

Gateway

Hitchcock High School Disciplinary
Alternate Education Program



2017-2018

Handbook

Hitchcock High School DAEP Classroom Policy

The following rules, policy, and point system will be used to determine success in the DAEP program.

- Students are assigned a set number of days in DAEP.
- Students earn points daily.
- Each day is worth 100 points.
- Violations of rules can count against daily points, resulting in longer stay in DAEP.

Crosby Middle School Campus:

- Students aren't allowed to loiter on the CMS campus at anytime. The Hitchcock DAEP Campus is located starting at the classroom following the driveway eastbound leading to the northwest sidewalk to Neville Rd. Students aren't allowed to cross this pathway at anytime without DAEP teacher supervision. Students aren't allowed in the Crosby Middle School parking lot at anytime.

Search:

- All students, and any items, brought into the classroom are subject to search at anytime. Students will be required to pass through a metal detector or a wand device upon entering the classroom.

Earning Additional Points

- Earning **ALL** 100 points 5 days in a row will earn students a credit of 100 points.
- Any violation will result in a re-start of the 5 days in a row bonus policy the next day.

Restroom Breaks:

- Students are given a restroom break at mid-morning, and mid-afternoon. They are expected to leave the restroom neat and clean.

Breakfast and Lunch

- Breakfast and a sack lunch will be delivered to the classroom.
- Student may bring a sack lunch from home. (Candy, gum, soft drinks, fast food, etc., aren't allowed in the classroom)
- Students may bring an un-opened bottle of water only for their drink. (A water fountain is provided in the classroom)
- Student will turn in the sack lunch for inspection when entering the classroom.

- Lunch may not be delivered to the classroom, and will be turned down. (An appropriate lunch may be brought to HHS for inspection and administration delivery. DAEP guidelines must be followed)
- Lunch will be 30 minutes in length.

Doorways:

- Students aren't allowed to open, or pass through ANY doorway unless instructed by the DAEP teacher.

Violations

- Full Day Absences: 100 points each day (no points added)
- Tardies and Partial Day Absences: 10 points each class period. Class starts promptly at 7:15am. Students must be at the door waiting to be checked into the classroom. Release time is 2:30pm.
- Out of dress code:
 1. Students will not be allowed into the classroom until compliance with the DAEP dress code and all other Hitchcock ISD Student Code of Conduct dress code policy is met.
 - DAEP UNIFORM: White collared shirt and khaki pants.
 - Shirt must be tucked in at all times.
 - “Sagging” pants will not be allowed or tolerated.
 - Jackets or hoodies aren't allowed to be worn in the classroom. (Teacher will determine if students will be allowed to wear jackets outside of classroom due to inclement weather).
- Backpacks, purses, bags, etc. aren't allowed in DAEP, and students will not be allowed to enter classroom if arriving with any of these items.
- If student does not remain in compliance, instructor can send the student home for the remainder of day.
- Violation of Computer Policy:
 1. Students will have point deduction with violation of computer policy (Use of computer for non-educational purposes). Students will only be allowed to use computer to complete required class work, if necessary.
 2. Violation of policy, students will be accommodated to complete assigned work. . 1st offense 10 points; 2nd offense 20 points; 3rd offense 50 points
- Insubordination/Non-Compliance: Students *MUST* follow all instructions and directives from teacher and staff. 1st offense 50 points; 2nd offense in the same day possible suspension and/or no points credited.
- Disrespect: Improper gesture and/or comments to or about another person. 1st offense 50 points; 2nd offense in the same day possible suspension and/or no points credited.

- Inappropriate Discussion: Using or saying words that include profanity, drugs, drinking alcohol, fighting, violence, etc.) 1st offense 10 points; 2nd offense 20 points; 3rd offense 50 points.
- Out of seat without permission: Students MUST raise their hand and receive permission to move around the classroom, and return to their seat immediately when instructed. 1st offense 10 points; 2nd offense 20 points; 3rd offense 50 points.
- Use of Phone/Electronic Devices: Students aren't allowed to use and/or possess ANY phone or electronic device while in DAEP.
 1. Students must check in all cell phones when entering the classroom at the beginning of the day.
 2. Phones will be returned when students are released at the end of the day.
 3. Refusal will result in the student not being allowed into the classroom.
 4. If it is found that a student has possession of a cell phone after being checked into the classroom, the phone will be taken, and turned in to the High School Administration. Refusal may result result in suspension.
 5. When a phone has been turned into High School Administration normal phone policy will occur. (Phone policy handout).

Graffiti/Destruction of School or Personal Property:

- Writing, carving with a sharp object, destruction or misuse of any school or personal property will not be tolerated, and may be considered a *criminal offense*. Items include, but are not limited to books, walls, desks, chairs, doors, windows and window shades (may not touch), bathroom fixtures, misuse of toiletries, etc.

Other:

- Hitchcock ISD Student Code of Conduct. Students will be in compliance with the Hitchcock ISD Student Code of Conduct Policy, as well as the DAEP Policy and Rules.

I have read, acknowledged, and understand the rules and policy for Hitchcock ISD DAEP.

X _____

Student Print

X _____

Student Sign

X _____

Parent Print

X _____

Parent Sign

Date: _____

In addition/addendum:

Sickness.

The nurse will be called, students must wait for the nurse to arrive, examined, and the decision to be sent home due to the illness will be made by the nurse only. The nurse is unavailable from 8:00am-10:00am on a daily basis. Students must remain in class until she arrives, or is available. All emergencies will be appropriately addressed if an occurrence takes place. 911 will be utilized in certain occurrences.

Phone calls.

Students aren't allowed to make, request, or request a teacher, faculty, or staff member to place any phone calls on their behalf while in DAEP, before, during, or after school.