

STUBBLEFIELD ACADEMY
DISCIPLINE ALTERNATIVE CAMPUS



STUDENT HANDBOOK

2017-2018

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CONTENTS

I. Mission Statement	4
II. Provisions	5
III. Attendance	7
IV. Policies and Procedures	8
V. Student Code of Conduct	11
VI. Administrative Options	12

District and Community Resources

I. **MISSION STATEMENT**

The purpose of Stubblefield Academy Alternative Education Program is to provide a structured and positive learning environment that addresses both academic and behavioral skills necessary for students to be successful lifelong learners.

Stubblefield Disciplinary Alternative Program assures that all elementary students (1-6) are kept separated from secondary students (7-12) on campus and ensures that all students have access to / are provided with:

- ✓ District curriculum
- ✓ Medical attention
- ✓ Safety and Security

II. PROVISIONS

Curriculum / Counseling

- All students will receive instruction in the areas of Math, English, Science and Social Studies. The DAEP staff will generate assignments that are aligned with both district and state standards (TEKS). The student's home campus counselor will provide the DAEP with a schedule as close to their home campus schedule as possible. If the student is placed in the DAEP, grades will be sent from the DAEP to the regular school campus. Unfortunately, we are not able to offer every course offered at the home campus. **There will be no A.P., pre-A.P. or accelerated course work offered while placed in DAEP without written approval from the Superintendent of W.I.S.D. If deemed necessary, the A.P., Pre-A.P., or accelerated course work will be provided by the home campus.**
- All students will receive sessions which will cover a variety of topics. Students will receive instruction on building self-esteem, self-discipline, decision making, problem solving, bullying prevention, refusal skills, coping skills, conflict-resolution, and tobacco, alcohol and drug prevention, among other topics.

Medical Needs

- All students have access to medical attention, such as: administration of doctor prescribed medications and other over the counter medications as per WISD policy. Band-Aids and ice packs are available as needed. WISD does not allow students to possess medication of any kind including aspirin, Tylenol, vitamins, feminine hygiene products, etc. All medications must be brought by parent in their original container and given to front office. **All prescription and non-prescription medications taken during the school day must be accompanied by the WISD Medication Form signed by the parent. Any medication given over 10 days must have a doctor's signature.** DAEP does not provide aspirin or Tylenol.

Transportation

- Transportation is **NOT** provided by Willis I.S.D.
- You will be responsible for dropping off and picking up your student from Stubblefield.
- Students are **NOT ALLOWED** to drive or walk to or from DAEP.
- **ANY** change in regular transportation must be given in written form or by phone call from parent to front office by 2pm. Students will not be allowed to call home at end of school day.

Security

- All securities provided at home campuses will be provided at DAEP, i.e. fire drills, locked doors, etc. There will be access to Security Officers at all times.
- Security cameras are utilized at all times in the hallways, common areas and in the classrooms.

Meals

- All students have access to healthy, nutritious and balanced meals.
- Breakfast is served from **6:50-7:05 a.m.**
- Breakfast and Lunch are provided to students at regular home campus cost. If a student qualifies for the Free/Reduced lunch program, he/she will continue to receive this service.
- Students may bring a lunch. Students must give lunch brought from home, to front office staff for inspection upon arrival on campus each morning. All non-packaged food should be individually wrapped in a clear, see-through zip-lock bag.
- Students are **NOT ALLOWED** to bring the following items:
 1. Carbonated drinks (sodas, etc.)
 2. Cookies, candy, etc.
 3. Pastries (twinkies, jelly rolls, cake, pie, etc.)
 4. Fast food
 5. Canned products
 6. Anything not deemed appropriate by the staff

Students ARE **ALLOWED** to bring the following items:

1. Sandwiches
2. Fresh fruit/vegetables
3. Crackers (plain and peanut butter cheese filled)
4. Water, Gatorade, fruit juice or milk (must be in original container unopened).
5. Single serving size bag of chips

**NO FOOD OR DRINKS WILL BE TAKEN HOME OR SAVED FOR
THE NEXT DAY**

III. ATTENDANCE

Length of Stay

- All students in Grades 1-12:
 1. Duration of stay will be determined by the DAEP committee.
 2. Elementary (grades 1-6) students will stay a minimum of 15 successful days for first placement and 30 successful days for the second placement.
 3. Secondary (grades 7-12) students will stay a minimum of 30 successful days for first placement and 45 days for their second placement.

Absences / Tardies

- Students may **NOT** leave campus without permission.
- If a student is going to be absent, the parent needs to call the DAEP before 7am.
- EXCUSED
 1. Official documentation for absence must accompany students on returning day in order to be an excused absence.
 2. Excused absences will be approved if pertaining to COURT, DOCTOR'S VISIT, or FUNERAL.
 3. Any absence will need to be made up in order to fulfill length of stay requirements.
- UNEXCUSED
 1. Unexcused absences will be reported to the home campus.
- TARDIES (**Tardy bell rings at 7:05 a.m.**)
 1. There will be points taken off the Daily Point Sheet under "Following General Rules" for every tardy.
 2. **After 3 Tardies (arriving after 7:05 a.m.) the student will be required to attend an ASD on Thursday from 2:20-3:15.**
 3. If a student is tardy after 7:30 a.m., a parent is required to sign the student in at the front office.
- TRUANCY
 1. Excessive truancy will be handled with additional consequences.

Successful Completion of Stay

- Students will have **1 day subtracted** from their assigned time for every 5 days they receive a perfect day, with 200 points.
- A student may leave up to 5 days early.

Behavioral and Academic progress can result in **STAR STUDENT STATUS**.

IV. POLICIES AND PROCEDURES

Dress Code

- **All students are REQUIRED to wear the following:**
 - A plain black collared polo shirt (no writing, pockets, or pictures) small manufacturer's logo (1" or smaller) are permitted.
 - Shirts must be tucked in at all times.
 - A plain white, gray or black long sleeve T-shirt may be worn underneath the collared shirt (no writing or pictures on T-shirt).
 - **NO** long sleeve sweatshirts or sweaters under the collared shirt.
 - **NO** visible undergarments.
 - Girls: **NO** cleavage (campus staff determines acceptability)
 - **Blue jeans, black or khaki slacks**
 - Pants **MUST** have belt loops for belt.
 - **NO** shorts, baggy/saggy pants, capris pants, or low rise pants. Pants need to be at or above the belly button.
 - **NO** leggings or jeggings
 - **NO** basketball shorts or shorts with pockets may be worn under pants.
 - **NO** rolled up or cuffed pants. **ALL** pants need to be ankle length.
 - **NO** elastic at the ankle of your pants.
 - **NO** distressed fabric, holes, tears, bleach spots, logos, frayed, etc.
 - **NO** cargo pants with multiple pockets on the sides of them
 - **Shoes:**
 - **Tennis Shoes** (with laces) **& socks.**
 - **NO** boat shoes
 - **NO** boots allowed
 - **Belt:**
 - Belt should be normal thickness, brown or black only. **NO** large/ornate buckles, studs on belt or inappropriate logos on belt or buckle.

- **NOT ALLOWED:**
 1. **Gum or candy of any type.**
 2. **Hats**
 - Baseball, cowboy hats, doo-rags, visors, etc.
 3. **Certain hairstyles**
 - Hair **NOT** to exceed mid-ear and must be off collar.
 - **NO** unnatural colors, designs, etc.
 - **NO** designs or cuts shaved into the hair or eyebrows.
 - Hair ties will be worn in the hair or turned into front office.
 - **ONLY** black, gray or white hair ties or headbands can be worn.
 - **NO** distracting, colored hair accessories including, barrettes, bows, ribbons, headbands, etc.
 4. **Jewelry**
 - **NO** Jewelry
 - This includes but is not limited to **ALL** body piercings.
 - If jewelry is worn/brought, the first time it will be taken up and returned to the student at the end of the day. The second time it's worn/brought, the items will be kept until the end of the student's placement and released only to the parent/guardian.
 - **NO** Make-up can be brought or worn, **NO** combs/brushes, and mirrors.
 - If a student brings chapstick (clear **NO** colored), it must be turned over to staff during check in procedure and will be allowed to be used periodically during the day.
 - **NO** painted, designed or colored fingernails
 5. **Backpacks or bags/purses.**
 6. **Jackets, sweaters, pullover sweatshirts, hoodies, etc.**
 7. **Tattoos**
 - Must be covered by clothing or band aides at all times.

Daily Behavior Report

- Teachers will complete a daily Point Sheet for each student.
- These serve as daily behavior reports that must be signed by a parent/guardian daily
- Must be returned the following morning in order to be considered a successful day.

Arrival Expectations

- **DRESS CODE ON PROPERTY.**
BE COMPLETELY DRESSED BEFORE ENTERING THE BUILDING.
 - **SILENT SEARCH**
WAIT PATIENTLY FOR YOUR TURN. COMPLY WITH TEACHER DIRECTIVES.
 - **GET BREAKFAST.**
ORDER LUNCH AND MILK CHOICE.
 - **ENTER CAFETERIA.**
GO TO ASSIGNED SEAT.
FOLLOW CAFETERIA EXPECTATIONS.
-
- Place your signed point sheet on front counter.
 - For the safety of all students, a wand metal detector may be used to scan all students on a daily basis. If metal is detected; Students will be asked to empty pockets.

Restroom Expectations

- **GO**
GO TO THE BATHROOM
 - **FLUSH**
FLUSH THE TOILET.
 - **WASH**
WASH AND DRY YOUR HANDS.
 - **LEAVE**
LEAVE THE BATHROOM.
-
- Restroom breaks will be given as a group in the morning and at lunch.
 - No student will be allowed to leave class to use the restroom at any other time, without penalty.
 - If a student has any medical condition, documentation by physician must be received by the front office.

Hallway Expectations

- **WALK RIGHT, BE RIGHT.**
WALK IN A STRAIGHT LINE ON THE RIGHT SIDE OF THE HALLWAY.
- **HANDS TO SELF**
KEEP YOUR HANDS TO YOURSELF.
- Do not talk or gesture with anyone in the hallway or in another class.
- Keep eyes and head facing forward at all times.
- Students will follow all staff directives in the hall while entering and leaving.

Dismissal Expectations

- **DRESS CODE ON PROPERTY.**
BE COMPLETELY DRESSED WHILE ON SCHOOL PROPERTY.
- Daily Behavior Report will be tallied and copied by staff
- Students will be given their Point Sheet to be taken home and signed by parent/guardian to be returned the next morning. Failure to return point sheet will result in an unsuccessful day.
- Classes will be dismissed one at a time by administration or a staff member.
- Walking single file out of the building, students will pick up personal belongings at the front office area and **WHILE STILL IN DRESS CODE**, quietly get in your prearranged transportation.
- If a student decides to violate dress code before getting in their prearranged transportation, consequences will be given.

Conversation Guidelines

- Students may not communicate in any manner unless given permission from a staff member.
- When conversation is allowed, students must refrain from discussing drugs, sex, criminal or gang activities, or any other subject deemed inappropriate by the staff.
- **NO** talking is allowed in common areas: restroom, cafeteria, and hallway.
- **DO NOT** join in conversations that you are not part of with a teacher, staff member or student.

Personal items policy

- Jackets, winter hats, etc. must be stored in a designated area UPON arrival, and will be searched
- Items as defined by the District Discipline Management Handbook such as purses, briefcases, bags, pagers, radios, recording devices, cellular phones or any other items that are deemed as security risks will be confiscated.
- **Cell Phones/Electronic Devices**
 - Cell phones are prohibited.
 - First offense-cell phone confiscated, \$15.00 fine assessed and parent must pick up.
 - Second offense-cell phone confiscated, \$15.00 fine assessed and parent must pick up ONLY at the END OF STUDENT'S STAY.
- **Money**
 - Students are only allowed to bring money needed for lunch account.
 - As a courtesy to parents, DAEP will inform parent if their child is in possession of excessive amounts of money and the money will be taken up. Money will not be returned to student unless permitted by parent or parent pick up.

V. Student Code of Conduct

General Rules

- Students are required to sit face forward with their feet in front of them under the desk.
- Students will keep the legs of the stand up desks on the floor, no leaning on the desks.
- Students may not get out of their chair, turn around, lean or sleep.
- Students will not deface or destroy school property.
- Students will not display disrespectful or disruptive behavior.
- Students will keep entire body and all objects in their possession to him/herself.
- Follow ALL staff directives the first time they are given.

STUDENTS ASSIGNED TO STUBBLEFIELD ACADEMY ARE NOT ALLOWED ON ANY SCHOOL PROPERTY OR AT ANY SCHOOL ACTIVITY.

- This serves as a TRESPASS WARNING. IF he/she is found on any WISD property (other than Stubblefield), charges will be filed.

Classroom Rules

- Students are expected to:
 1. Follow general campus and classroom specific rules.
 2. Show respect for him/herself and others.
 3. Complete all assigned tasks.
 4. Stay actively on task.
 5. Talk only with permission and address the topic only.
 6. Stay awake.
- **These may vary in each teacher's classroom.**

Cafeteria Rules

- **NO** talking without permission
- **NO** getting up out of your seat without permission
- **NO** sharing food without permission
- Raise your hand, and wait to be called on, to get permission
- If you have to stand for lunch there will be **NO** leaning on the wall, desk or table. Your full weight needs to be on both of your feet.
- **NO** throwing objects or food

VI. Administrative Options

Consequences:

1. Focus Drills.
2. ISS.
3. After school detention (parent contact by teacher-2 day minimum notice)
4. Parent Conference.
5. Suspension.
6. Citation.
7. Additional DAEP placement.
8. Expulsion to JJAEP.

SUSPENSION/EXPULSION

In the Alternative Education Program, punishment will be determined by severity of infraction. The judgment of the Administration will apply.

1. Continual violation of the Dress Code.
2. Acts of disrespect or threats to staff or other students.
3. Cheating.
4. Stealing.
5. Possession or use of tobacco products on the premises.
6. Possession or use of anything that can be considered a dangerous weapon
7. Possession or use of an alcoholic beverage, controlled substance, drugs or drug paraphernalia on the premises.
8. Abuse of public property.
9. Promotion of or participation in gangs, secret societies, fraternities, sororities or any such association.
10. Promotion of or participation in enticing disorderly conduct.
11. Failure to abide by rules on the premises (sitting in assigned seat in cafeteria, talking, etc.)
12. In addition to DAEP Handbook rules, the Student Code of Conduct (SCOC) of the home school will apply while the student is in attendance.
13. After suspension there may be a requested conference with parent/guardian.

Continued on next page

14. Discipline will be **STRICT** and **FIRM**, but **FAIR**.
Based upon:
- * Careful assessment of the circumstances of each case
 - * The seriousness of the offense
 - * The frequency of the misconduct
 - * The student's attitude
 - * The potential effect of the misconduct upon the school environment
- A. A student who becomes disruptive and does not control his/her behavior:
- * Will have parents and authorities notified
 - * Must earn the right to return to class by:
 - ** Agreeing to follow the rules and
 - ** Demonstrating cooperative behavior
- B. If the student fails to cooperate he/she may be:
- * Suspended for 3 days or
 - * Expelled for persistent disruption per board policy
15. A student may be expelled if after being placed in SAS for disciplinary reasons, he/she continues to engage in serious or persistent misbehavior that violates the Student Code of Conduct (SCOC).
16. Exit interviews will be held with all students prior to their return to their home campus.

After School Detention

The DAEP Administration will determine if a student is in repetitive violations that will result in after school detention. Detention will be held on Thursday's from 2:20-3:15 p.m.. Parents will be contacted at least two days prior to make arrangements for pick up.

Stubblefield DAEP is an alternative to expulsion from WISD; therefore, any breach of the Student Code of Conduct while assigned to the DAEP is grounds for expulsion.

Student discipline that results in the disruption of the educational environment may result in school consequences (detention, suspension, parent conference, etc.) in addition to a ticket being written by our School Resource Officer (SRO). We will not tolerate classroom disruptions or violent behavior.

By law, a student expelled from the W.I.S.D. will be reported to the Montgomery County Juvenile Department or other appropriate official as a student in need of supervision. The student/parent will be brought before a juvenile judge and the court will consider the student for placement in a Juvenile Justice Alternative Education Program.

All discipline will be administered according to the Willis ISD Discipline Management Handbook, and SAS Student Code of Conduct.

VII. District and Community Resources

- Youth Crisis
Montgomery County Youth Services-Crisis Intervention Services... 888-567-8682 (24 hr)

- Child Abuse
Texas Department of Protective and Regulatory Service..... 800-252-5400
(24 hr)

- Family Violence/Rape
Montgomery County Women’s Center..... 936-441-7273

- Psychiatric Crisis
Tri-County Mental Health Services..... 800-659-6994

- Runaways
Texas Runaway Hotline.....
888-580-4357
Texas Youth Hotline.....
800-210-2278

- Suicide Prevention
Crisis Intervention.....
936-931-2273

- Parent Support
Parent Support Center of Willis..... 936-856-5691
TLC Food Pantry.....
936-856-8317

- When You Don’t Know Where To Call
Information and Referral Helpline..... 281-292-4155
Ext. 235

- Safe Schools/Crime Stoppers
Willis ISD Tip Line
WHS.....936-262-1630

BMS.....936-262-1755
LMS.....936-262-1756
Transportation.....936-262-1757

WWW.CYBERBULLYHOTLINE.COM