

DAEP (District Alternative Education Program)

Orientation

Student Rules

- **STUDENT HOURS:** Students will attend classes from 9:30 a.m. to 4:30 p.m.
- **DRESS CODE POLICY:** The strictness of the dress code is to maintain focus on the goals and objectives:
 - ✓ To develop a positive attitude for learning
 - ✓ To develop increased decision making and problem-solving skills
 - ✓ To improve self-esteem
 - ✓ To provide a safe learning environment
- The dress code is to be followed at all times:
 - **Shirts:** Students will be issued a Polo style shirt to be worn at all times while attending M.R. Wood Alternative School/DAEP. Boys: Maroon/ Girls: Forest Green. The shirt is to be tucked in at all times. Students will be issued two (2) shirts.
 - **Winter:** Students will only be allowed to wear a **black sweatshirt** with no hood or pockets. Sweatshirt is to be worn over the polo shirt with the collar out and ID badge visible from the right lapel.
 - **Pants:** Must be **solid black** or **dark blue** Dockers or Dickies style and must be worn at the waist. ***Pants must be fitted at the waist and in the crotch before being belted.*** Cuffs – Students may not roll up their pant legs into tight cuffs. Slacks must be hemmed or cuffed at appropriate length; no frays, slits or tears. No athletic shorts are to be worn under the pants. Excessively tight or baggy fitting pants are not permitted.
 - **Belts:** Belts are to be worn at all times and are to be leather or plastic and must be either **solid black or dark brown** with no decorative designs. Students may not wear cloth belts or shoe laces for belts.
 - **Shoes:** Must be **solid black or solid white tennis shoes**. Shoe laces will be the same color of the shoe and shoe laces must be tied as designed. **White socks** must be visible above the shoe and must be worn at all times.
 - **Hair:** Hair color shall be natural, standard colors. Haircuts may not have designs cut into the hair. Hair length or style must not exceed just touching the shoulders at full extension in the back. Sideburns shall not be more than one-half inch below earlobes and shall not be flared. Eyebrows

must be free of shaved and dyed designs. No facial hair: no mustaches, beards, or goatees shall be allowed. There will be no exceptions to the rule. Girl's hair shall be pulled back into a pony tail or bun using a white or black cloth "bungee tie".

- **Tattoos:** Must be covered at all times. This must be done prior to entering school.

- **Accessories:**
 - **Jewelry:** No jewelry will be permitted. Students may not wear any form of decorative item (watches, earrings, necklaces, facial piercing items, chains, rubber bracelets, finger rings, rubber bands, cloth bands, ankle bracelets, etc.). Any items confiscated will be returned to the parent. If these items are not picked up, they will be disposed of accordingly.
 - **Grills:** Grills are non-permanent dental appliances for decorative purposes. These decorative appliances will not be permitted.
 - **Cell Phones:** No cell phones will be allowed. District policy will be enforced. 1st confiscation: return to the parent/guardian, 2nd confiscation: turned over to the FBISD Police Department and there will be a \$15.00 fee to retrieve the phone, 3rd confiscation: turned over to the FBISD Police Department for disposal.
 - No backpacks, purses, makeup bags, sunglasses, lanyards or gloves will be allowed.
 - No hair clips, hairbrushes, rat-tail combs, or picks will be allowed. No caps, hats, bandanas, "do rags", hairnets, wave caps will be allowed. If confiscated, they will be discarded/thrown away.
 - Students may wear natural-looking makeup to school; however, no makeup, perfume, etc. may be brought to school
 - No radios, cameras, beepers/pagers, video games, earphones.
 - No gum, lip gloss, Carmex, compacts, mirrors, etc.
 - Any prohibited items confiscated will either be disposed of or donated to Shared Dreams.

HOME CAMPUS/DISTRICT FACILITY ACCESS:

Students are not allowed to access any Fort Bend campus while assigned to the M.R. Wood Alternative School/DAEP. This includes ALL FBISD facilities as well as District stadiums. Any student found on their home campus/district facility may be issued a trespassing citation or may be arrested for trespassing unless he/she has administrative permission to be on campus.

EXTRACURRICULAR ACITVITIES:

All participation or practice in extra-curricular and co-curricular activities is suspended for the length of assignment to DAEP.

TRANSPORTATION/CARS:

Students are not allowed to drive a car to M.R. Wood Alternative School/DAEP or park in the neighborhood. If a student drives a car to campus and parks it either on campus or in the neighborhood, the car will be towed at the owner's expense.

TRANSPORTATION/BUS:

Bus transportation is a privilege. Student's choosing to abuse the privilege, will lose the privilege. Students must enter the bus in DAEP uniform and ID badge on. No items will be allowed to be carried on the bus (except approved school supplies). Any items left on the bus will be discarded/thrown away prior to the return of the bus for student pick up. Seats will be assigned and adhered to.

Students will be picked up/dropped off by FBISD buses at designated spots within their neighborhoods (buses will not be picking up/dropping off students from a FBISD campus). Students must be waiting at the designated pick up spot at the assigned time. If a student is not there, the bus will proceed without them. If a student attempts to be picked up at another location, he/she will not be allowed on the bus. Any student missing the bus will have to find their own transportation to M.R. Wood.

IDENTIFICATION BADGES (ID's):

ID's will be made upon entry into the DAEP program. Students must have their ID's attached to the right lapel of their shirt to be allowed on the bus. ID's will be worn at all times while on campus. Girls will be issued a maroon ID badge and Boys a green ID badge.

BREAKFAST/LUNCHESES:

Students may pre-pay breakfast/lunch by providing a check made out to M.R. Wood. Eligible students will be served through the Federal Breakfast/ Lunch Program. Students may bring their lunches but there is no microwave or refrigerator. Students may not bring candy, gum, cookies, or snack foods. All drinks must be in its original container (no thermos bottles, glass bottles, etc.). All students will sit at assigned tables for breakfast and lunch. Students are not to bring more than \$5.00 per day. Students arriving with more than \$5.00 will have the excess money collected and returned to their parent/guardian.

LENGTH OF STAY:

Assignments to the DAEP will be for a minimum of 45 days (nine weeks). Depending on a student's progress in the program, a student will return at progress reporting time (3 weeks/6weeks) or at grade reporting time (9 weeks). In order to provide for a smooth transition and continuity of instruction, students assigned to the DAEP will only be allowed to return to their home campus at these times.

DIRECT INSTRUCTION:

- Students will be withdrawn from their home campus and enrolled at M.R. Wood Alternative school.

- **Textbooks will be provided** to the students at DAEP for core courses.
- Courses offered will be at the **Academic Level**.
- Certified **teachers will plan assignments** following the district's on-line curriculum, deliver instruction and assign grades.
- Students will be **scheduled into seven (7) classes** as similar as possible to the class schedule they are following at their home campus. Students will be changing classes according to a bell schedule.
- There will be a limited number of elective courses offered.
- A **mandatory "Social Skills" class** will be one of the seven classes. This class will provide instruction in Character Education, Understanding the Decision Making Process, Goal setting, Study Skills, Organizational skills, Anger Management, and follow the Boy's Town Interactive model. Also, ROPES will be implemented during this class time.

STUDENT SCHOOL SUPPLY LIST:

Students are to bring **ONLY** the following materials to DAEP. They must have these daily:

1. 2 wooden #2 Pencils (not mechanical)
2. Notebook paper
3. 3 ring binder (must be WHITE)/1 ½" to 2" rings.

***Ink pens, markers, whiteout and other supplies are not allowed.

RESPONSIBILITY LEVELS:

Students entering the M.R. Wood Alternative School DAEP must attend an orientation with their parent/guardian to review the procedures and expectations.

On the following day when the student arrives he/she will enter the "STAT" Mode classroom for two (2) days. He/she will work on two days of assignments sent by the home campus. During this time the student will have the opportunity to review "Responsibility levels", Responsibility point card, Boy's Town Social Skills curriculum, review set goals for exiting the program, and tour the building.

Responsibility Levels:

- ✓ **Personal Level** (monitored every 15 minutes/can earn 274 pts. p/day/ white card)
- ✓ **Interactive Level** (monitored every 20 minutes/can earn 218 pts. p/day/green card)
- ✓ **Leadership Level** (monitored once each period/ can earn 106 pts. p/day/gold card)

Students must maintain a percentage of points by demonstrating appropriate social skills, completion of tasks, and appropriate decision making in regards to their behavior.

EARLY EXIT:

In order for a student to be considered for an early exit, **the parent/guardian and the student must agree to the completion of four (4) projects.** The choices to be considered include the following:

1. Student and parent attendance at a Family Education Session scheduled with the counselor. **(mandatory)**

Counselors: Mr. Bobby Price

Mrs. Irma Longoria

Dr. Tammy Davis

Call: 281-634-3320 and ask for one of the counselors.

2. Self Reflection Speech **(mandatory)**
3. Book Report/ Inspirational
4. Creative Journal
5. Volunteer work/community service (6 approved hours)
6. Set and complete 3 educational goals
7. Suggestion:_____

In addition the student must complete the following:

- ❖ Successful completion of Character Education classes (demonstrate Boy's Town Social Skills)
- ❖ 90% attendance – one excused absence and no unexcused absence.
- ❖ Successfully maintain points on the Leadership Level.

SUPERVISION:

DAEP students will enter the F Street entrance and will be required to pass through a metal detector. Students will then be escorted to the cafeteria to assigned tables. Each student's first period teacher will monitor this table and escort students to their classroom.

DAEP students will be escorted to lunch by their 5th period teacher and sit at designated tables. Students will be monitored by Administrators, Counselors, and the Police Officer. Students are assigned seats/no talking.

Students changing classes will walk to the right of the hall/single file/no talking. Teachers monitor students from the center of the hallway.

RESTROOM BREAKS:

Restroom breaks will be scheduled twice a day under escort.

ATTENDANCE:

In order to successfully complete the DAEP program students must be in attendance 90% of the days assigned. This policy is in compliance with the attendance standards established by the Fort Bend Independent School District.

- ✓ Upon the 3rd absence the contract agreement for early release will be void.
- ✓ A mandatory parent conference will be scheduled.
- ✓ Truancy may result in disciplinary action.

Procedures for Absences:

- Parent/guardian should call the M.R. Wood Alternative School Attendance office (281-634-3320) to report the absence.
- DAEP staff will contact the parent /guardian to determine the reason for the absence in the event the parent has not notified the Attendance office.
- Students are required to bring a note explaining their absence from the parent/guardian/doctor/court upon return to school.
- All notes must be submitted within one (1) day of the absence. After three (3) days the absence will be considered UNEXCUSED.
- The DAEP staff will contact the parent to verify the legitimacy of the note.

Arriving late:

- If a student arrives to school after 9:30 a.m., the parent/guardian is required to escort the student into the building at the main entrance (F Street) and sign the student in indicating the reason for being tardy.
- The Attendance clerk will give the student an “Admit to Class/Tardy” permit and arrange for the student to be escorted to class.
- Three (3) tardies will equal one (1) unexcused absence.

Leaving early:

- If a student is leaving school early, the parent/guardian must submit a note indicating the time, date and reason for the early release. The note must also include who will be picking up the student, a phone number where the parent/guardian can be reached, and the signature of the parent/guardian. This note is to be submitted to the student’s first period teacher no later than 9:45 a.m. on the day in question.
- The parent/guardian must sign the student out of school on the sign out sheet with the Attendance clerk in the front office. The parent/guardian designee must produce a valid driver’s license prior to signing out the student.

EXIT PROCEDURES:

- ❖ Upon completion of Early Exit or Responsibility Level System, the student will be involved in an “Exit Staffing” to review the progress and expectations.
- ❖ The student will be placed in “STAT” Mode to allow time for the home campus administrator to be notified, grades reported and prepared for export to the home campus, and EXIT form completed.
- ❖ Prior to a students exit from M.R. Wood Alternative school, the parent/guardian must provide an appropriate shirt for the student to change into on his/her last day of attendance. On the last day of

attendance at M.R. Wood Alternative School, the student will turn in his/her two shirts and ID badge.

- ❖ A student failing to turn in the shirts will be charged \$15.00 per shirt and will be unable to EXIT the program unless the shirts are turned in or the shirts are paid for.
- ❖ A copy of the EXIT form will be sent to the home campus two days prior to the students return to campus. The registrar of the home campus will also be provided a copy of the exit form and a copy of completion grades so the student can be re-enrolled. The home campus will be given the date of return.
- ❖ The **student MUST report to his/her alpha/grade level principal and/or designee upon his/her return to campus with the EXIT form.** The student must report prior to the beginning of classes.