DAEP HANDBOOK
2022 - 2023

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

110 Magnolia Blvd.
Magnolia, TX 77353

281-252-2275

Mission Statement

The Magnolia Alternative Program will build a foundation which will enable our students to become responsible and productive citizens in our society. We hope to achieve this by improving academic abilities, social skills, and self-esteem through daily classroom support and appropriate interaction with others.

Goals

- To increase student performance in academic and interpersonal skills.
- To motivate students to realize their full potential by identifying and helping to remove the barriers that prohibit a productive school experience.
- To become partners with parents and community members in the education of our students.

Objectives

- Students will remain in school and graduate under their high school graduation plan.
- Students will demonstrate academic proficiency by receiving credit in their core classes.
- Students will take responsibility for their behavior and make healthy choices.
- Students will have a positive self-image and a determined attitude toward learning.
- Parents will work as partners in the education of their students.

Purpose

The Discipline Alternative Education Program (DAEP) is the Discipline Campus for MISD students. Students who violate the district's Student Code of Conduct are subject to referral and placement. Students may be placed in the program for a short term or long term, based on the Student Code of Conduct. Assignment to DAEP is considered a serious consequence. Students are closely supervised, and strict discipline and appropriate behavior are enforced. The DAEP seeks to provide students with an environment that promotes positive decision making, self-discipline, positive social skills, and improved academic performance. Students who exhibit serious and/or persistent misconduct or commit major infractions of the Student Code of Conduct while at DAEP are subject to having their placement extended or being expelled to the Montgomery County Juvenile Justice Alternative Education Program (JJAEP).

Program Components

- Support for the student's academic and personal success
- Services for students with disabilities
- State-mandated assessments
- Small student to teacher ratio

- Discipline instruction
- Counseling
- Behavior management to foster positive social skills
- High School and Junior High School level core curriculum
- STAAR remediation
- Communication between home campuses and DAEP teachers
- Transition meetings for students before returning to their home campuses

Procedures

Students and their parent(s)/guardian(s) are required to attend an intake orientation meeting with the principal or designee before the student starts attending the program. To schedule an appointment, please call Jennifer Burford at (281) 252-2275, or email her at jburford@magnoliaisd.org. During this meeting, procedures and rules will be explained. This meeting gives the student and parent(s)/guardian(s) the opportunity to have any questions or concerns answered, so there is no confusion about expectations and responsibilities.

Student Rights and Responsibilities

Rights

- To be treated respectfully, impartially, and fairly.
- To be informed of the rules, procedures, and schedules of the DAEP.
- To not be discriminated against because of race, national origin, color, creed, gender, religion, disability, services, and programs available.
- To have appropriate medical treatment when needed.
- To report any problems or complaints without fear of retaliation.

Responsibilities

- To follow ALL rules, procedures, schedules, and directions of the staff.
- To not discriminate against other students, staff, or use language that implies prejudice and/or discrimination.
- To assist in keeping the classroom clean.
- To ask for medical treatment when needed.
- To conduct oneself in an appropriate manner.
- To use good hygiene.
- To report any disrespectful and/or inappropriate behavior directed at them, others, or to a staff member.
- To follow the grievance procedures when making a complaint.

Parent/Guardian Responsibilities

- Transport the student to school each day between 6:45 and 7:15 a.m. Students will be allowed to walk, ride their bike, or drive (with administrative and parent permission) to and from school.
- Pick up the student at 2:00 each day. All students should be off campus by 2:30 PM. If there is an emergency or special circumstance, please make prior arrangements.
- Provide prior written permission for walking or carpooling.
- Ensure that your student has the proper clothing and maintains good hygiene.
- A parent/guardian must sign a student in or out during the school day.
- A parent/guardian will be notified if the student becomes ill at school.
- Attend meetings with school personnel when requested.

Lunch

- Students must bring a lunch or order a lunch through the cafeteria.
- Student account numbers and account balances will roll over from the home campus.
- No food may be brought in from restaurants or any other unauthorized source.
- No candy, baked goods, gum, soda, caffeine drinks, or flavored water/water additives.
- Chips, snacks, and plain bottled water must be in unopened containers.
- Guests may not eat lunch or visit with students.
- Students are not allowed to socialize during lunch.

Supplies

- Students are to bring one package of loose-leaf notebook paper, a plain pocket folder (not red or blue), and #2 pencils.
- Textbooks and/or computers will be supplied by the DAEP as needed.
- Pens of any kind are not allowed. No mechanical pencils are allowed.

Standard Dress

All students are REQUIRED to wear the following:

- Straight leg Khaki slacks (e.g. Dockers or Dickies) – provided by students.
- A black or brown belt of average thickness.
- A plain black collared polo shirt (long and/or short sleeve) with no writing, pockets, pictures, or manufacturer's logo. The shirt must be tucked in at all times.
- Shirts and/or plain black sweatshirts (no hood or pockets) may be purchased at DAEP, if available, during the intake process for $15 each.

Shoes

- **Tennis Shoes** (white, brown or black) with white, brown or black socks
- NO boat shoes
- NO clogs (Crocs), sandals, or slides
- NO boots allowed

NO long sleeve sweatshirts or sweaters under the collared shirt.

NO visible undergarments.

NO exposed cleavage on girls (campus staff determines acceptability).

NO shorts, baggy/sagging pants below the waist, capris pants, skinny or low rise pants. Pants need to be at or above the belly button, and the inseam must be pulled up to the crotch area.

NO basketball shorts or shorts with pockets may be worn under pants.

NO rolled up pants. ALL pants need to be ankle length.

NO distressed fabric, holes, tears, bleach spots, logos, frayed, etc.

NO cargo pants with multiple pockets on the sides of them.

NO large/ornate buckles, studs on a belt, or inappropriate logos on a belt or buckle.

NO caps, bandannas, etc. may be worn or in the student's possession.

NO jewelry of any kind may be worn or in the student's possession, including watches, rings, necklaces, bracelets, tongue rings, belly button rings, earrings or nose rings.

NO acrylic/fake nails or nail polish.

NO use of any cosmetics or fake eyelashes.

Confiscated items will not be given back to the student until the last day of his/her placement.

Haircuts / Hair Style

- Students' hair will be in compliance with the MISD dress code. Staff will perform periodic inspections and give sufficient notice to students to get into compliance with any dress code policies.
- All students' hair must be tied back in a ponytail, braid or a bun (if long enough) above the collar and away from the face/out of the eyes. Hair must be kept clean and neat, in its natural color, and free from designs cut or shaved onto the head or eyebrows.

DRESS/GROOMING CODE INFRACTIONS OR FAILURE TO WEAR A COMPLETE UNIFORM WILL BE CAUSE FOR DISCIPLINARY ACTION.

Attendance Policy

Students must attend class all day to receive credit. Students must bring a parent or doctor note the day they return back to school, per MISD attendance guidelines. Tardy students will have to stay after school and make up the time. They will have to complete work missed due to their tardiness.

Vandalism

Defacing or damaging school property is not tolerated. Students will be required to pay for damages and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Searches

Students are searched prior to entering into their classroom every morning. Searches include scanning over the outside of clothing with a metal detector wand, pulling out pockets, removing belt, shoes, and socks, and an examination of anything brought to school (lunches, homework, school supplies, etc.).

- In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, district officials may conduct searches. Such searches are conducted without a warrant as permitted by law. Any subsequent offense of this policy will result in the confiscated item being returned to the parent/guardian. Tobacco products, paraphernalia, drugs, alcohol, prohibited weapons, and other illegal items not listed will not be returned to the student or parent/guardian and may be turned over to the proper authorities.
- Students must have permission from a staff member before bringing non-required items into the school building. Non-required items will be considered contraband.
- No backpacks, cell phones (unless the student walks home or drives to school), airpods, earbuds, wallets, purses, or cosmetic products are allowed.

Counseling

Counseling services will be provided for students involved in drug/alcohol/tobacco violations. Individual and group counseling will be available. Please contact Rosalinda Estrada at restrada@magnoliaisd.org.

Student Restroom Breaks

Restroom breaks will be around 8:00 am and 12:00 pm. Students may have to stay 5 minutes after class if they need to use the restroom outside of the designated times. Students consistently using the restroom outside of break time may result in disciplinary action and the student will have to make up time after school.

Restroom Break Process: Morning & Afternoon

- Teachers will be called to escort their class to the restroom, ONLY one class will be in the hall at a time.
- The boys will line up outside the boys' restroom wall and stand 3 feet apart.
- The girls will line up outside the girls' restroom wall and stand 3 feet apart.
- Students will be escorted into the restroom one or two at a time by a designated staff member. Once the student has finished in the stall/urinal, staff will inspect the area, students will wash their hands and return to the hallway until their teacher escorts them back to their class. NO TALKING ALLOWED.
- The Principal/Teacher/Constable will monitor students in the hallway.

If a student has an **EMERGENCY,** the teacher will call an available staff member to escort the student to the restroom.

Rules/Expectations for Student Conduct

- Do assigned classwork and homework (turn it in on time).
- Follow instructions and respect others when participating in class.
- Notify staff when you are having difficulty with an assignment and need help.
- Bathroom and water breaks are offered at scheduled times throughout the day.
- Participate in mandatory academic activities as assigned.
- Do not go onto any MISD campus while assigned to DAEP. This includes any MISD extra-curricular activities on or off-campus. A violation may result in criminal trespassing and additional consequences at DAEP.
- Sit up straight in your desk chair with your feet under the desk chair.
- No sleeping or resting your head on the desk at any time.
- Keep your hands and feet to yourself at all times.
- No inappropriate conversations (swearing, talking about sex, drugs, or alcohol).
- No letter writing, drawing, or passing notes of any kind. No communication of any kind with other students without permission.
- No doodling. Drawing is only allowed if it is an assignment from an art teacher.
- Request permission before talking or getting out of your chair.
- No chewing gum is allowed on campus.
- Do not write on or deface school property anywhere on campus.
- Once a student arrives on campus, he/she may not leave campus without permission from school personnel.
- Do not engage in misconduct that could result in additional disciplinary action.
- Properly maintain and operate computers as outlined in the District Acceptable Use Policy.

- NO gang-related graffiti or identifiers.
- A student is not allowed to bring more than $5, unless purchasing a shirt/sweatshirt.

Requirements to Return to Home Campus

- Completed and turned in all classroom assignments.
- Completed all required Everfi courses.
- Transition meeting with the student and administrators/counselor.

How to Earn Days Off of Placement (Some placements may not allow earned days off)

Students have the opportunity to earn days off of their original DAEP placement. They can earn one day for every five days that they meet the following criteria:

- Complete writing the entire DAEP Handbook by the end of the first day of their placement.
- Be in attendance every day of the week.
- Have no tardies for the week.
- Complete all daily assignments for every class.
- Receive no disciplinary referrals for the week.

Level II DAEP Assignment

Students assigned to a DAEP placement more than once in a school year must re-copy the entire Handbook. Additional days may be added to a student's placement for disciplinary misconduct.

Consequences for student infractions while at DAEP
(One or more may be utilized)

- Before school d-hall (6:30-7:00 am)
- After school d-hall (2:00-2:30 pm)
- Isolation / Time-out
- In-School Suspension
- Conference / Warning
- Loss of desk - sit on stool (for sleeping/head down)
- Additional days added at DAEP
- Out-of-School Suspension
- Copy rule packet
- Copy part of rule packet (applicable to an infraction)
- Law enforcement referral