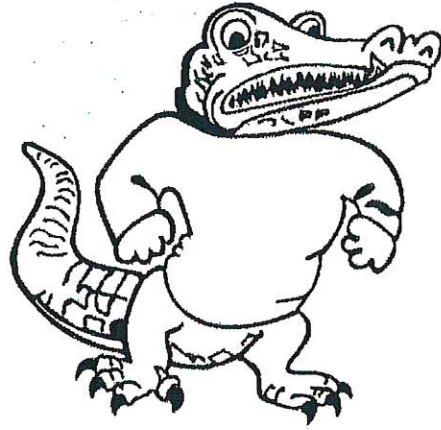


2022 - 2023



DICKINSON ALTERNATIVE LEARNING CENTER
STUDENT HANDBOOK

2022–2023 Academic Calendar

First Semester

August 18 – December 16, 2022

Second Semester

January 4 – May 25, 2023

Student/Teacher Holidays

September 5, 2022

October 10, 2022

November 21-25, 2022

(Nov. 21-23, 25 are Teacher Exchange Days/Student Holidays)

December 19, 2022 - January 2, 2023

January 16, 2023

March 13-17, 2023

April 7 & 10, 2023

May 29, 2023 (Teacher/Staff Holiday)

Transition Day

August 17, 2022

* New for 2022-2023 - all Pre-Kindergarten, Kindergarten, 5th, 7th and 9th grade students will start school a day earlier than other grades for special activities to prepare for a new school level.

New Teacher In-Service

August 2-5, 2022

Teacher In-Service/Student Holiday

August 9-12, 2022

August 15-16, 2022

September 26, 2022

January 3, 2023

February 20, 2023

Early Release All Campuses

(2 hours early)

December 16, 2022 May 25, 2023

Dickinson High School Graduation

May 25, 2023 - Sam Vitanza Stadium

Nine Weeks Grading Cycle

1st 9-weeks 39 days 17,550 minutes
(08/18-10/14)

2nd 9-weeks 40 days 17,880 minutes
(10/17-12/16)

First Semester 79 days 35,430 minutes

3rd 9-weeks 46 days 20,700 minutes
(1/4-3/10)

4th 9-weeks 47 days 21,030 minutes
(3/20-5/25)

Second Semester 93 days 41,730 minutes

Total Instructional 172 days 77,160 minutes
SD Waiver Days 3 days 1,260 minutes

Grand Total 175 days 78,420 minutes



Dickinson Independent School District

August 2022

S	M	T	W	T	F	S
	1	NT	NT	NT	NT	6
7	8	TP	SD	SD	SD	13
14	SD	SD	T	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

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

October 2022

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

November 2022

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	E	E	E	H	E	26
27	28	29	30			

December 2022

S	M	T	W	T	F	S
				1	2	3
4	5	*6	7	8	9	10
11	12	13	14	15	16 ^A	17
18	H	H	H	H	H	24
25	H	H	H	H	H	31

January 2023

S	M	T	W	T	F	S
1	H	SD ^w	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

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	SD ^w	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	H	H	H	H	H	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

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

May 2023

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 ^A	TP	27
28	H	30	31			

June 2023

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 2023

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
- ** Begin/End STAAR Testing Window
- ^ Early Release
- H Student/Teacher Holiday
- T Transition Day (school day for grades Pre-K, K, 5, 7 & 9)
- NT New Teacher Training
- SD Staff Development (no school for students)
- TP Teacher Preparation (no school for students)
- E Teacher Exchange Day/Student Holiday
- Graduation Dickinson High School Graduation
- W TEA-Approved Staff Development Waiver Days

School Hours for the 2022-2023 school year

Elementary

(grades K-4)

8:30 a.m. - 4:00 p.m.

(AM Pre-K)

8:30 - 11:45 a.m.

(PM Pre-K)

12:45 p.m. - 4:00 p.m.

Middle School/Junior High

(grades 5-8)

7:45 a.m. - 3:15 p.m.

High School

(grades 9-12)

7:05 a.m. - 2:35 p.m.

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Section I: Introduction

Mission Statement

Dickinson ISD will equip and empower all learners with skills and experiences to achieve academic excellence and make meaningful contributions to our world.

Vision Statement

Inclusive of all, Dickinson ISD will cultivate excellence, producing confident, collaborative, goal-driven learners who become empowered citizens in a global society

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 St., Dickinson, Texas 77539

Phone (281)229-6300 Fax (281)229-6351

Principal	David "Mac" McConnell	(281)229-6363	dmccconnell@dickinsonisd.org
Assistant Principal	Rashad See	(281)229-6360	rsee@dickinsonisd.org
Secretary	Elvira Rosas	(281)229-6310	erosas@dickinsonisd.org
Parent Liaison	Romenia Griffin	(281)229-6314	rgriffin@dickinsonisd.org
ARD Facilitator	Gary Willingham	(281)229-6354	gwillingham@dickinsonisd.org
Teachers	Kimberly Hagler-Freeman	(281)229-6318	khagler@dickinsonisd.org
	Emily Faulk	(281)229-6362	efaulk@dickinsonisd.org
	Pamela Presley	(281)229-6316	ppresley@dickinsonisd.org
	Rae Saxton	(281)229-6313	rsaxton@dickinsonisd.org
	Carol Singletary	(281)229-6312	csingletary@dickinsonisd.org
	Luke Schneider	(281)229-6352	lschneider@dickinsonisd.org
	Lance Lewton	(281)229-6315	llewton@dickinsonisd.org
	MichaelAnn Shumate	(281)229-6353	mshumate@dickinsonisd.org
	Kristen Salinas	(281)229-6366	ksalinas@dickinsonisd.org

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

Type of question/communication	Who to contact
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	Mrs. Rosas
Weekly report	Mrs. Griffin
School records	Mrs. Rosas
Set up a conference	Main line (281)229-6300
General concerns	Mrs. 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.

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.
- Stay in your seat and/or in the assigned building area.
- Talk only with permission at designated times.
- Pass all classes
- Attain BLUE on the DALC level system.

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

SECTION IV: Discipline Management

LEVEL SYSTEM

Students start on yellow, progress to green, then advance to blue by achieving behaviorally, academically, and socially.

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 **36** out of a possible 40 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 36 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. The family will receive a weekly statement that includes the number of days that the student received credit for successful completion.

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.

SERIOUS MISBEHAVIORS

LEAVING CAMPUS WITHOUT PERMISSION

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

BULLYING, HARASSMENT, HAZING, GANGS, SECRET SOCIETIES

- are not permitted
- 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 additional consequences.

SEXUAL HARASSMENT

- are not permitted
- 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 other disciplinary consequences as determined by the principal
- continued occurrences will result in additional consequences

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 additional consequences.

VANDALISM AND DAMAGE- GRAFFITI

- are not permitted
- 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

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

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.

STUDENT TAKEN IN 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. Please arrive to bus stop 5 minutes before scheduled pick-up. **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

<u>Bacliff</u> – Ave. B and 11 th St.	Pick-up 7:00am	Drop-off 3:54pm
<u>San Leon</u> – FM 517 and 12 th St.	Pick-up 7:09am	Drop-off 3:45pm
**<u>Dickinson</u>	Drop-off 7:35am	Pick-up 3:15pm

Independent Transportation is the responsibility of the parent/guardian.

1. Students will be allowed in the building at 7:35 and any student arriving after 7:50 will be counted tardy.
2. Students may not leave campus once they arrive/or dropped off in the morning.
3. **Junior High** students must be dropped off/picked up at the **WEST** doors next to the technology department.
4. **High School** students must be dropped off/picked up at the **EAST** doors next to the transportation department.
5. Once released students must leave campus **immediately** or face possible trespassing charges.
6. A \$10.00 non-refundable parking pass must be purchased for student drivers with a valid license and insurance.
7. DALC student drivers must park in the East parking lot nearest to the transportation building.
8. **No parking in transportation parking lot and parking pass must be visible, towing will be in effect.**
9. Driver safety rules are in effect and failure to comply may result in a ticket being issued.

Grades K- 6th Transportation office will contact DALC once a route is created for the student.

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 public display of affection.
- No leaving the bus stop area after arrival.
- Any student who purposely delays the bus from leaving is subject to disciplinary action.

SECTION VI: Dress and Appearance Code

General Standards

Dress code violations will result in loss of points and could result in potential loss of credit.

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 at the time the student is dismissed for the day
- 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
worn above hips
properly sized
no back pockets
no jeans

top

solid **WHITE** pull-over "polo shirt"
logo no larger than half-dollar
short or long sleeve
properly sized
must stay tucked in
***DISD School Spirit shirt-must
achieve Blue Level***

shoes

tennis/athletic styles
no sandals, open toe/heel
no house shoes, boots
All shoes must be neutral colors
(ex. black, white, gray, or brown)

belts (required)

brown and black only
standard buckle, no symbols, or markings

undershirt (optional)

Plain T-shirt/camisole/long sleeve with **NO**
visible writing or graphics

hair/ hair accessories

Natural color hair only (**no vibrant reds**)
elastic ponytail holders or "scrunchies" must be worn in
hair, **not on wrist**.

female appearance

undergarments must **not** be visible through polo shirt
no dresses or skirts
nails no longer than 1/4" past fingertip
no colored polish (1/4" white tip manicure is ok)

male appearance

beards are prohibited, mustaches and goatees are
acceptable
nails clipped short

❖ **Last day of placement student may wear a college, military, or DISD school spirit T-shirt. No Jeans**

***ITEMS PROHIBITED**

- | | |
|--|--|
| *gang styles or appearance | *sunglasses |
| *notched eyebrows | *plastic or metal barrettes, clips, hairpins plastic or metal, picks/combs |
| *piercings including tongue or belly rings | *headbands, scarves, bandanas, hairnets, hat/caps, |
| *hair carvings or designs | *inappropriate decorations, logos, advertising on T-shirts/jackets |
| *tattoos (temporary/permanent) | *extra clothing under the DALC uniform (shorts) |
| *fleece, spandex, stretch pants | *pants with tears, cuts, or tips |
| *jeans, shorts, vinyl pants | *skinny type or tight around the leg |
| *cargo, overalls, sweatpants | *ankle or cuffed pants |
| *no jewelry of any type | *no distracting/extreme styles or coloring |

DALC is not responsible for any prohibited items brought

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:

- Students will place any items they have in a baggie then place in assigned container.
- **If student has a Cell Phone**, place in assigned cell phone pocket chart.
- Hangs jacket/coat/approved 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. Remove belt, all pockets are out, and moves to the walk-through metal detector station.
- 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 to be placed in baggie:
 - Money only \$2.00– if over \$2.00 it will be kept and returned at the end of the day. Parent contact will be made at principal's discretion.
 - Car/house keys
 - Wallet – will be searched
- Student leaves intake area and goes to assigned homeroom.
 - Takes off shoes and socks
 - Un-tucks shirt
- Teacher checks the following
 - Ankles
 - Waist/belt
 - Pants hemline
 - Shoes
 - Undershirt
 - Neck area
 - Wrists
 - Mouth and ears for piercings
 - Pockets

Student puts on socks, shoes, belt, and tucks shirt in and waits for instructions from Teacher.

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
- Money only \$2.00– if over \$2.00 it will be kept and returned at the end of the day. Parent contact will be made at principal's discretion.

CELL PHONES and other ELECTRONIC DEVICES

- **Cell phone cases must be clear** or no cell phone case
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 chewing gum
- 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/VAPES

- Tobacco products, THC vapes, and 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, THC vapes, and 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

- Parents will be contacted and expected to provide acceptable clothing for their students within the hour that meets the DALC dress code
- Parents 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 referred to Communities in School representative if it is determined that a student has a clothing long term need
- **Student will earn 2 X's on their daily point sheet.**

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

MEDICATIONS

A 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 with the **home campus** clinic for a student who may need to carry medications, such as insulin, inhalers, or epi-pens.
- **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 an unopened 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 prescription medicine shall be brought to the office by the **home campus nurse** and will always be secured. Non-prescription medicine provided by the parent or guardian will not be allowed to be carried by the student while on campus.
- If 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

Pricing for the 2022-2023 School Year

- **Breakfast will be free for all students**
- Lunch paid student prices are:
 - ❖ Elementary (PK-4) \$2.00
 - Middle School (5-6) \$2.50
 - Junior High School (7-8) \$2.50
 - High School (9-12) \$2.75
 - Reduced price lunch – (\$.40 payment will be eliminated for reduced students)
- Meals are prepared at a regular campus and delivered to DALC.
- There are no food or drink vending machines.
- The student may order breakfast after intake.

LUNCH

- Students may **not bring or have anyone 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 breakfast and lunch period. **Students may NOT save left over food.**
- **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.** (ex. Cokes, Starbucks, Monsters)

ABSENCES

Ages 6–18

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent.

The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

The truancy prevention facilitator for the district is:

Noemi Arredondo

Attendance Intervention Specialist

narredondo@dickinsonisd.org

(281)229-6041

Julie Ferrell

Attendance Interventionist Specialist

jferrell@dickinsonisd.org

(281)229-6040

For any questions about student absences, parents should contact the facilitator or any other campus administrator.

A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year.

If a student age 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policies FEA(LEGAL) and FED(LEGAL) for more information.]

DOCUMENTATION AFTER AN ABSENCE

- Please call DALC 281-229-6300, by **8:30** am for any absence.
- Following a student's absence, the student must bring a note signed by the parent that describes the reason for the absence within a week.
- If a student is absent for more than 5 consecutive days because of a personal illness, the student must bring a statement from a doctor or health clinic within 3 days of returning to school explaining the absence.
- Unless the absence is for a statutorily allowed reason under the compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.
- A student must attend 90% of the classes.
- Only the days physically present and successful at DALC are counted toward the days assigned.

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.

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 by home campus according to the district calendar.
- If a student or parent/guardian has questions regarding a grade or student progress in class, please call or email 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.

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 David McConnell at (281)229-6300.

DALC Levels System

		<i>Methods of Advancement to the Next Level</i>			<i>Level Rewards</i>			<i>Behavior Expectations</i>
Yellow		10 Days of Credit OR 5 Perfect Days		PE	NO PE		Arrival	All students will start on level YELLOW
		AND		Lunch	Silent Lunch		Tardies	After 3rd Tardy student's progress restarts
		Completion of the DALC Strategies for Academic Success Program in Edgenuity		Break	Students will remain in the classroom and participate in DEAR Time		Academics	Student must be on track/passing all classes to advance to GREEN
		Students cannot be released while on YELLOW		Leaving Classroom	Students are not allowed to leave the classroom except for bathroom breaks/2 weekly emergency bathroom passes		No Credit Days	After 3rd NO CREDIT day student's progress restarts
				Uniform	Student must be in DALC Uniform daily		Referrals	CAN result in restarting days to achieve level GREEN

DALC Levels System

	<i>Methods of Advancement to the Next Level</i>		<i>Level Rewards</i>		<i>Behavior Expectations</i>
Green	15 Days of Credit OR 10 Perfect Days	PE	Attend PE Daily	Arrival	
	Students maybe released on GREEN if their assigned days are completed	Lunch	Silent Lunch	Tardies	After 2nd Tardy student's progress restarts for moving to BLUE then after 3rd tardy the student is moved back to YELLOW
		Break	Attend Breaks on BIG Fridays ONLY. The rest of the week students will remain in class and participate in DEAR Time	Academics	Student must be on track/passing all classes to advance to BLUE
		Leaving Classroom	Students are not allowed to leave the classroom except for bathroom breaks/2 weekly emergency bathroom passes, unless they are the highest ranking level student in the room	No Credit Days	After 2nd NO CREDIT day student's progress restarts then the 3rd NO CREDIT day will result in being moved to YELLOW
		Uniform	Student must be in DALC Uniform daily	Referrals	CAN result in restarting days to achieve level BLUE and possibly being dropped down to YELLOW

DALC Levels System

		<i>Methods of Advancement for Early Return Consideration</i>			<i>Level Rewards</i>			<i>Behavior Expectations</i>
Blue				PE	Attend PE Daily		Arrival	
		Minimum Number of Days on Blue= # of days needed for a 2 day early release on 20 day placements/ 5 day early release on 30 day placements/10 day early release on 45+ day placements OR Principal's Discretion		Lunch	Attend Social Lunch Daily		Tardies	After 1st Tardy student's progress restarts for Early Exit then after 2nd tardy the student is moved back to GREEN
				Break	Attend Breaks Daily		Academics	Student must be on track/passing all classes to be eligible to LEAVE EARLY
				Leaving Classroom	Same bathroom schedule as the other levels. Student can assist teacher by being used as a runner for items being sent to other teachers		No Credit Days	After 1st NO CREDIT day student's progress restarts after 2nd NO CREDIT day then the student will be moved to GREEN
				Uniform	Student can wear a spirit shirt, college shirt, or military shirt daily		Referrals	WILL result in being dropped down to GREEN
				Student Input	Meet with Administration weekly			