

# STUDENT HANDBOOK 2018-2019

DICKINSON INDEPENDENT  
SCHOOL DISTRICT

**D**ICKINSON

**A**LTERNATIVE

**L**EARNING

**C**ENTER

DICKINSON ISD  
2805 OAK PARK  
DICKINSON TEXAS, 77539  
PHONE 281-229-6300  
FAX 281-229-6351

# 2018–2019 Academic Calendar

## First Semester

August 20 – December 21, 2018

## Second Semester

January 8 – May 23, 2019

## Student/Teacher Holidays

Labor Day - September 3, 2018

Thanksgiving - November 19-23, 2018

(Nov: 19-20 are Teacher Exchange Days Student Holidays)

## Christmas/Winter

December 24, 2018 - January 4, 2019

Martin Luther King Day - January 21, 2019

Spring Break - March 11-15, 2019

Easter - April 19, 2019

Memorial Day - May 27, 2019

(Teacher Staff Holiday)

## Mentor/Protege In-Service

August 6, 2018

## New Teacher In-Service

August 7-9, 2018

## Teacher In-Service/Student Holiday

August 10, 2018

August 13-17, 2018

January 7, 2019

February 18, 2019

## Parent Conference Day/Student Holiday

November 1, 2018

## Early Release All Campuses

(2 hours early)

December 21, 2018 May 23, 2019

## Dickinson High School Graduation

To be determined

## Nine Weeks Grading Cycle

1st 9-weeks 44 days 18,920 minutes

(08/20-10/19)

2nd 9-weeks 39 days 16,650 minutes

(10/22-12/21)

**First Semester 83 days 35,570 minutes**

3rd 9-weeks 42 days 18,060 minutes

(1/8-3/8)

4th 9-weeks 48 days 20,520 minutes

(3/18-5/23)

**Second Semester 90 days 38,580 minutes**

**Total Instructional 173 days 74,150 minutes**

SD Waiver Days 5 days 2,100 minutes

**Grand Total 178 days 76,250 minutes**



# Dickinson Independent School District

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	MP	NT	NT	NT	TP	11
12	SD	SD	SD	SD	SD	18
19	[20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
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23	24	25	26	27	28	29
30						

October 2018						
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28	29	30	31			

November 2018						
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18	E <sup>W</sup>	E <sup>W</sup>	H	H	H	24
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December 2018						
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16	17	18	19	20	21	22
23	H	H	H	H	H	29
30	H					

January 2019						
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20	H	22	23	24	25	26
27	28	29	30	31		

February 2019						
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					1	2
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10	11	12	13	14	15	16
17	SD <sup>W</sup>	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
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17	[18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	H	20
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28	29	30				

May 2019						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	TP	25
26	H	E	E	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- | Grading Period Begins
- | Grading Period Ends
- State-Mandated STAAR Test
- ^ Early Release
- H Student/Teacher Holiday
- MP Mentor/Protege Teachers
- NT New Teacher Training
- SD Staff Development (no school for students)
- TP Teacher Preparation (no school for students)
- E Teacher Exchange Day/Student Holiday
- PC Parent Conference Day/Student Holiday
- 🎓 Dickinson High School Graduation
- W TEA-Approved Staff Development Waiver Days

## School Hours for the 2018-2019 school year

### Elementary

(grades K-4)

8:35 a.m. - 3:45 p.m.

(AM Pre-K)

8:35-11:40 a.m.

(PM Pre-K)

12:40 p.m.-3:45 p.m.

### Middle School/Junior High

(grades 5-8)

7:55 a.m. - 3:05 p.m.

### High School

(grades 9-12)

7:15 a.m. - 2:25 p.m.

Board approved 2 5 18

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## Section I: Introduction

### Mission Statement

The mission of the Dickinson Alternative Learning Center is to provide an educational environment for all students that ensures academic growth, emotional well-being, and positive social behaviors.

### Goals

DALC provides temporary schooling for a student who is separated from the regular campus for disciplinary reasons. The instructional aim is to help the student accept academic responsibility and to work to achieve at or above grade level. The disciplinary aim is to assist the student in developing appropriate school behaviors, making beneficial choices, controlling anger, managing conflict and responding to authority.

### Overview

All students of any race, color, gender, national or ethnic origin will be accorded all the rights, privileges, programs and appropriate activities available at Dickinson Alternative Learning Center. DALC does not discriminate on the basis of race, gender, and color, national or ethnic origin in administration of its programs.

Enrollment at DALC signifies that both the parent/guardian and the student agree that the student will comply with all regulations that are now in effect, or which may become effective, during the student's enrollment.

### Policies and Procedures

This handbook clarifies daily activities, routines and procedures at DALC. Since DALC accepts students from all DISD campuses, the student's home campus handbook should be consulted for general information as well. The DISD Board Policies, Student Code of Conduct, the Texas Education Code, and other juvenile and criminal codes are additional documents setting parameters for DALC.

## SECTION II: Administration and Staff

### Dickinson Alternative Learning Center

2805 Oak Park, Dickinson, Texas 77539 Phone (281) 229-6300 Fax (281) 229-6351

Principal	Wendy Chide	281-229-6350	<a href="mailto:wchide@dickinsonisd.org">wchide@dickinsonisd.org</a>
Secretary	Noemi Arredondo	281-229-6310	<a href="mailto:narredondo@dickinsonisd.org">narredondo@dickinsonisd.org</a>
Parent Liaison	Romenia Griffin	281-229-6314	<a href="mailto:rgriffin@dickinsonisd.org">rgriffin@dickinsonisd.org</a>
Teachers	Kimberly Freeman	281-229-6318	<a href="mailto:khagler@dickinsonisd.org">khagler@dickinsonisd.org</a>
	Anastasia Mirelez	281-229-6359	<a href="mailto:aunger@dickinsonisd.org">aunger@dickinsonisd.org</a>
	Pam Presley	281-229-6316	<a href="mailto:ppresley@dickinsonisd.org">ppresley@dickinsonisd.org</a>
	Rae Saxton	281-229-6313	<a href="mailto:rsaxton@dickinsonisd.org">rsaxton@dickinsonisd.org</a>
	Carol Singletary	281-229-6312	<a href="mailto:csingletary@dickinsonisd.org">csingletary@dickinsonisd.org</a>
	Celeste Stephenson	281-229-6352	<a href="mailto:cstephenson@dickinsonisd.org">cstephenson@dickinsonisd.org</a>
	Erica Thomas	281-229-6315	<a href="mailto:ethomas@dickinsonisd.org">ethomas@dickinsonisd.org</a>

Classroom phones do not ring during the school day.  
Please leave a message so that the teacher can return your phone call.

### QUICK REFERENCE GUIDE FOR ASKING QUESTIONS

<b>type of question/communication</b>	<b>who to contact</b>
to report an absence	main line 281-229-6300
specific misbehavior, write-up	teacher issuing disciplinary report
bus questions	transportation office 281-229-7300
progress report/report card	Ms. Arredondo
weekly report	Ms. Griffin
school records	Ms. Arredondo
set up a conference	main line 281-229-6300
general concerns	Ms. Griffin

## **SECTION III. Expectations and Standards for Success**

### **What's at DALC and what should I expect?**

All Texas public school districts are required to have a DAEP—disciplinary alternative education program (Texas Education Code 37.006). DALC --Dickinson Alternative Learning Center-- is the DISD DAEP. When misbehavior warrants more than suspension (in-school or out-of-school) but is not severe enough to result in expulsion, the student receives a DALC placement. The DISD Student Code of Conduct lists the types of misbehaviors that may or will place a student at DALC.

DALC is like a regular school with very small classes (14 at most per class). The difference is that DALC puts a strong emphasis on high expectations for acceptable behavior — every day, all day. The goal is to keep the student attending class and school daily, practicing good social and problem solving skills. When misbehavior occurs during class, the teacher and student work on it immediately. If it continues and is disruptive to the class, the student leaves the classroom and begins working with another staff member. Staff members help the student analyze the problem by looking at the behavior, the results, and how to choose something appropriate.

### **Each student is expected to:**

- ✓ demonstrate courtesy for others
- ✓ behave in a responsible manner
- ✓ keep materials organized
- ✓ be well groomed
- ✓ obey all bus, campus and classroom rules
- ✓ respect the right of other students, staff, and visitors
- ✓ respect DALC property and facilities
- ✓ cooperate with and assist the staff with maintaining safety, order, and discipline

### **Program standards**

- Be courteous.
- Use appropriate language.
- Maintain focus on assigned task.
- Stay in your seat and/or in the assigned building area.
- Talk only with permission at designated times.

**Individual teachers have specific classroom rules and procedures that the student must follow**

## **SECTION IV: Discipline Management**

### **CONSEQUENCES**

Disciplinary measures include but are not limited to time out, isolated lunch, shortened outdoor time, school service projects, loss of special activities and suspension, days added to current placement, and expulsion.

### **EXTENDING THE LENGTH OF PLACEMENT**

During the time of DALC placement, if the student engages in additional conduct for which a DAEP placement is required or permitted, the Principal of DALC may enter an additional disciplinary order to extend the original DALC placement order. These days would be added to the original number and must be successfully completed before the return to the home campus.

### **EXPULSION**

The DISD Code of Conduct lists categories of expellable offenses. The district guarantees the student due process; however, the parent may waive the right to an expulsion hearing. If the waiver is not signed by the end of the 3-day suspension, an expulsion hearing shall be conducted. The Coastal Alternative Program (CAP) is the site for serving discretionary expulsions. More serious expulsions that are mandated by state law are served in the Galveston County Juvenile Justice Alternative Education Program at the Esmond Juvenile Justice Center. To be readmitted to the Dickinson Public Schools, the student must complete the CAP/JJAEP assignment. During the expulsion period, the student may not enter any district campus or attend school-related function on or off campus.

### **PLACEMENT IN COASTAL ALTERNATIVE PROGRAM**

In the event that a DALC student continues to persistently misbehave or commits a serious offense on campus for which placement in a DAEP or expulsion is permitted, additional proceedings may be conducted, and the appropriate administrator may enter a new disciplinary order to place the student in the Coastal Alternative Program (CAP), a more restricted DAEP setting. (TEC 37.009j)

### **STAFF AUTHORITY**

Students must courteously and respectfully comply with reasonable requests of any bus driver, bus aide, teacher, staff member, or administrator in or out of the classroom. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordination and subject to disciplinary action.

## **EARNING CREDIT FOR DAYS SERVED**

Students must earn credit for each day of attendance toward their placement by following DALC rules and expectations though-out the day. Students must receive 60 out of a possible 65 good behavior points to earn credit for a day of their placement. A student will not be awarded credit for the day for fewer than 60 points. Students must also earn the right to participate in PE on a daily basis.

## **COMPLETION OF DALC PLACEMENT**

Only a "successful completion day" can count toward early completion of placement. This includes a daily review of how the student is adhering to the dress code, consistent exhibition of positive social skills, continuously earning successful days, and academic effort. Two infractions of any sort may prevent the student from receiving credit for the day. The Principal determines if the student qualifies for a reduction of days. The family will receive a weekly statement that includes the number of days that the student received credit for successful completion.

In addition, a student may not be allowed to return to their home campus if he/she has not completed 100% of their assignments, and are not passing ALL courses.

A student who completes the placement close to the end of a grading cycle (9 weeks) must complete the grading cycle at DALC. A student will not return to the home campus during the week prior to and the days of state testing or during the last 15 days of the school year unless specialized circumstances exist.

## **DAILY ROUTINES**

### **Bathroom Breaks**

- Leave writing tools in the classroom.
- Walk quietly without talking or noise.
- Proceed directly to the bathroom, without stops.
- When you are finished, return directly to your classroom
- Quietly tell the teacher if the bathroom needs inspection.

### **Class change**

- Leave writing tools in the classroom.
- Follow the teacher's procedures for leaving or entering the classroom
- Keep hands, feet, and objects to yourself.
- Walk quietly without talking or noise.
- Stay in line against assigned side of hall with sufficient distance between students
- Do not make unauthorized stops in between classes

### **Computer Use**

- Log in and begin work immediately
- Move to the assigned computer without talking.
- Make sure you know what lessons you should work on.
- Use the computer menu before asking the teacher.
- Work quietly without comments or conversation.
- Remember that the teacher may be teaching a lesson when you are doing computer work.
- Do not change any computer setting or access any program without the teacher's consent.
- Log out correctly and leave the computer ready for the next user.

### **Going to the Office**

- Leave writing tools in the classroom.
- Walk quietly without talking or noise.
- Go directly to the office with no stops along the way.
- Take care of business quietly and politely.
- Return to the classroom with no stops along the way

## **STUDENT EXPECTATIONS FOR CLASSROOM CONDUCT**

- Students must sit facing forward with their feet in front of them and under the desk, with the desk legs on the floor.
- Students will not leave their seats without permission.
- Students may not speak without permission.
- Students may not communicate with each other, in any way, unless participating in a classroom assignment, or with permission.
- Students will not deface or destroy school property.
- Students will not sleep or put their head down at any time.
- Students will not display disrespectful or disruptive behavior.
- Students will actively participate and complete classroom assignments/activities.
- Students will remain in dress code throughout the day.
- Students are responsible for cleaning up after themselves in class and in the restroom.
- Students will keep their hands and feet to themselves at all times.

### **LEAVING CAMPUS WITHOUT PERMISSION**

- ✓ without staff permission, a student may not leave the building.
- ✓ days may be added, or other discipline consequence as determined by the principal.

### **BULLYING, HARASSMENT, HAZING, GANGS, SECRET SOCIETIES**

- any type of bullying, harassment, hand signs, gang-style clothing and associated demeanor
- writing and/or drawing that could be interpreted as gang-related, offensive or threatening are not permitted and may be reported to authorities.
- repeated offenses will result in expulsion.

### **SEXUAL HARASSMENT**

- ✓ offensive and unwelcome conduct of a sexual nature directed toward another person, or offensive and unwelcome conduct aimed at another person solely because of gender.
- ✓ after investigation to confirm, student is warned and might be suspended.
- ✓ continued occurrence results in expulsion.

### **TRESPASSING OF OTHER SCHOOLS DURING PLACEMENT/EXPULSION ASSIGNMENT**

- A student who attends DALC, CAP or JJAEP may not visit other schools, participate in extracurricular activities or attend any school or Booster Club activities.
- may result in trespassing charges (Texas Education Code Sec. 37.107) and/or expulsion

### **VANDALISM AND DAMAGE- GRAFFITI**

- ✓ defacing, damaging, vandalizing or destroying school property
- ✓ student is held accountable for repair or replacement costs and might be expelled
- ✓ depending on the amount of damage, can be a state jail felony punishable by up to two years

### **THE MOST COMMON GROUNDS FOR EXPULSION FROM DALC**

#### **1) SERIOUS MISBEHAVIOR**

two or more violations of the Code in general or repeated occurrences of the same violation.

#### **2) ALCOHOL AND DRUGS**

- under the influence, possessing, delivering, selling or giving of alcohol or any type of drugs
  - a violation on campus, at the bus stop or on the bus will generally result in expulsion

### **UNCOMMON AT DALC, BUT *SUBJECT TO EXPULSION***

- **PHYSICAL AGGRESSION AND FIGHTING**
- **WEAPONS**
- **TERRORISTIC THREATS**

### **IMMINENT DANGER**

The DALC principal will contact the parent/guardian of any student who exhibits behavior that poses a serious threat to life or property and request that the parent/guardian remove the student from campus. If the parent/guardian does not comply with the request within a reasonable amount of time, local law enforcement officials may take the student into custody.

### **QUESTIONING OF STUDENT BY LAW ENFORCEMENT**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, THE PRINCIPAL/DESIGNEE WILL:

- ✓ verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- ✓ make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- ✓ ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- ✓ will cooperate fully regarding the conditions of the interview if the event is part of a child abuse investigation.

**ANY DISCIPLINARY ACTION WILL FOLLOW POLICY AS OUTLINED IN THE DISTRICT STUDENT CODE OF CONDUCT.**

## **STUDENTS TAKEN INTO CUSTODY**

- When State law requires the District to permit a student to be taken into legal custody
  - ✓ To comply with an order of the juvenile court.
  - ✓ To comply with the laws of arrest.
  - ✓ To comply with a properly issued directive to take a student into custody.
- Individuals who may do this include
  - law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
  - probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
  - authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- Before a student leaves the principal will
  - ✓ verify the person's identity
  - ✓ verify to the best of his ability, the person's authority to take custody of the student.
  - ✓ attempt to notify the parent unless the authorized person has a valid objection.

Since the principal does not have the authority to prevent or delay a custody action, notification will occur after the student's removal. In many cases, the removing official has already notified or by law must contact the parent.

## **SECTION V: Transportation**

- Bus transportation will be provided for students residing in Bacliff, San Leon, those assigned by the ARD committee, and all students in grades K-6. For students in grades 7-12 who reside in Dickinson, the parent/guardian is responsible for transportation to and from DALC.

### **Grades 7-12 BUS STOP LOCATIONS AND SCHEDULE**

#### **Location**

<b><u>Bacliff</u></b> (Community Center, corner of Ave. B and 11 <sup>th</sup> St, in the parking lot of Judge Foster's court)	<b>AM pick-up</b> 7:00	<b>PM drop-off</b> 3:30
<b><u>San Leon</u></b> (12 <sup>th</sup> and Fm Rd. 517 in the parking lot of Salt Water Realty)	<b>AM pick-up</b> 7:15	<b>PM drop-off</b> 3:45
<b><u>**Dickinson</u></b> Grades 7-12 Students who reside in Dickinson	<b>AM drop off</b> 7:45	<b>PM pick up</b> 3:15

**\*\*Dickinson** (Independent transportation is the responsibility of the parent/guardian.)

1. Students must arrive between **7:45-8:00**. **Students who arrive after 8:00 will be denied entry and sent back home.**
2. Students may not leave campus once they arrive/or dropped off in the morning.
3. Students must be dropped off/picked up at the East door next to the transportation department.
4. Students must leave campus **immediately**, or face possible trespassing charges.
5. A \$10.00 non-refundable parking pass must be purchased in order for the student to drive.
6. DALC students must park in the East parking lot nearest the transportation building.
7. Students who drive must be aware that driver safety rules are in effect and failure to comply may result in a ticket being issued

**Grades K-6:** The transportation office sets up a plan for each student. Information will be available during student orientation.

#### **DALC and District Transportation Guidelines**

- Bus drivers and aides have staff authority over students.
- Failure to follow these policies will result in disciplinary action through Transportation guidelines. See **Student Safety Manual**, online.
- All DALC/DISD rules apply while the student is waiting for the bus.
- Follow the DALC dress and appearance code in order to board the bus.
- No smoking, regardless of age.
- No leaving the bus stop area after arrival.
- No public display of affection.
- Any student who purposefully delays the bus from leaving is subject to disciplinary action.



## **SECTION VI: Dress and Appearance Code**

### **General Standards**

Repeated dress code violations will result in failure to earn good credit days.

### **Outerwear**

- Jackets/Sweaters/Coats must be taken off at the DALC entrance
- Should **not** be worn in the building at any time without specific **approval**
- Will be returned to the student prior to boarding the bus in the afternoon
- All outerwear is searched after it is turned in each morning

### **ALL STUDENTS, BOTH MALE AND FEMALE MUST BE DRESSED AS FOLLOWS:**

#### **pants/trousers/slacks**

dark blue or black , no back pockets  
worn above hips  
properly sized  
no tears, rips or cuts  
no jeans or shorts  
no vinyl, leather, suede  
fleece, spandex/stretch  
cargo, overalls, sweatpants,  
**skinny type pants**  
ankle cuffed pants

#### **hair accessories**

elastic ponytail holders or "scrunchies"  
knit headbands, ribbon  
solid colors only: navy, black, white

#### **female appearance**

foundations/undergarments not visible through polo shirt  
no dresses or skirts  
nails no longer than 1/4" past finger tip  
no colored polish or nail tip (white French tips manicure ok)

#### **male appearance**

mustaches and beards are prohibited,  
and faces must be clean-shaven  
sideburns stop at bottom of ear lobe  
nails clipped short

#### **top**

solid white pull-over "polo shirt"  
logo no larger than half-dollar  
short or long sleeve  
properly sized  
tucked in so that pants waistband shows

#### **belts (required)**

brown, black only,  
no markings with standard buckle

#### **shoes**

tennis/athletic styles  
no sandals, open toe/heel  
no house shoes, boots

#### **undershirt (optional)**

**white** tee shirt/camisole with  
no visible writing or pictures

#### **PROHIBITED**

gang styles or appearance  
**jewelry of any type**  
notched eyebrows  
piercings including tongue or belly rings  
hair carvings or designs  
sunglasses  
plastic or metal barrettes, clips, hairpins plastic or  
metal headbands, picks/combs  
hats/caps, bandanas, scarves, hairnets  
inappropriate decorations, logos, advertising on tee  
shirts/jackets  
tattoos (temporary and permanent)

THE DRESS CODE IS BASED ON THE **MINIMUM REQUIREMENTS** FOR STUDENTS AT DALC.  
ADMINISTRATION RESERVES THE RIGHT TO IMPOSE STRICTER REQUIREMENTS AT ANY TIME  
DEEMED NECESSARY.

**Items prohibited in the DISD Dress Code are also prohibited at DALC.**

## **SECTION VII: Daily Intake and Rules**

The following Guidelines will be followed consistently each day:

- Student enters the building and hangs jacket/coat/unapproved sweatshirt or sweater on coat rack
- If the student has brought a lunch and/or an unopened non-carbonated, non-caffeinated drink from home; they hand it over to the staff and moves to the metal detector station to be scanned.
- Student hands all items to teacher to be placed in a baggie. Any item turned in voluntarily, except gum, candy or prohibited item (*see Section IV: Prohibited*), will be returned to the student at the end of the day. Allowed items are:
  - Money – money over \$2.00 will be deposited in the student’s meals/lunch account
  - Car/house keys
  - Wallet – subject to being searched
- Student is released to intake station
  - Takes off shoes and socks
  - Un-tucks shirt
  - Removes belt
- Teacher checks the following
  - Ankles
  - Waist/belt
  - Pants hemline
  - Shoes
  - Undershirt
  - Neck area
  - Wrists
  - Mouth and ears for piercings
  - Pockets
- Student puts on shoes/belt/tucks in shirt
- Student is released from the intake station to the -breakfast table to order breakfast and/or lunch
- Student proceeds to their homeroom
- Student picks up point sheet folder

### **SEARCHES**

IF THERE IS REASONABLE CAUSE, A STUDENT IS SUBJECT TO SEARCH  
IN AN APPROPRIATE MANNER BY APPROPRIATE PERSONNEL.

### **BACKPACKS, BAGS, PURSES, MONEY**

- backpacks, book bags, purses, or items of this nature are **not** allowed on the bus or DALC campus
- bring only that money which will be used to pay for meals
- Student may keep no more than \$2.00. Any amount over \$2.00 will be deposited in the student’s lunch account unless other arrangements have been made with the Principal.

### **CELL PHONES and other ELECTRONIC DEVICES**

- ✓ may not board the bus with devices such as MP3 players, iPods, cameras, or other similar items
- ✓ phones will be taken up by DALC staff and returned to the students at the end of the day
- ✓ no access to cell phones during the school day
- ✓ phone calls that the staff considers essential will be made on the DALC phone
- ✓ If a student has concealed a cell phone, the parent/guardian will be contacted. The cell phone policy that is used by the student’s home campus will be followed. A \$15 fee will be assessed for the return of the phone.
- ✓ DISD Department of Transportation rules on cell phones and electronic devices will be strictly enforced.

### **GUM, CANDY**

- no gum chewing
- no eating candy on the bus or during/between classes
- disciplinary action can occur if the student violates this rule

### **SCHOOL SUPPLIES**

- 4 Single subject spiral notebooks
- 1 box of tissue

### **SMOKING/TOBACCO/E-CIGARETTES**

- ✓ tobacco products; e-cigarettes, in a student's possession is prohibited at the bus stop or at DALC. "Bus stop" is defined as the location at which a student boards the bus.
- ✓ smoking at the bus stop may result in suspension for a minimum of one day regardless of age.
- ✓ tobacco products; e-cigarettes, in a student's possession will be confiscated during intake and a discipline consequence issued.
- ✓ parents' of minors will be notified.

## CONSEQUENCES FOR NOT ADHERING TO THE CODE OF CONDUCT/DALC HANDBOOK

- A Parent may be required to accompany student back to DALC for an additional intake meeting in order to further explain the rules and consequences to both student and parent.
- Student will be sent back home with parent if not in dress code.
- A student may be allowed to return with-in an hour to correct dress code problem.

The DAEP administrator has complete authority and discretion in the implementation of all DAEP rules.

**Please note that 3 days of DAEP time will be added on each of the first 3 suspensions. 3 suspensions qualify as Serious or Persistent misbehavior and the student will be referred to an expulsion committee on the 4<sup>th</sup> suspension.**

## MEDICATIONS

A DALC student in possession of any sort of a drug on the bus or on school grounds who does not strictly abide by DALC, district and state laws is subject to being expelled.

- Students will not be allowed to carry medication. A doctor's note is required to be on file in the clinic for any emergency a student may need to carry, such as insulin, inhalers, or epi-pens.
- For prescription medications taken on campus, the parent must submit a form "Administration of Medications at School" which includes permission to administer prescription or non-prescription medication at school
- PRESCRIPTION- medication must be in the original container properly labeled with child's name, name of medicine, and directions for time and dosage.
- NON-PRESCRIPTION MEDICATION- shall be in the original container clearly labeled as content. Student's name and directions for time/dosage shall be provided by the parent/guardian at the time the request to administer the medication is made
- TRANSPORTATION AND STORAGE OF MEDICATION-All medication shall be brought to the office by the parent, guardian, or other responsible adult and shall be secured there at all times. Students will not be allowed to carry medication. A doctor's note is required to be on file in the clinic for any emergency a student may need to carry, such as insulin, inhalers, or epi-pens.
- In the event that the home campus school nurse, in the exercise of professional judgment, questions the administering of any particular medication as excessive or otherwise potentially harmful to the student, the home campus nurse shall so notify the parent, legal guardian, or other person having legal control in writing that no further administering of the medication shall be done by school employees without a written authorization from a person licensed to practice medicine.
- DALC does not have a nurse or clinic aide.

## ILLNESS

- ✓ If a student becomes seriously ill, DALC will call the parent/guardian to discuss whether the student should go home.
- ✓ A student who has a fever should not remain at school.
- ✓ No student will be released to anyone except parent/guardian or emergency contact listed.
- ✓ Anyone authorized to pick up a student must be at least 18 years old and may be required to provide a picture ID.

## RESTROOM

- Daily trips to the restroom are limited and supervised.
- Individual requests are handled at the teacher's discretion.
- Students will be allowed to enter the restroom one at a time and may be monitored by DALC personnel.
- If a student has a condition requiring special considerations, that circumstance should be established at orientation.

## MEALS

- Meals are prepared at a regular campus and delivered to DALC.
- There are no food or drink vending machines.
- Students who received free and reduced meals in the previous year may eat the first 30 calendar days of the new school year until the new application is processed. If the new application is not received after 30 days, student will be changed to paid status.
- Students who participate in the free and reduced-price program will not need to re-establish eligibility
- Options if you must pay:
  - online deposits to the student's meal account: [www.dickinsonisd.org](http://www.dickinsonisd.org) "Lunch Money Now."
  - bring cash or check to pay for a week, or if possible a month.
    - ✓ During May, the parent must pay with cash only, no checks.
    - ✓ DALC cannot make change, so any cash sent for meals will be fully deposited into the student's account.

**Meal Prices will not increase for the 2018-2019 school year:**

- ❖ **Universal FREE Breakfast will be provided to all students for the 2018-2019 school year.**
- ❖ **Reduced Price Students: The \$.30 breakfast and \$.40 lunch payment for reduced students will be eliminated.**

**Lunch Prices:**

Grades PK-4	\$1.50	Grades 5-6	\$2.00
Grades 7-8	\$ 2.25	Grades 9-12	\$2.50

- Breakfast items from home or take out may not be brought to school
- The student may order breakfast after intake.

**LUNCH**

- Students must **not** bring, or have a parent drop off a fast-food of any kind.
- Students may **not share, exchange, or give away food or bring extra food to distribute.**
- The student may bring a sack lunch from home. Use a **disposable bag, do not bring a lunch box**; lunch will be inspected.
- Left-over food will be discarded at the end of the lunch period.
- Packaged meals may not contain candy. (ex. *Lunchables*)
- Sugary snacks (ex. Fruity Snacks) candy and gum are prohibited lunch items. Items will be discarded.
- Drinks for lunch
  - ✓ **Open containers/refillable bottles are NOT allowed and will be thrown away.**
  - ✓ **Drinks must be in the original sealed container.**
  - ✓ **DO NOT BRING CARBONATED, OR ENERGY DRINKS.**

**ABSENCES**

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitator for the district is Jessica Jenkins. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator at (281) 229-6040 or any other campus administrator.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policy FEA(LEGAL).]

**DOCUMENTATION AFTER AN ABSENCE**

- ✓ Please call DALC (281)-229-6300, by 8:30 am for any absence.
- ✓ Upon arrival of the student's absence the student must bring a note signed by the parent that describes the reason for the absence within a week.
- ✓ a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic within 3 days of returning to school,
- ✓ Unless the absence is for a statutorily allowed reason under the compulsory law attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.
- ✓ Students will not be allowed entry after 8:00 and will be counted absent for the day.
- ✓ To receive credit for a course, a student must attend 90% of the classes.
- ✓ Only the days physically present and successful at DALC are counted toward the days assigned.

## **DHS CREDIT RECOVERY FOR ABSENCES AT THE HIGH SCHOOL LEVEL**

Beginning school year (2017-2018), DHS will no longer offer MAKE-UP Time Opportunities. This means that if a student exceeds the allowable absences in a semester, it is the STUDENT'S RESPONSIBILITY to go to his or her grade level office and complete an APPEAL FOR CREDIT form with his/her Assistant Principal *on or before the last instructional day of the semester*. Failure to comply with this requirement could result in LOSS OF CREDIT for every scheduled class in which the student fails to meet the attendance requirements. DALC students will need to contact their grade level Assistant Principal.

## **SECTION VIII: Academics and Instructional Matters**

### **COMPUTER AND INTERNET USE**

- Students must abide by the District policies for using the computer and any online materials.
- Internet use is limited to those sites approved by the teacher and required for assignments.

### **RETURNING MATERIALS TO THE HOME CAMPUS**

- ✓ If a student has failed to return textbooks, library books, and/or other school materials from the home campus, he/she may bring these items to DALC. DALC will return the items to the student's home campus.
- ✓ Fine payments for lost items will be sent to the home campus

### **FOREIGN LANGUAGE CLASSES**

- Students will complete Spanish 1 and 2 through the online Edgenuity curriculum.
- Any student who begins DALC at the beginning of the semester will not be enrolled in Spanish or French without approval from the home campus, based on past grades.
- American Sign Language (ASL) classes will generally not be offered at DALC.

### **GRADUATING SENIORS**

- ✓ For seniors assigned to DALC who are eligible to graduate, the last day of attendance in the program will be the last instructional day.
- ✓ Unless otherwise specified by the campus principal or DALC Principal, the student will be allowed to participate in the graduation ceremony and related activities.

### **READING AND MATH TUTORING**

- DALC administers reading and math tests to all students who are assigned for 90 days or more to determine grade level abilities.
  - ✓ Any student who is reading at least 2 grade levels behind will receive reading intervention through online and direct instruction.
  - ✓ Targeted math instruction will occur for students who are below grade level.
- If a student remains 90 days or more, the student must also take a post test in both areas.

### **CURRICULUM**

- Students at DALC receive instruction by direct teacher and/or online (Edgenuity) courses.

**\*NOTE: Please be advised that placement at DALC may result in students being removed from specific elective classes, as well as classes ranked as Pre AP/AP/Dual Credit.**

### **PROGRESS AND GRADE REPORTS**

- ✓ Reports will be issued according to the district calendar.
- ✓ If a student or parent/guardian has questions regarding a grade or student progress in class, call the teacher responsible for the grade. Parents also have access to all student grades via Parent Access on Skyward.

### **SUMMER SCHOOL**

- DALC does not offer summer school.
- The home campus allows students to attend summer classes necessary for promotion.

## **SECTION IX: Notifications**

### **Notification to Parents/Guardians about Teacher and Paraprofessional Qualifications**

As a parent/guardian of a student in the Dickinson Independent School District, you have the right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct your child. The federal law requires that the school district provide this information to you in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's teachers and paraprofessionals:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches;
- Whether the teacher is teaching under emergency or professional status because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree; and
- Whether the paraprofessionals provide services to your child, and, if so, their qualifications.

If you would like to receive any information, please contact DALC at 281-229-6300.

### **Pesticides**

This school periodically applies pesticides. Information concerning these applications may be obtained from Ryan Boone at Operations and Facilities, 3303 Owens Drive, Dickinson, Texas 77539 (281) 229-7250.

Dickinson I.S.D. is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the management plan for your child's school, a copy of the plan is available at Operations and Facilities, 3303 Owens Drive, Dickinson Texas 77539. If you have any questions, about our plan or this federally mandated program, please contact Ryan Boone at (281) 229-7250

If you have any questions regarding this notice, please contact Wendy Chide at 281-229-6300.