ineffective				
		5	**4**	**3**	**2**	**1**

Teacher							
Students							

When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are non-compliant. It necessary, a whole class or individual student can review expectations and procedures to correct any mistakes as needed.

Lunch	
Traditional	In the Classroom: - Designated teachers and administrators will deliver lunch to the classrooms at the scheduled time. - A staff member will be on duty to monitor the students while teacher takes her lunch. - **Students will be expected to eat their lunch in their classroom at their designated lunch time.** - All staff members on duty will ensure that students are eating quietly and not bothering those around them. - If additional lunch items are needed, teacher will radio an administrator for assistance. Dismissal: - Staff members will allow students to clean up their area. - Staff members will ensure that students **do not have any lunch items on their possession after lunch time.** Restroom Breaks: - If a student asks for use the restroom during lunch, we will allow them one at time and student will be supervised.
COVID-19	Lunches are to be delivered to classrooms prior to lunch time. A staff member will monitor students while the teacher takes leave or his or her 30 minute, duty free lunch. - Lunch duty personnel reviews Norms and Expectations 5 minutes prior to lunch. - Students will maintain social distancing - Students sit in chair/desk. No one allowed out of his or her seat. - Students raise hand for needed items or questions. - Lunch duty personnel will wear gloves and mask. - Students remain at desk to eat. - Lunch duty personnel completes roster. - Lunch duty personnel monitors students as they eat. - Lunch duty personnel reviews expectations as needed. - Lunch duty personnel scans room and notes needed revisions, modeling needed and students for praise. - Lunch duty personnel walks from student to student and asks students to place trash in trashcan. - Lunch duty personnel places trash bag outside of classroom.
Roles	**Notes/Comments**
	Performance Scale Highly Effective - - - - - Highly Ineffective

		5	4	3	2	1
Principal(s)						
Teacher						
Students						
Para-Professionals						
When Students do not comply: Staff members will use positive reinforcement as well as verbal reminders for students who are non-compliant. If necessary, a whole class or individual student can review expectations and procedures to correct any mistakes as needed.						