



**STUDENT HANDBOOK**  
**2019-2020**

**Boerne Academy**  
235 Johns Road  
(use Lohmann Street Entrance)  
Boerne, TX 78006  
(830) 357-3902

[www.boerneisd.net/academy](http://www.boerneisd.net/academy)

*If you have difficulty accessing the information in this document because of disability, please contact Ms. Jocelyn Durand, Director of Communications and Public Relations. [jocelyn.durand@boerneisd.net](mailto:jocelyn.durand@boerneisd.net) or (830) 357-2170.*

**BOERNE INDEPENDENT SCHOOL DISTRICT**

**Vision Statement**

Our community will engage students and adults in a challenging educational environment that inspires creativity and enriches lives for today’s realities and tomorrow’s possibilities.  
Engage. Inspire. Enrich.

**Mission Statement**

The Boerne Independent School District, in cooperation with the parents and community, prepares its students for lifelong academic success, responsible citizenship, and sound character.

**Core Values**

excellence integrity accountability compassion perseverance respect service

**2019-2020 BISD Board of Trustees**

Mr. Joe Tidwell	Board President
Mrs. Maritza Gonzalez – Cooper	Vice-President
Mrs. Donna Sharp	Secretary
Mr. Carlin Friar	Trustee
Mr. Alan Rich	Trustee
Mr. Rich Sena	Trustee
Mr. David Spencer	Trustee

**2019-2020 BISD Leadership**

Dr. Thomas Price	Superintendent of Schools
Ms. Larissa S. Flores	Chief Instructional Officer
Ms. Tish Grill	Chief Financial Officer
Ms. Patti Holub	Chief Technology Officer
Dr. Elaine Howard	Chief Human Resource Officer
Dr. Ashley Stewart	Chief Administrative Officer
Ms. Jocelyn Durand	Director of Communications and Public Relations



## Preface

### Parents and Students:

Welcome! We are so glad you are here and very much look forward to helping you achieve success!

We provide individualized support to help to improve academic skills necessary for school success and post-high school success. Boerne Academy is committed to providing the best in alternative education programs and services designed to meet the changing and varied needs of our students.

Admission to the Boerne Academy is based upon the student's academic needs and past performance. Prospective students must be enrolled in a Boerne ISD high school. The following information will help ensure your success here at The Boerne Academy.

### 2019-2020 Boerne Academy Staff

Cory Bell	Director of Alternative Education	<a href="mailto:cory.bell@boerneisd.net">cory.bell@boerneisd.net</a>	(830) 357-3905
Kami Zigmond	Assistant Principal	<a href="mailto:kami.zigmond@boerneisd.net">kami.zigmond@boerneisd.net</a>	(830) 357-3904
Danna Geist	Counselor	<a href="mailto:danna.geist@boerneisd.net">danna.geist@boerneisd.net</a>	(830) 357-3907
Natalia Snyder	Campus Secretary	<a href="mailto:natalia.snyder@boerneisd.net">natalia.snyder@boerneisd.net</a>	(830) 357-3902
Ricardo Alamillo	Social Studies	<a href="mailto:ricardo.alamillo@boerneisd.net">ricardo.alamillo@boerneisd.net</a>	(830) 357-3927
Gabriel Correa	Math	<a href="mailto:gabriel.correa@boerneisd.net">gabriel.correa@boerneisd.net</a>	(830) 357-3925
Mike Livingston	English	<a href="mailto:mike.livingston@boerneisd.net">mike.livingston@boerneisd.net</a>	(830) 357-3924
Harvey Sanders	Science	<a href="mailto:harvey.sanders@boerneisd.net">harvey.sanders@boerneisd.net</a>	(830) 357-3926
Vickie Trumbull	Special Education	<a href="mailto:vickie.trumbull@boerneisd.net">vickie.trumbull@boerneisd.net</a>	(830) 357-3923

## **Schedule**

Students who have four (4) or less credits remaining for graduation and who have passed all state assessments attend 8:35 AM to 2:30 PM. Students classified as seniors (19 credits and above) are the only students who are allowed to leave for a lunch period, and these students may remain until 4:00 PM in order to complete more quickly. Any extra attendance time will be credited. All other students attend 8:35 AM to 4:00 PM, with lunch from 12:00 to 1:00 PM.

## **Academic Coursework and Productivity**

Boerne Academy coursework is a combination of assigned, self-paced work, one-on-one instruction, and some group instruction. Students are always encouraged to advance more quickly than the minimum established timelines. A student's daily assignments originate from the coursework assigned by the teacher. Students are given a course syllabus and all materials necessary to complete the course at the start date. Students are strongly encouraged to complete additional work on course assignments outside of the program to ensure that timelines are met. Students will be monitored for academic progress. No exemptions from EOC tests are granted in the Boerne Academy.

EOC-complete seniors who are current on their time sheets and credit timelines may leave at 2:30 PM. Students who have earned off-campus lunch privileges have lunch from 12:00 PM - 1:00 PM. All other students eat lunch on campus from 12:00 PM - 1:00 PM.

All graduation requirements will have a timeline for completion, and the timeline is determined by the number of credits a student must earn. Periodic reviews and assessments of student progress will be conducted. Failure to meet required credit timelines may result in a student's withdrawal from the Boerne Academy and return to his/her home campus.

Upon completion of all graduation requirements, Boerne Academy students are invited to attend a graduation ceremony either at the Academy or their home campus. The student's transcript is issued from Boerne High School or Boerne-Champion High School and reflects courses completed and grades earned in the proficiency-based system.

## **Advisory & Counseling**

All students enrolled in the Boerne Academy will have frequent advisory meetings. Students will meet periodically with an administrator or the counselor to review attendance, productivity, goals, graduation plan, and behavior. Counseling and guidance services are available to all Academy students.

## **Attendance and Procedures for Absences**

Good attendance at Boerne Academy is required and the attendance policy is as follows:

- Students must maintain 90% attendance at all times.
- Students use a timesheet to record time of arrival and departure. Students are responsible to keep up with their hours. Students who are unwilling to adhere to these requirements will face disciplinary action which may lead to a discretionary DAEP placement and/or removal from the Boerne Academy program. Students with excessive absences are still subject to the compulsory attendance laws.
- Absences must be reported by phone to either (830) 357-3902 no later than 8:30 AM. Absence and attendance guidelines are the same at the Boerne Academy as for all students at any district campus. All absences require a dated and signed note from a parent/guardian or health care professional noting the specific reason(s) for the absence the first day the student returns to class. Students have a maximum of five school days upon returning to school to submit a signed parent note or verification from a health care professional.
- Students must not owe any time due to an absence or tardy. As soon as a student has any negative attendance time on his/her time sheet, the student must attend make-up sessions until the negative balance is cleared.

- Make-up sessions are scheduled from 7:30 AM – 8:35 AM and again from 4:00 PM - 5:00 PM in the Alternative Center Office. A student who leaves at 2:30 PM is permitted to remain in the afternoon and apply accrued hours toward the negative balance.
- Parents are called in the event a student does not report to school at the assigned time.

### **Parent/Guardian Agreements**

- Provide a current address and phone number for your enrolled student.
- Notify the Academy of any changes.
- Call the Academy if your student is to be absent and send a note upon return.
- Call the Academy with any questions regarding your child's academic progress or attendance.
- Notify the school of any personal or family issues that may interfere with the student's learning.

### **Behavioral Guidelines**

The goal of the Boerne Academy is to provide individualized instruction to each student in completing all graduation requirements, course work/credits and state assessments, in a non-traditional setting. The Boerne Academy is a program of choice whereby a student completes an application and is selected for admission by the Boerne Academy staff. The Boerne Academy is designed to serve those students who are self-motivated, self-disciplined, and willing to follow program guidelines with minimal redirection.

Boerne Academy Program Guidelines:

- Students must successfully progress through all required course content in a timely manner and prepare themselves to pass all exit level tests.
- Students must attend any and all EOC tutorial sessions until they pass the exit level exams.
- Students must be willing to follow program guidelines which include proper dress, attitude and behavior.
- Students must meet attendance requirements which include keeping an accurate timesheet, notifying staff when absent, and making up hours missed in a timely manner.
- Students must arrive on time and bring all materials needed to meet class expectations.
- Students may request a final transcript upon completion of graduation requirements from their home campus and are eligible to participate in a graduation ceremony at the end of each semester.

All District and high school campus rules, regulations and the District Code of Conduct, including dress code, are applicable while attending the Boerne Academy. Steps may be taken by Boerne Academy staff to assist a student who is having difficulty progressing or meeting program guidelines. Examples include, but are not limited to, the following strategies: redirection/warnings, referral to the administrator, scheduling teacher/student conferences, scheduling teacher/student/parent conferences, individualizing student goals/plans, and offering counseling sessions. In cases where a student is inconsistent or unwilling to meet program guidelines, a course of disciplinary actions will be taken which could ultimately result in the student being withdrawn from the Boerne Academy.

If a Boerne Academy student exhibits persistent inappropriate behavior, as outlined in the Code of Code and/or Boerne Academy guidelines, the student may be placed in the District's Disciplinary Academic Education Program (DAEP) as a discretionary placement. The length of DAEP placement will align to the number of days typically assigned by the home campus for similar offenses. Mandatory DAEP placements will be in accordance with the Code of Conduct.

A "three strike" discipline management system will be used to document a student's inability or unwillingness to meet program guidelines. Students can receive a "strike" as a result of a one-time serious behavior incident, by consistent occurrences of daily misbehavior, or an unwillingness to meet program guidelines over a period of time. Upon each successive "strike" the following action will be taken:

- First Strike - A staff/student conference will be held and parent notification of the incident will occur.
- Second Strike - A parent/student/staff conference will occur. All parties will be explained the consequences of the third strike.
- Third Strike - The director of program, Boerne Academy staff, student, and parent will meet to determine one of three outcomes of the final strike and resulting disciplinary action.

1. Student will be placed in the Boerne ISD DAEP for a specified period of time. The Boerne Academy staff will provide course work and student will return to Boerne Academy upon successful completion of the DAEP assignment. The student will be allowed to continue in the Boerne Academy on a probationary status and staff will meet at the end of the semester to determine if student will be allowed to remain enrolled in the Boerne Academy.
2. Student will be placed in the Boerne DAEP for a specified period of time. The Boerne Academy staff will provide course work and student will return to Boerne Academy upon successful completion of the DAEP assignment. The student will remain in the Boerne Academy, but the student will return to his/her home campus at the end of current semester. The student must attend one semester at his/her home campus before he/she may reapply to Boerne Academy.
3. Student will be placed in the Boerne ISD DAEP for a specified period of time. The Boerne Academy staff will provide course work, and the student will return to his/her home campus upon completion of the DAEP assignment. The student must attend one semester at his/her home campus before he/she may reapply to Boerne Academy.

If a student's behavior reaches the level that is disruptive to other students or impacts the student's ability to complete his/her course work, the following steps will be taken.

- **First Step:** Student will be informed of the behavior problem and given a verbal warning.
- **Second Step:** Student will be conferenced individually, issued a second verbal warning, and the incident will be documented and placed in the student's file.
- **Third Step:** Student will be given a verbal directive regarding his/her behavior, incident will be documented, and the student will be referred to the Boerne Alternative Center Director or Assistant Principal. In the event that neither individual is available, staff will determine if the student's behavior warrants suspension for the remainder of the day. The staff may issue one more verbal warning before suspending the student for the remainder of the day. The student must make up any lost instructional time when suspended. Furthermore, the student must attend a conference upon return from the suspension during which the student will be issued one "strike" toward the "three strike" rule.

## **Breakfast and Lunch**

Breakfast and lunch are available for students in our cafeteria. Students may also bring their own breakfast and lunch if they prefer. Students who qualify for free or reduced lunch will continue to access those meal plans.

## **Computer Usage**

The Boerne Academy is a supervised, individualized program. We use the OdysseyWare system for students to complete the majority of their coursework. Students are expected to be self-starters and be able to work independently. Certified Math, Science, English, and Social Studies teachers are available to assist each student daily. OdysseyWare covers the TEKS required by the state of Texas. Students must demonstrate mastery of the TEKS in each course before credit is granted. When credits are earned, they are posted on the student's transcript.

Students are assigned a computer to use each day. The computers are to remain inside the school at all times and are not to be taken home. Our software is accessible from home in the event a student would like to do homework at home. The computers are to be used for OdysseyWare only. The internet access is used for accessing the OdysseyWare platform only. All other use is prohibited.

## **Dress Code**

All Boerne Academy students must follow the Boerne ISD Dress Code. If a student is in violation of the school's dress code, the student will be given an opportunity to correct the problem at school. Repeated offenses will result in disciplinary action.

## **Electronic Devices**

Students are not permitted to use or display cell phones or other telecommunications devices with text messaging from the beginning to the end of the instructional day, unless permission has been obtained from campus

administration. Without such permission, phones/electronic devices will be collected and secured in the office. Personal Electronic devices must be turned off during the instructional day.

Any disciplinary action will be in accordance with the Student Code of Conduct:

- First Offense: Warning, parent notification, the device is confiscated and parent collects the electronic item/cell phone.
  - Second Offense: Parent notification, item/cell phone is confiscated and held for 10 calendar days by campus administrator, and the 1st disciplinary "strike" is issued. (Note: The following alternative consequence may be given at the discretion of the administrator: the student will be required to turn in his/her cell phone every morning to the front office and retrieve it at the end of the school day for the remainder of the school year.)
  - Third Offense: Parent notification, item/cell phone is confiscated and held for 30 calendar days by campus administrator, and the 2<sup>nd</sup> disciplinary "strike" is issued.
  - Subsequent offense: Parent notification, item/cell phone is confiscated and held until the end of the school year, and the 3<sup>rd</sup> disciplinary "strike" is issued, which initiates a discretionary DAEP placement.
- \*The school is not responsible for the loss or theft of personal items.

## **Leaving Campus**

Once a student arrives at school, he/she is not permitted to leave the campus without administrative permission. Leaving without permission will result in disciplinary action, an absence, and loss of hours for the day. If the student needs to leave during the day, a parent will be notified.

## **Medication**

All medication will be kept in the office and administered by an authorized district employee only. Medications require written directions from a physician regarding administration of the medication.

## **Music**

Students are allowed the privilege of listening to music from the computer only. If this becomes a distraction, this privilege will be taken away.

## **Tardies**

Excused tardies include those in which the student rides a bus or has a documented health care or court appointment. All other reasons for arriving late are considered unexcused.

- A student will be assigned an additional 30-minute lunch detention after each accumulation of three (3) unexcused tardies. The additional lunch detention minutes are concurrent with the amount of time the student was tardy.
- In addition to the above consequence, seniors will also lose their senior status for five (5) days after each accumulation of three (3) unexcused tardies. Loss of senior status results in the student remaining on campus until 4:00 PM, including the lunch period.
- A student will receive a disciplinary "strike" if he/she fails to clear any negative attendance balance in a timely manner.

## **Tobacco and E-Cigarettes**

Students are prohibited from possessing or using any type of tobacco product, electronic (e-cigarettes), or any other electronic vaporizing device while on school property at any time or while attending an off-campus school related activity.

## **Transportation**

Students that have the ability to drive and park on their home campus will have that privilege extended to them here at the Boerne Academy. Vehicles must be registered again upon acceptance to the Academy. Parking privileges can be revoked at any time. Bus transportation is available.

# Odysseyware®

Odysseyware is an online platform for learning.

- Odysseyware covers the Texas Essential Knowledge and Skills, Texas College and Career Readiness Standards and includes the State of Texas Assessments of Academic Readiness Resources.
- This platform can be used to recover credits and/or learn new material.
- Courses loaded for students are self-paced, with goals in place for completion.
- Students can access their assigned courses from any computer, at any time. They are provided access to a chromebook while school is in session.

Odysseyware provides the following features:

- Assignment Alerts
- Gradebook
- Activity Reports
- Course Completion Breakdown
- Course Percentage Complete
- Course Progress Monitoring
- Detailed Student Grading
- Login/Logout Times
- Pre/Post Test Scores
- Student Activity Daily Breakdown
- Student Unit Grades

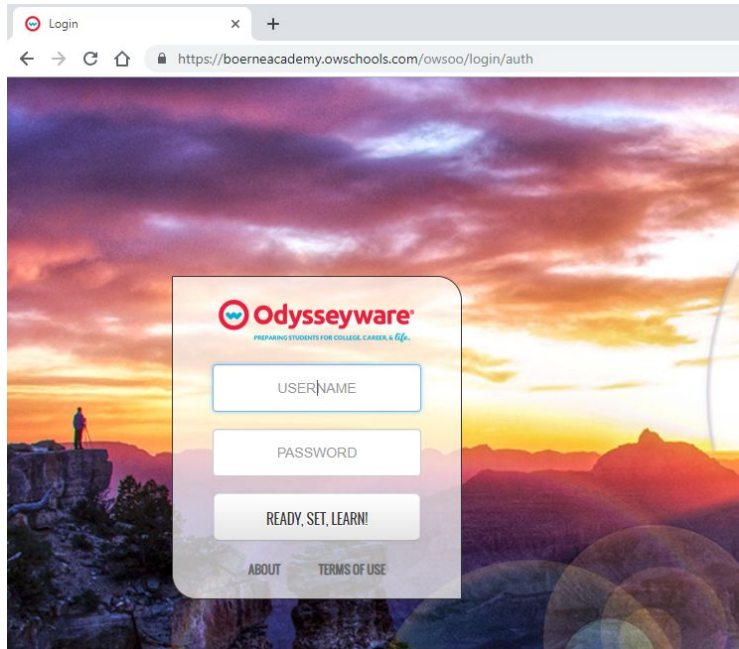
## Odysseyware Login

Odysseyware can be accessed at [boerneacademy.owschools.com](http://boerneacademy.owschools.com)

<b>Student Name:</b>	
<b>Username:</b>	
<b>Password:</b>	



## Odysseyware Login Instructions



### LOGIN Page

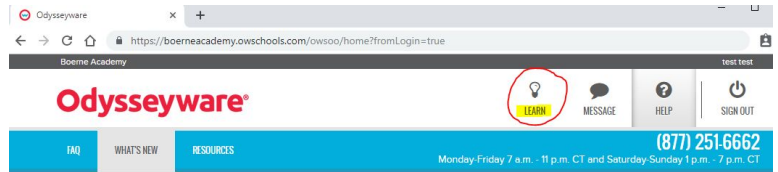
Go to [boerneacademy.owschools.com](https://boerneacademy.owschools.com)

Enter your username and password

Click "Ready, Set, Learn"

### WELCOME Page

Click on lightbulb icon marked "LEARN" at the top right to continue courses



## Odysseyware

Odysseyware navigation and assignment list:

LEARN MESSAGE HELP SIGN OUT

ASSIGNMENTS COURSES Assignment 2: Properties of Sets Attempt 1 of 6 SECTION 1 of 4 QUESTION 1 of 14

Due	Type	Title	Score	Status
10/24/2018 Overdue	L	Properties of Sets	--	Assigned

### ASSIGNMENTS Page

Under the Assignments Tab, click on an available lesson to begin working.