



# MAGNOLIA INDEPENDENT SCHOOL DISTRICT

## Discipline Alternative Education Program

110 Magnolia Blvd.  
Magnolia, Texas 77355  
281-252-2275  
281-252-2278 (fax)

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**Staff**

**Principal**

**Robert D. Fowler**

**Secretary**

**Nancy Bulla**

**High School:**

**English Teacher**

**Eva Gatlin**

**Social Studies Teacher**

**Michelle Ramos**

**Science Teacher**

**Laura LeCamus**

**Math Teacher**

**Tanya Tarvin**

**Middle School:**

**English, Social Studies, and Math Teacher**

**Judy Johnson**

**Science Teacher**

**Jon Maxwell**

## **Mission Statement**

The Magnolia Alternative Program will build a foundation which will enable our students to become responsible and productive citizens in our society. We hope to achieve this by improving academic abilities, social skills, and self-esteem through daily classroom instruction and appropriate interaction with others.

### **Goals:**

- To increase student performance in academic and interpersonal skills.
- To motivate students to realize their full potential by identifying and helping to remove the barriers that prohibit a productive school experience.
- To become partners with parents and community members in the education of our students.

### **Objectives**

- Students will remain in school and graduate under their high school graduation plan.
- Students will demonstrate academic proficiency by receiving credit in their core classes.
- Students will take responsibility for their behavior and make healthy choices.
- Students will have a positive self-image and a determined attitude toward learning.
- Parents will work as partners in the education of their students.

## **Purpose**

The Discipline Alternative Education Program (DAEP) is the Discipline Campus for MISD students. Students who violate the district's Student Code of Conduct are subject to referral and placement. Students may be placed in the program for a short term or long term, based on the Student Code of Conduct. Assignment to DAEP is considered a serious consequence. Students are closely supervised and strict discipline and appropriate behavior are enforced. The DAEP seeks to provide students with an environment that promotes positive decision making, self-discipline, positive social skills, and improved academic performance. Students who exhibit serious and/or persistent misconduct or commit major infractions of the Student Code of Conduct while at DAEP, are subject to having their placement extended or being expelled to the Montgomery County Juvenile Justice Alternative Education Program (JJAEP).

## **Program Components**

- Support for the student's academic and personal success
- Services for students with disabilities
- State mandated assessments
- Small student to teacher ratio
- Discipline instruction
- Counseling
- Behavior management to foster positive social skills
- High School and Junior High School level core curriculum
- STAAR remediation
- Communication between home campuses and DAEP teachers
- Transition meetings for students prior to returning to their home campuses

## **Procedures**

Students and their parent(s)/guardian(s) are required to attend an intake orientation meeting with the principal or designee prior to the student attending the program. To schedule an appointment, please call (281) 252-2275. During this meeting, procedures and rules will be explained. This meeting gives the student and parent(s)/guardian(s) the opportunity to have any questions or concerns answered so there is no confusion about expectations and responsibilities.

### **Student Rights and Responsibilities**

- To be treated respectfully, impartially, and fairly.
- To be informed of the rules, procedures, and schedules of the DAEP.
- To not be discriminated against because of race, national origin, color, creed, gender, religion, disability, services, and programs available.
- To have appropriate medical treatment when needed.
- To report any problems or complaints without fear of retaliation.

### **Responsibilities**

- To follow all rules, procedures, schedules, and directions of the staff.
- No discrimination toward other students or staff, or language that implies prejudice and/or discrimination.
- To assist in keeping the classroom clean.
- To ask for medical treatment when needed.
- To conduct yourself in an appropriate manner.
- To use good hygiene.
- To report any disrespectful and/or inappropriate behavior directed at them or others, or to a staff member.
- Follow the grievance procedures when making a complaint.

### **Parent/Guardian Responsibilities**

- Transport the student to school each day between 6:45 and 7:10 a.m. Students will be allowed to walk, ride their bike, or drive (with administrative and parent permission) to and from school.
- Pick up the student at 2:25 each day. All students should be off campus by 2:40 p.m. If there is an emergency situation, or special circumstance, please make prior arrangements.
- Provide prior written permission for walking or carpooling.
- Ensure that your student has the proper clothing and maintains good hygiene.
- A parent/guardian must sign a student in or out during the school day.
- A parent/guardian will be notified if the student becomes ill at school.
- Attend meetings with school personnel when requested.

## **Lunch**

- Students must bring a lunch or purchase a lunch through the cafeteria.
- Student account numbers and account balances will roll over from the home campus.
- No food may be brought in from restaurants or any other unauthorized source.
- No candy, baked goods, fresh fruit, gum, soda, caffeine drinks, or flavored water/water additives.
- Chips, snacks, and plain bottled water must be in unopened containers.
- Guests may not eat lunch or visit with students.
- Students are not allowed to socialize during lunch.
- Make checks payable to Magnolia Food Service. When the account reaches a negative balance of \$3.00, the student will be given a cheese sandwich and milk each day until the negative balance is removed.

## **Supplies**

- Students are to bring one package of loose-leaf notebook paper, plain pocket folder (not red or blue), and #2 pencils.  
Textbooks and/or computers will be supplied by the DAEP as needed. Pens of any kind are not allowed. No mechanical pencils are allowed.

## **Standard Dress**

- All students are REQUIRED to wear the following:
- Straight leg Khaki slacks (Docker's or Dickies) – provided by students
- A plain black collared polo shirt (long and/or short sleeve) with no writing, pockets, pictures, or manufacturer's logo. Shirt must be tucked in at all times.
- Shirts may be purchased at DAEP during the intake process.

NO long sleeve sweatshirts or sweaters under the collared shirt.

NO visible undergarments.

Girls: NO cleavage (campus staff determines acceptability).

NO shorts, baggy/saggy pants, capris pants, skinny or low rise pants. Pants need to be at or above the belly button, and the inseam must be pulled up to the crotch area.

NO basketball shorts or shorts with pockets may be worn under pants.

NO rolled up pants. ALL pants need to be ankle length.

NO distressed fabric, holes, tears, bleach spots, logos, frayed, etc.

NO cargo pants with multiple pockets on the sides of them.

- **FAILURE TO WEAR COMPLETE UNIFORM WILL BE CAUSE FOR DISCIPLINARY ACTION.**

#### **Shoes:**

- **Solid White, Brown or Black Tennis Shoes** with white, brown or black socks.
- **NO** boat shoes.
- **NO** boots allowed.

Belt should be normal thickness, brown or black only. No large/ornate buckles, studs on belt or inappropriate logos on belt or buckle. Students will not be allowed to sag their pants below their waist. No caps, bandannas, or jewelry may be worn or be in the student's possession.

Confiscated items will not be given back to the student until the last day of his/her placement. No jewelry items which include watches, rings, necklaces, tongue rings, belly button rings, and earrings. Fingernails must be well manicured. No acrylic/fake nails or nail polish are allowed.

#### **Haircuts / Hair Style**

Students will be required to maintain regulation haircuts/styles at the parent/guardian's expense.

- **Male students' hair will be in compliance with the MISD dress code. No facial hair or sideburns below the ear are allowed. Staff will perform periodic inspections and give sufficient notice to students to get into compliance with the hair policy. Students are responsible for notifying their parent/guardian when in need of a haircut. The parent/guardian will notify staff if there is a problem getting the hair cut within three days of being notified.**
- **Female students' hair must be tied back and tucked in a bun above the collar and away from the face. Hair must be kept clean and neat, in its natural color and free from designs cut or shaved onto the head or eyebrows, free from corn rolls, braids, decorative beads, etc. No use of any cosmetics.**

#### **Attendance Policy**

Students must attend class all day in order to receive credit. Students must bring a parent note the day they return back to school, per MISD attendance guidelines Students tardy will have to stay after school and make up the time, They will also have to write the tardy policy for every minute they were tardy.

#### **Vandalism**

Defacing, or damaging school property is not tolerated. Students will be required to pay for damages and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.



## **Searches**

Students are searched each time they enter the campus, including scanning over the outside of clothing with a metal detector wand, check of shoes and socks, and examination of anything brought to school (lunches, homework, school supplies, etc.).

- In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may conduct searches. Such searches are conducted without a warrant as permitted by law. Any subsequent offense of this policy will result in the confiscated item being returned to the parent/guardian. Tobacco products, paraphernalia, drugs, alcohol, prohibited weapons and other illegal items not listed, will not be returned to the student or parent/guardian and may be turned over to the proper authorities.
- Students must have permission from a staff member before bringing non-required items into the school building. Non-required items will be considered contraband.
- No backpacks, cell phones (unless the student walks home), wallets, purses, or cosmetic products are allowed.

## **Search procedure**

- Window of arrival will be from 6:45-7:15. At 7:15 the students will be tardy.
- Students will report to room 108 (Mrs. LeCamus' room) to wait quietly until being called to room 107 (Mrs. Gatlin's room).
- Students (3-5 at a time) will be called from Mrs. LeCamus's over to the Mrs. Gatlin's room across the hall to be searched. (Constable will be at the doorway of room)
- Constable and Mrs. Johnson will stand at door to monitor hall.
- Girls will be searched behind a divider at the end of the hall across from Mrs. Tarvin's room.

## **After students are searched:**

- ✓ 9-10<sup>th</sup> graders will sit in room 107 cubicles (Gatlin)
- ✓ 11-12<sup>th</sup> graders will sit in room 108 cubicles (LeCamus)
- ✓ Jr. High students will sit in Mrs. Johnson's cubicles

## **Counseling**

Counseling services will be provided for students involved in drug/alcohol/tobacco violations. Individual and group counseling will be available.

## **Student Restroom Breaks**

- Use the restroom at home before coming to school. As the restroom breaks will be at 9:00 am and at 1:00 pm.

### **Restroom Break Process: 9:00am and 1:00pm**

- Teachers will be called to take their class to the hall by the restroom, one class at a time.
- The boys will line up outside the boys restroom wall.
- The girls will line up outside the girls restroom wall.
- The boys will be escorted by Mr. Maxwell/Mr. Fowler and stand at the assigned stall/urinal. After they have finished, they will wait to see if the area is clean. Mr. Fowler will check stalls and after inspection, students will wash their hands and return to the hallway for the teacher to take them back to their class. **NO TALKING ALLOWED.** (Girls will follow same procedure per class).
- Fowler/Teacher/Constable will monitor students in the hallway

If a student has an **EMERGENCY** the teacher will call the teacher with an off period or Mr. Maxwell (girl/boy) to the room to escort the student to the restroom.

Students will have to stay 5 minutes after class if they need to use the restroom outside of the designated times.

### **Rules/Expectations for Student Conduct**

- Do assigned class work and homework (turn it in on time).
- Follow instructions while respecting others when participating in class.
- Notify staff when you are having difficulty with an assignment and need help.
- Bathroom and water breaks are offered at scheduled times throughout the day.
- Participate in mandatory academic activities as assigned.
- Do not go onto any MISD campus while assigned to DAEP. This includes any MISD extra-curricular activities on or off campus. A violation may result in criminal trespassing and additional consequences at DAEP.
- Sit up straight in your desk chair with your feet under the desk chair.
- No sleeping or resting your head on the desk at any time.
- Keep your hands and feet to yourself at all times.
- No inappropriate conversations (swearing, talking about sex, drugs, or alcohol).
- No letter writing, drawing, or passing notes of any kind. No communication of any kind with other students without permission.
- No doodling. Drawing is only allowed if it is an assignment from an art teacher.
- Request permission before talking or getting out of your chair.
- No food, drink, or chewing gum is allowed in class.
- Do not write on or deface school property anywhere on campus.
- Once a student arrives on campus, he/she may not leave campus without permission from school personnel.
- Do not engage in misconduct that could result in additional disciplinary action.
- Properly maintain and operate the computer as outlined in the District Acceptable Use Policy.
- **NO** gang related graffiti or identifiers.

- Student is not allowed to bring more than \$5.

### **Requirements to Return to Home Campus**

- Completed and turned in all classroom assignments.
- Completed Student Proposal Questionnaire.
- Reinstatement Form signed by DAEP staff member.
- Transition meeting with the student.

### **How to Earn Days Off of Placement**

Students have the opportunity to earn days off of their original DAEP assignment. They can earn 1 day for every 5 days that they meet the following criteria:

- Be in attendance every day of the week.
- Have no tardies for the week.
- Complete all daily assignments for every class.
- Receive no disciplinary referrals for the week.
- Have all school supplies at school every day.

**(Some placements may not allow earned days off)**

### **Level II DAEP Assignment**

Students that are assigned to a DAEP assignment more than once in a school year, must re-copy the rule packet daily for the 1<sup>st</sup> ten days of their assignment.

Additional days may be added to a student's placement for disciplinary misconduct.

### **Consequences for student infractions while at DAEP:**

**(One or more may be utilized)**

- Parent sit in class with student
- Before school d-hall (6:45 am-7:15 am)
- After school d-hall (2:30 pm-3:00 pm)
- Isolation
- ISS\*
- Conference/Warning
- Loss of desk - student will have to sit on a stool. (for sleeping/head down)
- Additional days added at DAEP

- Suspension (in and out of school)
- Copy rule packet
- Copy part of rule packet (applicable to infraction)
- Law enforcement

**\*Subject to video monitoring**

**Available for purchase if a student doesn't come prepared.**

- |                   |        |
|-------------------|--------|
| ● Pack of paper   | \$3.00 |
| ● 1 pair of socks | \$3.00 |
| ● 2 Pencils       | \$1.00 |
| ● 2 Erasers       | \$1.00 |
| ● Folder          | \$2.00 |

**Magnolia Independent School District  
Discipline Alternative Education Placement  
Student Information**

**Student's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Birthday:** \_\_\_\_\_

**Lunch Number:** \_\_\_\_\_ **Circle: Free, reduce, or regular lunch**

**Are you taking Medication? Yes/No**    **If so, what:** \_\_\_\_\_

**Will you take medication at school? Yes/No**

**Do you have any medical problems? Yes/No If so, What:** \_\_\_\_\_  
\_\_\_\_\_

**Are you on probation? Yes/No**    **If so, what is the name and phone number of the probation officer?**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reason for being at DAEP:** \_\_\_\_\_

**Number of days assigned:** \_\_\_\_\_ **Beginning Date:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **work number:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **work number:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Emergency Contacts**

**Name of nearest relative:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Other nearest relative:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Other nearest relative:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Will you be walking, car rider, or drive to DAEP? \_\_\_\_\_

I acknowledge, I have received a copy of the PURPOSE, RULES, REGULATION, AND BEHAVIOR EXPECTATIONS and the DRESS CODE of the Magnolia I.S.D. Discipline Alternative Education Program. I understand that one of the DAEP rules is that students must be off campus by 2:45 pm each day or walk off campus to a designated stop.

\_\_\_\_\_ (parent initials) I give my child permission to walk home.

\_\_\_\_\_ (parent initials) I do not give my child permission to walk home.

Parent/Guardian Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Emergency Contacts** are able to pick child up from school and take them out of school.

\_\_\_\_\_ (Parent Initials) Any rules not specifically mentioned in this packet will be determined by the principal on a case by case basis.



## **Permission to Drive to DAEP**

110 Magnolia Blvd.

Magnolia, TX 77355

Student/Parent/Guardian Contract

It is a privilege to drive a motor vehicle to DAEP. By signing this contract, you agree to all terms and conditions listed below:

1. The driver must have a valid Texas driver's license and proof of insurance (driver's name on the insurance card) prior to being allowed to drive.
2. The driver must consent to random searches of the vehicle by district personnel.
3. The driver understands that driving privileges may be revoked for tardy, absence, academic, or disciplinary issues that the admiration considers excessive or insubordinate in nature.
4. The driver understands that he/she cannot transport other students to or from school.
5. The driver will turn in their keys every day during the morning search.
6. The driver will not be allowed to arrive late or leave early without a valid excuse communicated to admirations by the parent/guardian.
7. Any student who drivers onto school property without prior permission, is subject to being towed at the owner's expense.
8. The driver may not drive onto any other MISD campus while enrolled at DAEP. This violation will result in disciplinary action by administration that could result in extending the DAEP assignment and loss of driving privileges. Criminal trespass charges may also be filed with local law enforcement.
9. The driver will drive responsibly in route to and from school. A report of reckless driving, speeding in a school zone, or other safety violations may result in the loss of driving privileges.

**I agree to all of the terms and conditions by my signature below:**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Robert D. Fowler

Google Maps 110 Magnolia Blvd

