

Student Handbook



INDEPENDENT SCHOOL DISTRICT

Discipline Alternative Education Program

2023-2024

Principal: Kyle Luthi

Assistant Principal: Tom Wales

Counselor: Felisha McGhee

Instructional Coach: Tonya Fleming

2100 White Avenue

McKinney, TX 75069

469-302-7800

Located at McKinney Learning Center Facility

"I will tell the truth, respect all, persevere, and expect the same from others."

DAEP Honor Code

Academic and Discipline Management Plan

The purpose of the MISD **D**isciplinary **A**lternative **E**ducation **P**rogram (DAEP) is to provide a structured academic environment in which students address the specific behaviors that caused their removal from the home campus.

Required Orientation: Orientations will be held on Tuesday and Thursday of each week at 8:30 a.m. at the DAEP campus (except for school holidays). A parent/guardian must attend with the student.

DAEP STUDENTS ARE PROHIBITED FROM BEING ON ANY SCHOOL PROPERTY

During the time that a student is assigned to the DAEP campus, the student is prohibited from being on any MISD or other school district property other than the MISD DAEP campus, day or night, 7 days a week, 24 hours a day. This includes any participation or attendance at extracurricular activities, in town or out of town. (Texas Education Code 37.006(g), 37.010(e).)

Attendance: Students will attend all school days unless prevented by an excusable absence. Parents must call the school to report every absence as well as send a signed note when their child returns to school. **Signed parental notes must be turned in within three school days of the absence.** Failure to do so will result in the student being considered truant.

Students who are truant will be filed upon with the Justice of the Peace Court. Students are expected to be at school on time and ready to actively engage in learning. Tardy arrivals will be documented and may be used for filing truancy as well. State law considers students truant for missing any day or partial school day including mandatory tutorials.

Supervision: Students will be monitored at all times while they are at DAEP. When it becomes necessary for students to move around the building, staff members will be at their door to oversee the students to their destination. **In addition, students will be monitored by video cameras throughout the interior and exterior areas of the building with the exception of restrooms.**

Behavior: Students are expected to learn and display appropriate behavior at all times. DAEP staff members use a variety of discipline management strategies and intervention techniques to teach appropriate behavior and responsibility. Students are required to comply with the *MISD Student Code of Conduct* and the *DAEP Academic and Discipline Management Plan* at all times while assigned to the DAEP. Parents will be called for misbehavior that results in an office referral.

Student discipline that results in the disruption of the educational environment may result in school consequences (detention, dropping in level, parent conference, etc.), in addition to a filing by our School Resource Officer (SRO). Classroom disruptions and/or violent behavior will be dealt with swiftly and appropriately.

Serious or persistent misbehaviors will result in a conference with the student, parent/guardian, administrator and other appropriate staff. In addition to the conference, other disciplinary action may be implemented, such as suspension from school or an additional DAEP Placement.

Appropriate behavior on campus DOES NOT include public displays of affection such as, but not limited to: holding hands, hugging, kissing, touching hair, and sitting on another's lap. Students engaging in inappropriate behavior, even between consensual parties, regardless of gender, will be redirected and then receive a referral to administrators for appropriate discipline.

Sexual Harassment: Sexual harassment is defined as ANY UNWANTED sexual behavior/exposure whether visual, verbal or physical towards someone else, regardless of the gender of students. This includes but is not limited to: Sexual gestures, "joking", inappropriate conversations and inappropriate physical contact such as grabbing, or poking. ALL allegations of sexual harassment will be investigated by the administration and may result in school discipline/criminal charges.

Social Skills Class: Students will attend social skills classes covering a variety of topics such as self-discipline, decision making, problem solving, refusal skills, coping techniques, conflict-resolution, and tobacco, alcohol and drug prevention, among other topics while assigned to the DAEP. This is a requirement for students placed in the discipline campus as described in the Texas Education Code.

Counseling: In addition to social skills class, students may participate in counseling sessions in either a group or an individual format. Students will be afforded the opportunity to meet with the school counselor before, during or after school, schedule permitting. However, we ask that students request all meetings in advance when possible. Parents may communicate counseling concerns or requests to our counselor and schedule a meeting if necessary.

DAEP STATEMENT REGARDING SUICIDE, NON SUICIDAL SELF-HARM, AND HARM TO OTHERS:

Suicide is the third leading cause of death among youth ages 10 -19 in the USA. The safety of our students is of utmost importance to us at DAEP. **For this reason, all reports or disclosures of a student injuring themselves (cutting, talking about suicide) or injuring another student (threats) will be taken seriously. A risk assessment of the situation will be conducted when such information is disclosed.** Depending on the results of the risk assessment, there are several possible outcomes:

- 1) individual counseling and parent notification
- 2) parent notification and release to parent with resources and agreement to monitor
- 3) in cases of imminent harm, transport to a local mental health facility
- 4) a report to the campus SRO and local police

All campus staff are trained to identify and report self harm and threatening behavior. All educators are also mandatory reporters to CPS if child abuse or neglect is suspected. Our primary goal is the safety of your child while they are with us. Thank you for your understanding in these matters.

Academics: Students are expected to complete all assignments. The DAEP staff will generate assignments that are aligned with both district and state standards (TEKS). The DAEP staff will replicate the courses from the home campus class schedule as closely as possible. For certain courses, the home campus teacher will remain the teacher of record and will supply the DAEP staff with coursework for the student to complete. **The DAEP teachers will supplement this work with extension activities and the work will be returned to the home campus for grading.**

Length of Placement: Placement at the DAEP is determined by the home campus administrator for 30, 45, 60 and up to 180 school days in attendance. Placement lengths are based on the seriousness of the offense, the student's age, the frequency of misbehavior, the student's attitude and statutory requirements and district recommendations.

At the discretion of the school principal, a student who must sign out for an appointment may have to make up time for leaving campus. As a general rule, when a doctor's note or other professional documentation is presented for a partial day absence, the student will not have to make up that day.

It is our goal to return students to their home campus better academically and behaviorally.

Behavior Reports: The DAEP teachers will complete a daily "Power Sheet" to reward appropriate behavior. These reports are based upon teacher observation of student behavior throughout the day. Observable behaviors include, but are not limited to: readiness for class, time on task, work completion, participation in social skills activities/counseling, response to teacher request/correction, interaction with other students, etc.

Special Education Students: The DAEP staff and campus special education teacher will ensure that all provisions of the student's IEP and BIP are implemented. Resource classes and inclusion support are provided on the DAEP campus.

504 Students: The DAEP staff and the counselor will ensure that all provisions of the student's Accommodation Plan are implemented.

Medication: MISD does not allow students to possess medication of any kind including aspirin, Tylenol, herbal supplements and vitamins. All medications are to be stored in the designated office with exception of prescribed inhalers for the treatment of asthma. Prescribed inhalers may be carried by students with asthma under the following provisions:

1. written authorization from the parent or guardian
2. written statement from the student's physician or licensed health care provider stating that the student has asthma and is capable of self-administering the prescribed medication at the prescribed dosage.

All inhalers must have the prescription label on the medication. Failure to store medication in the clinic or follow above-mentioned inhaler procedure may result in serious disciplinary action.

All medications must be stored in the school clinic in the original container clearly labeled with the student's name. All prescription and nonprescription medications taken during the school day must be accompanied by the MISD Medication Form signed by the parent. Any prescription medication given over 10 days must have a doctor's signature.

Cell Phones: While not prohibited by the *MISD Student Code of Conduct*, while attending DAEP, all student cell phones will be surrendered to staff at the time of morning check in. In case of emergency, students will be given permission to use a school phone to contact parents. Parents may call the office (469-302-7800) to leave a message for, or speak to, their child. Phones will be returned to the student at the end of the school day. Students required to stay for tutorials or detention will receive their phone at the end of that time.

Prohibited Items: Students are not allowed to bring iPods, MP3's or other electronic devices to DAEP. No jewelry may be worn or brought to DAEP. These items will be taken up and released only to a parent/guardian.

Students may bring McKinney ISD issued MacBooks.

Protocol established by the MISD Student Code of Conduct will be followed in returning confiscated electronic devices and fines assessed.

Money: While attending DAEP, students are encouraged not to carry money other than what is needed for breakfast, lunch, or public transportation. Students should never bring more than \$3.00 to DAEP. As a courtesy to parents, DAEP officials will inform parents if their child is in possession of excessive amounts of money and the money will be taken up and returned at the end of the school day.

Transportation: MISD DOES NOT PROVIDE TRANSPORTATION SERVICE TO DAEP.

Student Vehicles: All student vehicles driven to and parked at DAEP must be registered with the front office (registration is free). The student must have and present a valid driver's license, registration and proof of insurance prior to utilizing the parking lot. This should be done during the student orientation process. All DAEP students must park in the far north parking lot directly behind the DAEP building.

Arriving and Leaving the Campus:

When students arrive on campus, they may not leave campus without the permission of the parent/guardian until the end of the school day. Students arriving at 7:35 a.m. may not walk to the store or any other location. Parents may not give students permission to leave campus and return without picking the student up.

Students must be in line for Check-In by 7:55 a.m. School begins at 8:00 a.m. and ends at 3:07 p.m. for elementary, middle and high school students. Students planning to eat breakfast at school must arrive in time to be checked in, searched and complete their breakfast BEFORE first period begins; this is 15 minutes prior to class starting.

Students may not enter the building earlier than 7:35 a.m. prior to the start of their academic day.

All students are expected to be seated and ready for academic instruction upon arrival on the DAEP campus.

All students are expected to enter the building immediately upon arrival, without loitering in the parking lot or any other area on or off the DAEP campus.

Morning check-in locations

Elementary students: northeast door under covered driveway
Middle School students: southwest door facing courtyard
High School students: southeast door facing Redbud

Check in procedure

(All students will be searched upon arrival. MORE EXTENSIVE SEARCHES MAY BE CONDUCTED AT ANY TIME BASED ON THE DISCRETION OF A CAMPUS ADMINISTRATOR OR STAFF MEMBER.)

- Remove shoes and socks
- Pull out pockets (if they don't pull out, student will run hands over them to verify empty)
- Tuck in shirt, fasten belt
- Put cell phones/keys/wallet in a Ziploc bag
- Enter assigned area
- Pick up breakfast if applicable and sit down
- Red level students sit in designated area with no talking
- Green and Yellow level students sit and morning/cafeteria procedures

DAEP Tardy Policy

All students must arrive by 7:55 a.m. Students must arrive early to go through the daily search and be seated by 8:00 a.m.

Students arriving to the DAEP building after 7:55 will be considered tardy. **Tardies could impact the date of the return to the home campus.** Students entering the building after the designated time must enter through the main DAEP entrance, (northeast corner of the building), sign in with the front office receptionist, be searched and escorted to their DAEP classroom by a DAEP staff member after the standard check-in procedure.

All tardies are considered unexcused without a valid note from a doctor's office, court or probation officer.

All students must be off campus by 3:15 unless attending a tutorial or school related activity.
Students staying after school for any reason must be under the direct supervision of a teacher or staff member.

Lunches: While attending DAEP, students may purchase a hot lunch or bring a sack lunch. Students purchasing a hot lunch or milk, may use their home campus lunch account or pay weekly on Monday. DAEP participates in the federal free and reduced lunch program. Students bringing their lunch should follow these guidelines:

- Use only **disposable** packaging and containers with **student name on the outside**
- Milk or bottled water may be purchased
- Absolutely no outside drinks may be brought in
- Lunches will be searched during morning check-in
- Chewing gum/candy is not allowed at any time
- Students may not have food delivered to DAEP

Students may not bring ANY outside drinks into the DAEP but may purchase water from the vending machine at lunch.

School Supplies: While at DAEP students need the following school supplies

- McKinney ISD Issued Macbook
- Pocket Folder with brads

NON-NEGOTIABLE RULES

- **Keep your entire body and all objects in your possession to yourself**
- **Follow ALL staff directives the first time they are given**
- **Stay in your seat until a staff member gives you a directive to move**
- **Silently raise your hand to get a staff member's attention**
- **Place Power Sheet on the teacher's desk when you walk into the class**
- **All topics of conversations must remain school appropriate at all times**
- **You may not discuss why you are assigned to the DAEP campus with other students**
- **ALL sexually inappropriate behavior will result in disciplinary action.**

Consequences: Consequences for inappropriate behavior may include one or more of the following:

- Drop in Level
- Detention after school
- Parent Conference
- Restitution
- Additional DAEP Placement
- Expulsion to JJAEP

DAEP Dress Code

Appropriate Student Dress: Due to student management considerations in the Disciplinary Alternative Education Program (DAEP), including but not limited to safety concerns and possible concealment of contraband, the following dress requirements apply to any student placed in DAEP. NO exceptions will be made to the dress code unless cleared by the Administrator.

- White, navy or black collared shirt (oxford or polo), long or short sleeved, with no markings
- Small manufacturer's logos (1 inch or smaller) permitted
- Shirt to be completely tucked in at all times
- A plain white, navy or black T-shirt to be worn underneath the shirt (no writing or pictures on T-shirt)
- Girls: NO cleavage (DAEP staff determines acceptability)
- No visible or brightly colored undergarments
- Appropriate undergarments to be worn
- A plain white, navy or black sweatshirt worn over the collared, tucked-in shirt during winter months allowed
- Plain khaki (tan) “Docker” style slacks **with belt loops**, NO CARGO PANTS
- Pants to fit appropriately and not sag
- No “low-riders”, hip-huggers or “skinny” pants, no joggers
- No distressed fabric—no holes, tears, bleach spots, logos, etc.
- No “cargo” type pants or pants with large pockets
- Belt: normal thickness, brown or black only
- No large or ornate belt buckles, studding on belt, etc.
- No inappropriate logos on buckle or belt
- Shoes: Laced-up, closed-toe shoes, no high heels
- Socks: Must be school appropriate
- Offensive tattoos covered
- Hair to meet McKinney I.S.D. grooming policy
- No “fashion” hair accessories (bows, colored extensions, etc.)
- Hair not to cover the eyes of the student
- **No jewelry worn at any time**
- No oversized clothing; MISD staff to determine if clothing is oversized
- No gang paraphernalia; MISD staff to determine appropriateness of attire
- **No bags or backpacks**
- **No shorts worn underneath pants or any other layering of clothing with the exception of a white, navy or black undershirt**

ALL ITEMS ARE PROHIBITED AT DAEP EXCEPT FOR THE FOLLOWING:

(All items other than homework/Macbook turned in at check-in except for feminine items which go to the clinic.)

May have on Person:

- Macbook
- Homework
- Lunch
- \$3.00

Must turn in at check-in:

- Wallet/Clutch
- Phone
- Keys
- Tampons/Pads (Nurse will collect)

McKinney DAEP Discipline Management Plan

All students are required to work from bell to bell in each class. This will eliminate many of the discipline issues that brought students to the DAEP. If a student completes the assignments for the day, each teacher will offer enrichment exercises and STAAR preparation designed specifically for the individual student.

Wristbands

Upon entering DAEP, students will be issued three level-identifying wristbands: one red, one yellow and one green. Each school day, the student will wear a wristband identifying their behavior level. **The wristband must be worn and visible on the wrist at all times during the regular school day.** The first set of (3) wristbands will be issued at no cost and is the responsibility of the student. **If any of the wristbands are lost, torn or vandalized, the student will be assessed a \$3 replacement fee and will remain on red until payment for the wristband is received.** Students switching wristbands will receive **strict** disciplinary consequences.

Students *earn* points before school, in each class period, and at lunch. Students may earn 10 points per time slot by working diligently in each class and behaving appropriately.

Students earning 87 points or less the *previous* day will receive **RED** Level status. When on RED Level, students may not talk except with permission, and only to the teacher of that class, not other students. Students will be escorted to the restroom at specified times to use the restroom facility one at a time with absolutely **no talking**. Students will receive work and sit in cubicles and must silently raise their hand for questions. Student's lunch will be brought to them and they will eat at a cubicle.

Students who earned at least 88 points the *previous* day will receive **Yellow** Level status and **Yellow** Level privileges. Students on **YELLOW** Level will be escorted to the restroom during specified times and will be under the direct supervision of DAEP faculty or staff at all times. Students may move around a bit more freely within the class and may work collaboratively with others when approved.

All Students will begin on **GREEN** Level. Students who earn at least 95 points the *previous* day will receive **GREEN** Level status and receive **GREEN** Level privileges. **GREEN** Level students are allowed more autonomy. Students will speak in a normal volume and move around classroom as appropriate. Green Level lunch is 30 minutes of personal time. Green level students can use the juice machine at lunch. Students on **GREEN** Level **may** be eligible for field trips.

School Issued Materials

Students will be responsible for taking care of all materials issued by DAEP staff. If materials are lost, damaged, or destroyed, the student will be assessed a fee to cover the replacement cost.

MISD Issued Laptops

- Only school issued electronic devices may be brought into DAEP.
- Students must request permission from the classroom teacher to use the device in class.
- Students may NOT go to any social or non-educational sites at DAEP.
- Students may NOT text anyone during the school day.

- Disciplinary consequences such as detention, drop in level, loss of technology use at school and an additional placement may be given for taking photographs without permission, or visiting inappropriate or social media sites/apps or other technology violations.
- Laptops may be searched for content at any time at administrator's discretion.

All the Time

- Listen to the Teachers and Staff.
- Do What They Ask You to Do Quickly and Respectfully.

Hallway Procedures

- Move with purpose (A to B).
- Keep Hands and Feet to Self.
- Use School Appropriate Language.
- Be in Dress Code.
- Only Have Laptop and Folder.

Restroom Break

- Use Bathroom During Designated Times (5 Times).
- Use Bathroom Only When Monitored.
- Maximum - 3 People at a Time.
- Do Not Pass Designated Restroom If You Need to Use the Restroom.

Lunch Procedures

- Follow All Cafeteria Expectations.
- Place Point Sheet in Bin.
- Show Bands for Lunch.
- Green Level Students May Go to Makerspace, Use Microwave and/or Drink Machine.
- Yellow Level Students Must Stay in Cafeteria.
- Red Level Students Follow Red Lunch Procedures.
- Laptops in Cafeteria During Lunch Are Not Permitted.
- Only Staff Access Fridge and Warmers.

End of Day Procedure - Students must remain in dress code until off campus.

- Following the last bell, students turn in Positive Behavior Sheet and place wristband in assigned bag in exchange for cell phone/wallet/keys from 7th period teacher.
- Dismissal from last period is in behavior level order – Green, Yellow, Red.
- Students may not leave until dismissed by the teacher.

Mandatory Tutoring

Tutoring may be **required** for students who are not passing a class or have missing assignments. Tutoring will be held before or after school depending on the teacher's schedule. Parent notification of tutoring will be given. Consequences for failure to attend assigned tutorials will be determined by administration and may include truancy referral.

DAEP Administration, Faculty and Staff 469-302-7800

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Mr. Tom Wales, Assistant Principal twales@mckinneyisd.net
Ms. Felisha McGhee, Counselor fmcghee@mckinneyisd.net
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