

510 Wichita Street

LDMC

LOCKHART DISCIPLINE MANAGEMENT CENTER

LOCKHART INDEPENDENT SCHOOL DISTRICT

Lockhart, Texas

78644
(512) 398-0204

Student/Parent Handbook

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The Lockhart ISD Board of Trustees functions under their laws of the state of Texas in establishing district policy. Board meetings are open to the public except for designated executive sessions held in accordance with the Texas open meeting laws. Regular monthly meetings are held at the ML Cisneros Education Support Center, 419 Bois D'Arc. Regular Board meetings begin at 6:30 pm.

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MISSION STATEMENT

The Lockhart Discipline Management Center (LDMC) is the Lockhart Independent School District's discipline alternative education program (DAEP). LDMC is a self-contained, off-campus facility focused on working with students to develop positive behaviors for the whole child - socially, emotionally, and academically. In partnership with the student's home campus, LDMC provides an inclusive environment for students to learn lifelong strategies for success. The DAEP fosters academic growth towards excellence while encouraging self-discipline, self-respect, and good citizenship.

The DAEP staff believes:

1. Every student can learn and achieve.
2. Everyone must be treated with dignity.
3. We are responsible for the education and safety of every student.

Purpose of the Lockhart Discipline Management Center

1. Help students to be academically successful.
2. Help facilitate positive behavioral changes.

LDMC Campus Norms

Students will maintain and support a productive learning environment by ...

1. Following staff instructions.
2. Respecting oneself and others, personal boundaries, property, and environment.
3. Engaging in assignments using classroom resources
(i.e. assignment instructions, books, research, teacher...) to complete work.
4. Applying effort and producing quality work in a timely manner.

Instructional Vision

Lockhart Discipline Management Center (LDMC) is LISD's discipline alternative education placement (DAEP). The focus of LDMC is to work with students to develop positive behaviors and continue academic progress while they have been removed from their home campuses.

Coursework Primarily Provided by LDMC Teachers

- Core content that has a STAAR test component will be delivered through direct instruction provided by LDMC staff in accordance with the YAG.
- All other core content classes as well as available elective instruction will be provided utilizing Edgenuity with LDMC staff support.
- Home Campus Elective Teachers (in which Edgenuity is not an option) will provide work to LDMC through Google Classroom.
- Students will receive interventions based on data from the STAAR/EOC, most recent benchmark, or other data sources as available.
- Elective Teachers will be encouraged to provide work that is as close a substitute as possible to home campus class work. LDMC teachers and leaders will seek out and suggest alternatives via Edgenuity

Electives

The focus of instruction at LDMC is English Language Arts, Math, Science, Social Studies, and behavioral intervention. Students will be provided time to work on Electives as core subject work is completed. Students are responsible for staying current with Electives assignments during the time provided at LDMC and at home.

Supplementary Coursework Facilitated by LDMC Teachers

Teachers and Leaders will:

- Provide direct instruction in core content areas that are STAAR tested
- Use Edgenuity online courses to continue content instruction during DAEP placement based on the YAG
- Use a variety of assessments and provide immediate, actionable feedback

Individualized Student Support

Teachers and Leaders will:

- Use frequent assessments to identify the instructional needs of students
- Analyze data from assessments, draw conclusions, and share them appropriately
- Develop differentiated and enhanced learning experiences, develop reteach plans and improve future instruction based on assessment outcomes
- Actively monitor the impact of classroom-based interventions
- Identify the specific students that need additional support and target areas for each student

Social Emotional Learning

Teachers and Leaders will:

- Use social emotional curriculum to combine elements of relationship-based teaching and social-emotional learning
- Implement multiple flexible, interactive, age-appropriate student groups oriented toward driving positive change through purposeful action in students' lives.

LDMC Bell Schedule

Check In and Breakfast	8:30 - 9:00am
Instructional Time	Based on the students individual schedule Edgenuity Lab or direct teach classes for STAAR/EOC 9:00-12:00
Lunch	12:00 - 12:30pm
Instructional Time	Based on the students individual schedule Edgenuity Lab or direct teach classes for STAAR/EOC 12:30 - 3:30pm
Regular Dismissal	3:45 pm

Orientation Meeting

LDMC orientation meetings occur at the LDMC campus. Students and a parent/guardian are required to attend this **mandatory** meeting before they can begin their placement at LDMC. This session consists of a review of all LDMC rules, student and parent expectations, and information on what to expect while at LDMC.

The home campus administrative representative will provide to LDMC the placement order, a copy of the sending referral, and all applicable student information (any IEPs, BIPs, 504, Special Education paperwork). Students without a placement order will **NOT** be placed in the LDMC.

Following Placement Hearing:

- The home campus administrative representative will provide to LDMC the placement order, a copy of the sending referral, accommodations for 504/SPED students, MDR paperwork, and all applicable student information. Students without a placement order will not be placed in the LDMC.
- Meetings are held daily. LDMC will contact Parents within at least 24 hours in advance to schedule an orientation meeting. Students without a placement order will not be scheduled for orientation. Students will not be admitted to orientation meetings without a scheduled appointment.

For the Orientation Meeting:

- Parents/guardians must attend this mandatory meeting with their student. **ONLY** parents/guardians may attend the LDMC orientation meeting.

Off Limits Facilities

Students assigned to LDMC are not permitted on any Lockhart ISD properties outside of LDMC. Students are also to remain at least 300-feet from any district campus, facility or event, including events taking place in other locations outside of Lockhart ISD. If a student must access their home campus for any reason, the campus administrator must approve access **before** the student steps onto that campus or facility.

Transportation

Students assigned to LDMC may not use any district provided transportation services. Parents must provide transportation for their students to and from LDMC. Students may use a bicycle for transportation to and from campus, but the bicycle must be secured till the conclusion of the school day.

Campus Policies

1. **LDMC check-in begins at 8:30 a.m and ends at 9:00 a.m.** Free breakfast is available to all students upon their exit from the check-in room. The day finishes at **3:40 p.m.**
2. Students may arrive as early as 8:30 a.m. to enter the campus. After 9:00 a.m. the gate will be locked and students will be absent for the day.
3. **Days absent from the LDMC will not be counted toward the LDMC placement.** Students must be present for days to count. Excessive absences or early check outs will result in the student's placement being adjusted.
4. A complete day is from 9:00am-3:40pm. Students must be present for each class to receive points for that class. An **unexcused** absence (walk-out or early check-out without doctor's note, or court note) will result in 0 points earned for each class missed. This will result in a significantly lowered point average which could affect placement days.
5. **Parents must call (512) 398-0204 to report an absence before 9:00 a.m.**
6. **All rules in the LISD Code of Conduct and the Handbook apply and will be followed.** Students will remain in their designated classroom area until time to transfer, quietly, to another area.
7. Abusive language towards students and staff is NOT acceptable. Students will keep their hands and feet to themselves, and will not throw any objects or be destructive toward property, staff, or other students. Any physically aggressive behavior will be dealt with immediately and will lead to serious consequences such as parent intervention (sent home), police intervention, contacting probation officer (if applicable), suspension, additional placements or loss of half time privileges, or expulsion.
8. Parents/guardians are responsible for bringing any and all medications onto the campus. Parents must fill out a medication form, with dosing instructions before leaving any medications. Also, the medicine must be in its original bottle.
9. School phones will only be used in emergency situations, or when deemed necessary by LDMC staff. Travel arrangements, etc. with parents and guardians must be made prior to the school day.
10. Meals will be eaten at the students' desk and students are responsible for keeping the classroom clean and neat during and after eating by throwing away all personal trash.

LDMC Progress Monitoring and Performance Review

LDMC staff will assist students in behavior improvement and in their academic course work. Staff will report behavior and academic progress in the **Student Folder located in Google Drive** through the **LDMC Point Sheet**.

For Students that are eligible for an early re-entry to their main campus, the point sheet will be used along with other data (like referrals) to make that determination. Students that have successfully met the points requirement of the early re-entry review will be recommended to return to their home campus at the direction of the LDMC coordinator.

ORIENTATION CHECKLIST

- [] 1. LDMC morning check in lasts from 8:30-9:00. Students that arrive after 9:00am are considered absent.

- [] 2. How will your student get to school? Parents ___ Walk/Bike ___ Drive ___

- [] 3. Students may not be on any other campus, nor may they attend any school-sponsored events while assigned to LDMC. A citation for trespassing is possible.

- [] 4. All students are provided a free breakfast at the LDMC.

- [] 6. Subject to LDMC teacher approval, a student may use a computer for selected computer based instructional training. The type of training will be determined by the LDMC teacher. If abused, computer privileges will be revoked.

- [] 7. Students will be allowed to use calculators and other materials that belong to LISD and LDMC. Any of these materials that are damaged by students must be paid for or student's placement will be extended.

- [] 8. Parent and student must agree to abide by the LISD Student Code of Conduct, the Secondary Handbook, and LDMC rules, including dress code.

- [] 9. Students will be allowed to bring their cell phones to LDMC. Cell phones will be turned in during arrival procedures.

- [] 10. Points Incentive Rubric

Other: _____

Lockhart Discipline Management Campus (LDMC)

Student Information Sheet

Student: _____ D.O.B.: _____ Age: _____

Address: _____ Phone: (____) _____

City: _____ Email: _____

Contact Person #1: _____ Relationship to Student: _____

Contact Person #2: _____ Relationship to Student: _____

School Information

Home Campus: _____ Grade: _____

Administrator: _____ Counselor: _____

Check All That Apply

General Education 504 Dyslexic LEP GT Special Education

Health Conditions/Medications: _____

List any outside resources (probation officer, professional counselor, etc.) that the student works with:

Please check any of the following topics you believe are important areas concern or support needed for your student:

- Grief/Loss Family Conflict Substance Abuse Depression & Anxiety
- Self-Esteem Peer Pressure Suicidal Ideation Self-Harm
- Stress Management Healthy Relationships Anger Management Conflict Resolution

**Lockhart Discipline Management Campus (LDMC)
Transportation Form**

Student Name: _____ Date: _____

Start Date: _____

Placement
Days: _____

Parent Drop Off: _____ Student Driver: _____ Walk/Bicycle: _____

Student Signature: _____ **Date:** _____

I understand that my student will be required to either be dropped off by a parent/guardian, walk or ride a bicycle to LDMC. If my student is a, my student may drive to LDMC provided that my student shows proof of a valid Texas driver's license, and proof of valid insurance. Students are not allowed to drive anyone other than family members to and from LDMC. Students are not allowed to park within the fenced area of LDMC. Parking in front of the houses near LDMC can result in a car being towed at the owner's expense.

Parent Signature: _____ **Date:** _____

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**Lockhart Discipline Management Campus
Criminal Trespass Notification**

Criminal Trespass Warning

Criminal Trespass Sec.30.05. Texas Penal Code: A person commits an offense if he/she enters or remains on property or in a building without effective consent and he/she: (1) Received notice that entry was forbidden (2) Received notice to depart, but failed to do so. "Notice" means an oral or written communication by the LDMC Principal or staff. "Property" is defined as public school campuses or grounds upon which the school is located, and any grounds used by the school for assemblies or other school-sponsored activities.

Students serving a LDMC placement shall stay off all other Lockhart Independent School District campuses. If observed on any Lockhart ISD campus other than the LDMC Campus, located at 510 Wichita St., Lockhart, Texas, 78644, at any time within the placement period, the result can be Criminal Trespass charges filed with the local police department.

Criminal Trespass results in charges filed on a student found away from the assigned location on the LDMC campus during the school day.

SIGNATURES

Please sign below indicating that you have read and understand the Criminal Trespass Warning

Student Print Name: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Parent/Guardian Print Name: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

LDMC Student Dress Code

Pants

1. Plain blue or black pants with pockets and belt loops.
2. Black or Grey sweatpants are allowed. Pants must be open at the bottom (ie no joggers, no elastic, nothing tight on ankle)
3. No embroidery, embellishments, or cargo pockets can be on the pants.
4. No tears, holes, frays are allowed on the jeans. Pants must be clean and in good condition.
5. No shorts, skirts, skorts, overalls, jumpers, capris, short pants or jeggings are allowed.
6. No basketball or other type of shorts or tights may be worn underneath the pants.
7. Pants must fit at the waist. Belts are required if the pants fit too loosely.
8. No sagging of pants. Belt or plastic ties will be used to ensure that the pants fit at the waist.
9. Pants cannot be cuffed at the ankle.
10. If worn, belts must be solid black or brown with no embellishments with a small plain belt buckle. Belt buckle can have no logo, designs, initials or embellishments.

Shirts and Sweatshirts

1. Plain black or gray crew neck t-shirt with no pocket, designs, logos or embellishments.
2. No V-neck, scoop neck, boat neck or cut t-shirts are allowed; No colored t-shirts underneath.
3. Shirts may not be see through, tight or torn.
4. Shirts must be long enough to cover the abdomen when arms are reaching up.
5. Plain black or gray sweatshirts without hoods or pockets may be worn over the appropriate t-shirt.
6. A long sleeve black or gray shirt may be worn underneath the appropriate t-shirt.

Coats, Jackets and Shoes

1. Coats, jackets and sweaters may be worn to school but will be taken off, stored and returned at the end of the school day.
2. Coats, jackets and sweaters will be searched while stored.
3. Coats, jackets and sweaters left at LDMC after 2 days will be discarded.
4. LDMC is not responsible for lost, stolen or misplaced items.
5. Solid white and/or black athletic tennis shoes only with white or black laces. No boots, dress shoes, etc.
6. Socks with inappropriate references to drugs, alcohol or gang affiliations are not to be worn.

Jewelry and Other Information

1. All personal items will be turned into LDMC staff upon arrival at check-in, including items in pockets. Personal items may include (jewelry, purses, wallets, bags, hats, headwear, hair brushes, lip balm, gum, candy, money and earbuds/headphones etc.). Any items found after check-in will be confiscated and will be sent home at the end of the day. 2nd time it will be picked up by the parent/guardian. 3rd time it will be picked up at the end of the placement.
2. Female students are required to provide their own feminine care products to be prepared for two portables.
3. Long hair can be tied in a ponytail or braid with a hair tie. Long hair can also be worn down.
4. No make-up or nail polish is allowed. Students will be asked to remove both at check in if found to be wearing either. Nails cannot be past the fingertip. Students will be asked to cut nails back at check in.
5. Cell phones are allowed at the LDMC campus and must be turned in during arrival. Cell phones will be returned during dismissal. Students may not have a cell phone while they are in class.

LDMC Student Signature _____ Date _____
Parent/Guardian Signature _____ Date _____

**LDMC/DAEP Lockhart Discipline Management Campus
Student/Parent Placement Agreement**

Student Information

Name _____ Date _____

Home Campus _____ Grade _____

Student Agreement

Students, please confirm that each statement below is true by initialing on the line provided.

1. I read and understand the LDMC Student/Parent Handbook. _____
2. I understand the dress code at LDMC and understand that it is strictly enforced. _____
3. I understand my behavior at LDMC impacts the length of my placement and at the discretion of the LDMC Principal, my placement can be adjusted. _____
4. I understand that cell phones are allowed to be brought on campus and must be turned in during arrival at LDMC. Cell phones will be returned during student dismissal. _____

Parent Agreement

Parents, please confirm that each statement below is true by initialing on the line provided.

1. I read and understand the LDMC Student/Parent Handbook _____
2. I have completed and signed all of the necessary LDMC paperwork _____
3. I understand and signed the necessary transportation forms _____
4. I have read and signed the Criminal Trespass Notification form. _____
5. I understand Truancy for three or more days will result in my student's placement being adjusted.

6. I understand that LDMC follows the same schedule as Lockhart ISD and for early release and other schedule changes. _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____