

STUDENT HANDBOOK 2016-2017

DICKINSON INDEPENDENT
SCHOOL DISTRICT

DICKINSON ALTERNATIVE LEARNING CENTER

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



2016–2017 Academic Calendar

First Semester

August 24 – December 16, 2016

Second Semester

January 3 – June 1, 2017

Student/Teacher Holidays

Labor Day - September 5, 2016

Thanksgiving - November 21-25, 2016

(Nov. 21-22 are Teacher Exchange Days/Student Holidays)

Christmas/Winter

December 19-30, 2016

Martin Luther King Day - January 16, 2017

President's Day - February 20, 2017

Spring Break - March 13-17, 2017

Easter - April 14, 2017

Memorial Day - May 29, 2017

Mentor/Protege In-Service

August 9, 2016

New Teacher In-Service

August 10-12, 2016

Teacher In-Service/Student Holiday

August 15-23, 2016

January 2, 2017

June 2, 2017

Parent Conference Day/Student Holiday

October 26, 2016

Early Release All Campuses

(3 hours early - state waiver for 180 minutes)

December 16, 2016 June 1, 2017

Dickinson High School Graduation

7:30 p.m. June 2, 2017

Bad Weather

In the event that bad weather make-up days are needed, January 16 and February 20 will be given first consideration as dates used.

Nine Weeks Grading Cycle

1st 9-weeks (08/24-10/14)	37 days	16,095 minutes
2nd 9-weeks (10/17-12/16)	39 days*	16,965 minutes
First Semester	76 days*	33,060 minutes
3rd 9-weeks (01/3-03/10)	47 days	20,445 minutes
4th 9-weeks (3/20-6/1)	52 days*	22,620 minutes
Second Semester	99 days*	43,065 minutes
Total	175 days*	76,125 minutes

* Early release days count as full days (435 minutes)



Dickinson Independent School District

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	MP	NT	NT	NT	13
14	SD	SD	SD	SD	TP	20
21	SD	SD	24	25	26	27
28	29	30	31			

September 2016						
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25	26	27	28	29	30	

October 2016						
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16	17	18	19	20	21	22
23	24	25	PC	27	28	29
30	31					

November 2016						
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27	28	29	30			

December 2016						
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4	☆	☆	☆	☆	☆	10
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18	H	H	H	H	H	24
25	H	H	H	H	H	31

January 2017						
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15	H*	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
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12	13	14	15	16	17	18
19	H*	21	22	23	24	25
26	27	28				

March 2017						
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12	H	H	H	H	H	18
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26	27	☆	☆	☆	☆	☆

April 2017						
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23	24	25	26	27	28	29
30						

May 2017						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			

June 2017						
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 2017						
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
- * Designated Bad Weather Make-Up Day (if needed)

New School Hours for the 2016-2017 school year

House Bill 2610 requires schools to provide 75,600 minutes of instruction per year. In order for us to meet this requirement, it requires school days to be extended. This calendar is based on a 435 minute day.

Starting August 2016 new school hours are:

Elementary (grades PreK-4)
8:20 a.m. - 3:35 p.m.

Secondary (grades 5-12)
7:20 a.m. - 2:35 p.m.

Board approved February 1, 2016

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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.

Remember DALC CARES!
C A R E S
(Confide And Report Emergency Situations)

- 1. Telling is not tattling.**
- 2. Everyone's safety is important.**
- 3. Tell someone who can help.**
- 4. Your identity will be protected.**

THREATS AND SAFETY CONCERNS

All DISD campuses promote safety and encourage any student who is aware of a threat to report it. The DALC staff consistently monitors students to promote a secure environment. Statements, lists, and drawings are taken seriously.

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	wchide@dickinsonisd.org
Secretary	Noemi Arredondo	281-229-6310	narredondo@dickinsonisd.org
Parent Liaison	Romenia Griffin	281-229-6314	rgriffin@dickinsonisd.org
Teachers	Sabrina Clayton	281-229-6316	sclayton@dickinsonisd.org
	Anastasia Unger	281-229-6359	aunger@dickinsonisd.org
	Christina Alaniz	281-229-6352	calaniz@dickinsonisd.org
	Elizabeth Richards	281-229-6313	erichards@dickinsonisd.org
	Carol Singletary	281-229-6312	csingletary@dickinsonisd.org
	Erica Thomas	281-229-6315	ethomas@dickinsonisd.org
	Larry Zeringue	281-229-6318	lzingue@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	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, afterschool, or Saturday detention.

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 Director of DALC may conduct a proceeding and enter an additional DAEP placement order. (TEC 37.009j). 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

If during the term of placement at the Dickinson Alternative Learning Center (DALC), the student engages in additional misconduct for which placement in a DAEP or expulsion is permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order to extend the original DALC placement order. In the event that a DALC student continues to persistently misbehave or if a DALC student commits a serious offense on campus, 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.

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 throughout the day. Students must receive 60 out of a possible 70 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. Generally a student will serve at least 90% of the original assignment. 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.

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

DAILY ROUTINES

Bathroom Breaks

- Leave writing tools in the classroom.
- Walk quietly without talking or noise.
- Stand in designated spots without talking while waiting
- When you are finished, returned to your assigned spots and wait for others
- Quietly tell the teacher if the bathroom needs inspection.

Class change

- Leave writing tools in the classroom.
- Follow the teacher's procedures for leaving 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
- Follow teacher's procedures for entering the classroom and getting materials

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

- 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**

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.

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.

If a student has been suspended for his fourth day, a student will not return to DALC until a parent conference has been held to determine what further action will be taken. This action may include the addition of days added to placement, or placement at CAP.

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

<u>Location</u>	<u>AM pick-up</u>	<u>PM drop-off</u>
<u>Bacliff</u> (Community Center, off Grand Ave. at 10 th St, by Judge Foster's court.)	8:00	3:50
<u>San Leon</u> (12 th and Fm Rd. 517 formerly the Chamber of Commerce)	8:00	3:38

Grades 7-12 Students who reside in Dickinson SCHEDULE

<u>Dickinson</u>	<u>AM drop off</u>	<u>PM pick up</u>
(Independent transportation is the responsibility of the parent/guardian.) <ul style="list-style-type: none">○ Students must arrive between 8:00-8:15. Students who arrive after 8:20 will be denied entry and sent back home.○ Students must be dropped off/picked up at the East door next to the transportation department.○ Students must leave campus immediately, or face possible trespassing charges.○ A \$10.00 non-refundable parking pass must be purchased in order for the student to drive.○ DALC students must park in the East parking lot nearest the transportation building.○ Students who drive must be aware that driver safety rules are in effect and failure to comply may result in a ticket being issued	8:00	3:15

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

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.

DALC Behavioral Expectations

- 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

- A light gray pullover sweater/sweatshirt with **no** print, pockets, or hood **may** be worn over a white dress-code shirt with the collar exposed (*optional*)
- All others 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
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

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

shoes

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

undershirt (optional)

white tee shirt
no writing or pictures

belts (optional)

brown, black or white only

hair accessories

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

male appearance

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

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 manicure ok)

PROHIBITED

gang styles or appearance

jewelry of any type

notched eyebrows
pierces including tongue 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

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

SECTION VII: Daily Intake

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, 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
 - Removes sweatshirt or sweater
- 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.

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 "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.

Reduced meal prices: Breakfast \$.30 Lunch \$.40 \$.70 daily (\$3.50 a week)

<u>Full price grades PK-4</u>		<u>Full price grades 5-12</u>	
Breakfast	\$1.00	Breakfast	\$1.25
Lunch	\$1.40	Lunch	\$1.75
Daily Total	\$2.40	Lunch (5-6)	\$2.00
		Lunch (7-12)	\$2.25

BREAKFAST

- Breakfast items from home or take out **may not be brought to school**
- The student may order breakfast upon arrival.

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; lunch will be inspected and refrigerated if necessary.
- 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

- ✓ Students will not be allowed entry after 8:20 and will be counted absent for the day.
- ✓ Please call DALC by **9:00 a.m.** for any absence.
- ✓ Send a signed excuse within **three days** after the student's absence, in addition to phone notice.
- ✓ If a child is absent from school for five consecutive days, a doctor's statement is **required** upon the child's return to school.
- ✓ **"If a student is absent from school without an excuse for 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four -week period, the parent may be prosecuted for "Parent Contributing to Truancy," and the student may be prosecuted for "Failure to Attend School."**
- ✓ To receive credit for a course, a student must attend 95% of the classes.
- ✓ Only the days physically present and successful at DALC are counted toward the days assigned.

General Information on DHS Saturday Credit Recovery for absences at the high school level

- The law allows for "Credit recovery" for students to regain credit lost through excessive absences.
- Mrs. Arredondo will coordinate registration with the student's high school principal.

Days in Session: Each Saturday, beginning with the 5th Saturday in each term, through the end of the term.

Session Times: 8:00 - 12:00 (seven class periods)

Cost per session: \$10.00 per Saturday session to be paid at the time of attending the session at DHS.

Work: The student must bring something to work on during the session.

- DHS students are allowed to attend Make-up school at the high school.

Rules:

1. Bring the paid receipt
2. Students must present ID card
3. Must be in standardized dress code
4. Follow all DHS school rules

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.

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.

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.