

2017-2018  
*Bridgeport Independent School District*  
**Alternative Learning Center**  
**Disciplinary Alternative**  
**Education Program**

*Student Handbook Addendum*



1101 17<sup>th</sup> Street  
Bridgeport, TX 76426  
940-683-1830

**Principal**  
**Karl R. Little**  
**Ext. 1236**

**Secretary/Attendance**  
**Maria Prado**  
**Ext. 1235**

### **Attendance Policy:**

All state attendance codes apply while a student is in the Disciplinary Alternative Education Program (DAEP). **Texas Education Code §25.092** requires all students to be in attendance 90% of the days in a school year in order to receive credit in a class. Furthermore, according to the Texas Compulsory Attendance Law (**Texas Education Code §25.085**), attendance at school is required of all children through the school year of their 18<sup>th</sup> birthday. If your child accumulates unexcused absences totaling ~~three (3) days or parts of days in a four week period, or ten (10) or more days within a six-month period~~, you and/or your child can be prosecuted for violation of the Compulsory Attendance Law. In addition, **compliance with TEC Compulsory Attendance Law is mandatory to four or more unexcused absences in any class during a semester will prevent a student from** receive a Verification of Enrollment and Attendance (VOE) Form, which is necessary to get a driver's license.

Students are assigned specific days to attend the Alternative Learning Campus by the Hearing Officer from their home campus. In addition, failure to comply with the state mandated 90% attendance rule will be enforced by the home campus. No student will be dismissed early for the day without the written permission of the parent/guardian and only in case of an emergency. Absences are reported to the home campus each day. Parents must phone the DAEP campus (940-683-1830) before 8:30 a.m. each day to report a student absence. Upon the student's return to DAEP, a written note detailing the reason for absence is required. ~~Absences of 3 or more consecutive days require a doctor's note.~~ After more than three (3) consecutive absent days for illness, a doctor's note is required to excuse additional days.

### **School Hours:**

School hours are 8:00 a.m. to 3:30 p.m. DAEP door will open at 7:45 a.m. Student release is at noon on Bridgeport Independent School District (BISD) early dismissal days. **All districts will adhere to the BISD calendar.**

### **Tardies:**

All students are expected to be **on time** for class. Students arriving after **8:00 a.m.** will be counted tardy and come through the office door on the northwest side of the building. *Students with more than 3 tardies in a 4 week period must serve an after school detention from 3:45-4:30 p.m. on Tuesday & Thursday. Subsequent tardies will require further disciplinary action.*

**Dress Code:** *All students must be in dress code **BEFORE** entering the building. All students will adhere to BISD Dress Code Guidelines (attached) in addition to the following specific to DAEP:*

- Students must wear a **SOLID GRAY** or **BLACK** t-shirt or sweatshirt with no markings (no hoods or pockets) and **they must be tucked in at all times.** Shirts worn under the T-shirt or sweatshirt **MUST** be in dress code – also solid gray or black. Shirts turned inside out **are not** acceptable.
- ~~Students must wear long pants and these may not be layered with gym shorts or other pocketed garments. Students may wear pants or shorts.~~ They must be fitted at the waist with belt loops. Student underwear is never to be seen. ~~Shorts length must be below the knee at all times.~~
- ~~Gym attire is not acceptable.~~
- If a belt is worn, buckle must be no larger than a credit card.
- Caps/hats and sunglasses **are not** allowed in the building.
- Socks are to be worn and must match.
- No sandals, open-toed shoes, or house slippers may be worn.
- No items that show gang affiliation or that depict drug use are allowed.
- Tattoos must be covered by appropriate clothing or bandages.
- No jewelry of any kind is allowed.
- Make-up, nail polish, long nails, or hair ornaments must not be deemed as disruptive to class.
- No facial hair is allowed.

• ~~Gum is not allowed.~~

*(The principal retains the right to determine that any item is inappropriate for DAEP)  
Students will be given an opportunity to conform to the appropriate dress code. If a student is unable to conform to the dress code a parent will be called to correct the dress code and points will be deducted from the daily point sheet. If a change of clothes is not available within the hour, an additional day may be added to the initial term. Refusal or repeat failures to follow the dress code will result in the student being held after school, conference with parent/guardians, and/or possible suspension.*

#### **DAEP Rules:**

- Take your seat immediately upon arrival and/or as instructed.
- Raise hand for permission to talk, ask questions, or change locations.
- Use socially appropriate language.
- Inappropriate writing, printing, or drawing will not be allowed.
- Absolutely no physical contact with students or staff.
- Communication between students will be limited. Absolutely no writing and passing notes.
- No sleeping.
- Restroom breaks are by permission only.
- BISD Code of Conduct will be followed at the DAEP.

#### **Daily Record of Behavior:**

Students are placed in the DAEP for a specific term as determined by the **home** campus administration and/or as specified by school board policy. Student behavior is monitored throughout the day and behavioral measurements for compliance and on-task activity are **(50 point system)** recorded on a daily student report. A copy of this report will be available to parents/guardians empowering them to monitor their student's behavior, academic progress, and/or problems. Every attempt will be made to ensure student success while completing his or her assigned time at DAEP. Students **MUST** have at least **45 points** daily to receive credit for the day or additional days **shall** be added to student's initial term. Student reports falling below the 45-point threshold will be sent home with the student. DAEP staff will attempt to notify the parent/guardian to expect the report. The report should be signed by the parent and returned to the DAEP teacher the next day. Points will be deducted the next day if the report is not signed and returned to the DAEP teacher.

#### **Sleeping:**

Sleeping is **not allowed** while at DAEP. If a student has continued difficulty staying awake, then points will be deducted from the student's point sheet. When an attempt to redirect the drowsiness has failed, *after school detention will be assigned from 3:45 – 4:30 p.m. on Tuesday and Thursday. If a student accumulates several detentions for sleeping, it may result in a parent/principal conference and/or additional days of DAEP placement.*

#### **Suspension/Citation:**

A student who violates behavior expectations will be afforded ONE warning. *Thereafter, the DAEP reserves the right to file a disorderly conduct complaint with the Bridgeport Police Department. The student may also be suspended. A parent/principal conference is required BEFORE the student returns to DAEP.* Students should **NOT** engage in the following activities:

- interrupting the learning environment
- disrespecting staff members or others
- using profanity
- leaving the room, building, **or property** without permission
- inappropriate conversations
- actions that indicate they are under the influence of drugs or alcohol

Karl Little 8/9/2017 1:45 PM

**Comment [1]:** Researching TEC Chapter 37 to ensure we are in compliance

- persistent misbehavior.

### **Expulsions:**

Texas Education Code, Chapter 37, Section 37.007 states that a student who continues to engage in serious or persistent misbehavior in a Disciplinary Alternative Education Program may be expelled from the school district without placement. Students who are expelled will be required to return to DAEP at the end of their expulsion.

### **Security:**

Students entering DAEP will be asked to place all personal belongings in a locked locker for the duration of the day. Students are not allowed to bring prohibited items into school. All students are subject to searches before entering classrooms and throughout the day as deemed necessary by DAEP staff. Students may be subject to electronic metal detector scanning upon entering the building and when deemed appropriate and necessary throughout the day. Lockers are subject to random searches. Drug dogs are used as part of the BISD policy against prohibited items. The drug dogs are used on a random basis and are allowed by law to search classrooms, school grounds, and student possessions including backpacks, jackets, etc. ~~It is not BISD policy to allow drug dog search of individual students.~~ However, upon reasonable suspicion, the student may be asked to remove items from his or her pockets or person. In extreme instances, the District SRO (Student Resource Officer) may be called to investigate. Students are responsible for any prohibited item found in their possession (including student vehicles) by the drug officer, the SRO, or campus administrator. Video cameras are in use throughout the Alternative Learning Center.

Karl Little 8/9/2017 1:25 PM

**Comment [2]:** True, but do we want openly make this known to students? Many times the student just keeps the drug on their person while waiting in the hall.

### **Cell phones and other electronic devices:**

Students are not allowed to have cell phones, ~~paggers~~, computer games, or electronic devices in their possession during the day. Students will turn off their cell phones and put them in their locked locker or in teacher provided storage in their classrooms at the beginning of the day. BISD and DAEP/ALC are not responsible for any personal electronics brought on campus. Failure to comply with this policy will result in the following consequences:  
**1<sup>st</sup> offense:** *phone placed on Teacher's desk. Student may take phone home at end of day.*  
**2<sup>nd</sup> offense:** *phone placed with Principal. A parent/guardian must retrieve phone after school. Phone will not be released to the student.*  
**3<sup>rd</sup> offense:** *phone is confiscated in Principal's office until end of DAEP placement.*

### **Class Work, Grades and Exams:**

Students are expected to complete any assigned lessons during the day. No homework will be assigned. Students will be assigned web-based lessons from and/or lessons from their home campus. Grades are reported to the home campus and ~~may~~ be averaged with the student's home campus grades.

### **Headphones:**

Headphones are sometimes necessary for web-based instruction programs. Students may bring their own headphones (earbuds only) from home and use them with their classroom teacher's permission. The classroom teacher has the right to refuse the use of headphones.

### **Counseling:**

Personal counseling is available upon request.

### **Meals:**

Breakfasts and lunches are served according to the schedule set by DAEP (7:40-8:00 breakfast/11-11:30 lunch). Breakfast prices: \$1.50 or reduced \$.30. Lunch prices: ~~\$2.80~~ secondary/~~\$2.60~~ elementary or reduced \$.40. Meals are purchased each morning upon entry to DAEP. Students are expected to have correct change or check when purchasing a meal if they do not have money on their ~~meal lunch~~ account. Any student who has qualified for free or reduced-price meals at the home campus will continue to receive such services while at DAEP.

Students are not allowed to leave for lunch. Parents or other individuals may not deliver food during the day. Outside food, drinks, candy, etc. are not permitted on the ALC campus. A nutritious sack lunch may be brought by the student in the morning and placed in the student's locker. Students in DAEP placement may not have guests, including parents, during lunch. Food cannot be shared.

**Medications:**

Medications will be given according to the schedule established at the student's home campus. By law, medication must be in its original bottle, labeled appropriately for the particular student receiving the medication. Medications will be kept in the school office unless otherwise directed by the principal. The appropriate forms giving permission for the campus to administer the medication must be completed by the parent and returned to the school.

**School Supplies:**

Students will have access to necessary supplies while in DAEP. Supplies from home are not permitted on campus **without teacher permission**.

**Transportation:**

District transportation is not available to DAEP students except in instances where Special Education ARD committee has assigned the student transportation service. **Otherwise, parents are solely responsible for student transportation.** The student is expected to be on time in the morning and be picked up immediately after school in the afternoon. Students are allowed to drive their own vehicle to the campus, but must indicate their vehicle make and license number to school personnel. **DAEP students must park in the lot closest to the DAEP entrance - the northeast portion of the north parking lot.** Students are not allowed to leave campus once they arrive in the morning until class is dismissed at the end of the day. Students are expected to leave the campus immediately upon dismissal in the afternoon. Students who drive vehicles to the DAEP campus must be aware that driver safety rules are in effect and failure to comply will be subject to a ticket to be issued by BPD. Students *may not transport* other DAEP students without written permission and daily oral confirmation from the riding student's parent. The parent note must include a working contact number.

**Technology:**

Students and parents must sign an Acceptable Use Policy statement before the student is granted access to student computers at the ALC. Students who have abused computer privileges or who do not comply with the rules of the DAEP program will be denied access to computers.

**Trespassing:**

During DAEP placement, students are not permitted on any other school campus or BISD facility. Additionally, during the term of the DAEP assignment, students are not allowed to participate in any activities at their home campus, or any other BISD campus. Attendance at school events, games (home and away), concerts, field trips, etc. is prohibited. In addition, students are not allowed to participate or be present at ANY activities in which BISD schools are participating in another school district. Violation could result in a Class B Misdemeanor for criminal trespass by the local police department in which the violation occurred and/or an extended DAEP term.

**Drug Testing Policy:**

If a student is placed at the DAEP on a drug related offense OR if a student is suspected of being under the influence while placed in DAEP, he/she is subject to drug testing. Parental consent shall be obtained at intake. A positive drug test will result in the following:

**Parent/Student has 48 hours to request a confirmation test of the Student's specimen that yielded the positive result and if parent does not request a confirmation test within 48 hours, parent/student agrees that the test result is, in fact, positive. If parent/student does request a confirmation test, parent/student agrees to pay all costs associated with the confirmation test if the confirmation test is also positive. If the confirmation test is negative, the District will reimburse the costs for the confirmation test.**

**Option 1.** Parent/student waives the option of a confirmation test and accepts the positive result of the initial test. Parent/student recognizes that this acceptance constitutes a full admission of the Student's drug use during the period covered by the tested specimen.

**Option 2.** Parent/student requests a confirmation test of the Student's specimen that yielded the positive results. Parent/student agrees to pay the cost for the confirmation test, subject to reimbursement by the District if the confirmation test results are negative.

Consequences of a positive test include, but are not limited to:

- Loss of ½ days
- Additional days added to original term
- Detained in DAEP until student produces negative test results
- Expulsion

Parent and student understand there will be subsequent drug testing.

Karl Little 8/9/2017 1:00 PM

**Comment [3]:** Do we have legal support for this position? Drug use is a problem on this campus and we have gotten some resistance from parents.

## Office Copy

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Entry Date: \_\_\_\_\_

### **Handbook Addendum Acceptance Form**

I have read and understand the responsibilities outlined in the District's Code of Conduct and this addendum. I understand that my child will be held accountable for the behaviors as outlined. I further understand that violations of the Student Code of Conduct and Addendum will be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Student signature \_\_\_\_\_

Parent /Guardian signature \_\_\_\_\_

### **Counseling Permission**

I give permission for my child to receive individual counseling as well as support group activities while at DAEP. Areas of concern that should be addressed include:

\_\_\_\_\_.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_