

STUBBLEFIELD ACADEMY

Disciplinary Alternative Education Program



STUDENT HANDBOOK

2020-2021

**Tanya Maddin - Principal
Rachael Tedder - Secretary
(936) 856-1302**

**School Hours 7:00 AM - 2:45 PM
Drop off from 6:50 AM - 7:00 AM
Breakfast Served 6:50-7:05 AM**

CONTACTS

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Cargill Administration Building

936-856-1200

WILLIS HIGH SCHOOL	936-890-1250
BRABHAM MS	936-890-2312
LYNN LUCAS MS	936-856-1274
AR TURNER ELEM	936-856-1289
CANNAN ELEM	936-890-8660
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I. MISSION STATEMENT

The purpose of Stubblefield Academy Disciplinary 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. Parent/Guardian Expectations

- A team approach is used to work with students. The parent is an important part of this team, assisting the student to understand the rules and expectations of the Stubblefield Academy. This role is important as parents have a great deal of influence on their child and his/her future. This influence cannot be duplicated at school; therefore, it is important that the staff and parents work together in the continued development of the child. In order to effect a positive change in your student's behavior, we are requesting that parents/guardians assist staff's efforts in regards to Stubblefield's Policies and Procedures.

III. 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, and linked. Unfortunately, we are not able to offer every course offered at the home campus. **There will only be A.P., pre-A.P., Dual Credit or accelerated course work offered while placed in DAEP with approval from the Superintendent of W.I.S.D. If deemed necessary, the A.P., Pre-A.P., Dual Credit or accelerated course work will be provided by the home campus.**
- All students will receive lessons through the WhyTry? program, 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.

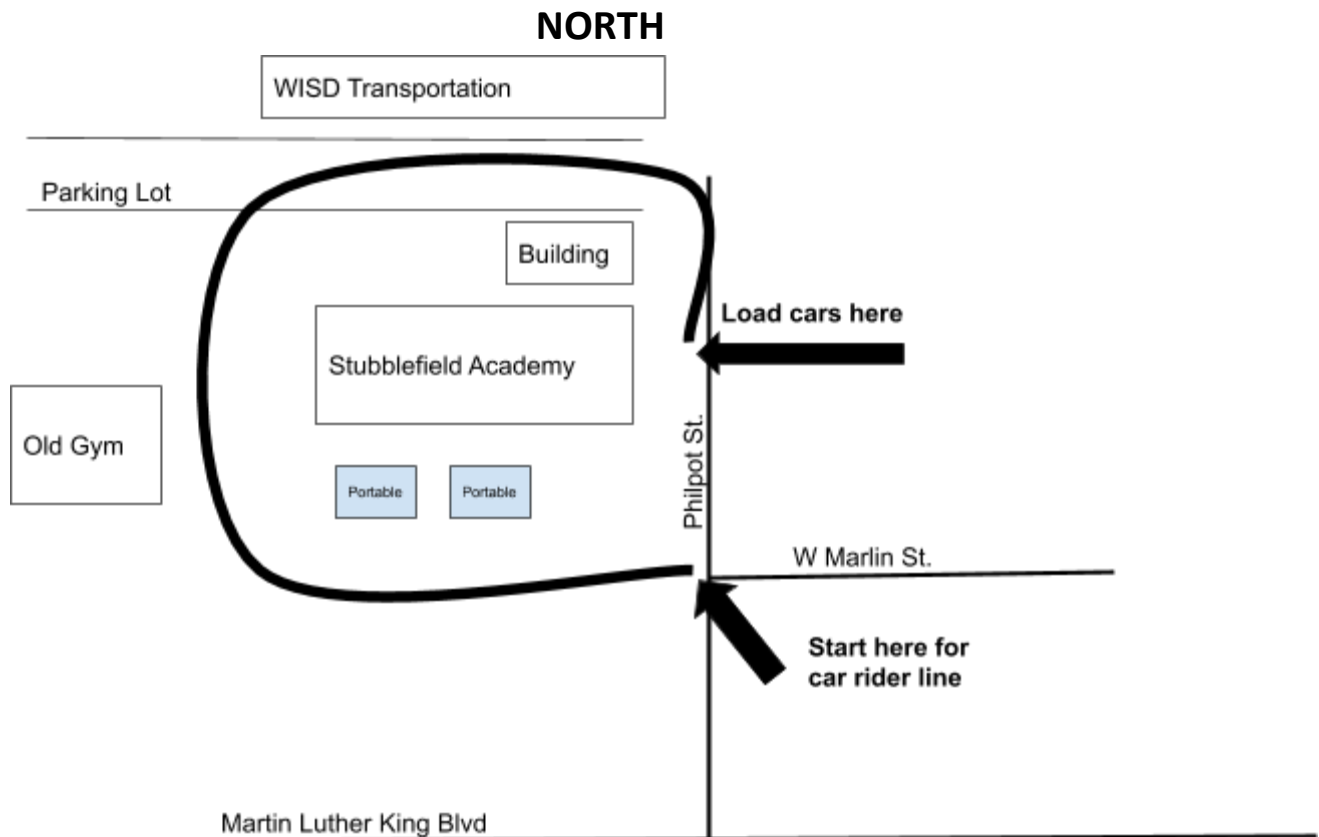
Medical Needs

- 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 any medication.

Transportation

- Transportation is **NOT** provided by Willis I.S.D.
- You may drop off your student between 6:50 a.m.-7:00 a.m. (After 7:00 they are tardy)
- You are responsible for arranging transportation for your student, this includes dropping off and picking them up from Stubblefield.
- Students are **NOT ALLOWED** to drive or walk to or from DAEP themselves.
- To pick up and drop off your student you will need to follow the car rider line around the building.
- We will load one student at a time, as each car pulls through the car rider line.
- NO parking, you must use the car rider line when school is dismissed.
- See map



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.
- The front doors remain locked at all times.
- Security cameras are utilized at all times in the hallways, common areas and in the classrooms.

- All students will go through a thorough pat down before starting the school day, to ensure they are in dress code and that they are not in possession of items that are not allowed or could be dangerous.
- All items brought to Stubblefield, DAEP, are subject to be searched.

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. If they have money in their school account they will be able to utilize it.
- Students may bring a lunch. Students must give lunch brought from home, to the 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. The entire lunch should be in a gallon ziplock bag with the student's name and grade on it. We can send the ziplock bags home to reuse (upon request).
- Students are only allowed to bring money needed for lunch account.
 - As a courtesy to parents, DAEP will inform parents if their child is in possession of excessive amounts of money and the money will be taken up. Money will not be returned to students unless permitted by parent or a parent picks it up.
- **Students ARE ALLOWED to bring the following items:**
 1. Sandwiches
 2. Fresh fruit/vegetables
 3. Crackers (plain, peanut butter and cheese filled)
 4. **ONLY** Bottled Water (must be in original container unopened).
 5. Single serving size bag of chips (limit 2 small bags)
 6. Granola Bars (NO chocolate in the granola bars)
- **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. Anything not deemed appropriate by the staff
 6. Drink enhancer packets

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

IV. ATTENDANCE

Length of Stay

- All students in Grades 1-12:
 1. Duration of stay will be determined by the DAEP committee, from home campus.
 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.

**The number of days may differ depending on offense and is decided by the home campus.*

4. **TESTING:** There will be a hold on students returning to their home campus during state testing. If the student's return date falls within that time the student will return to their home campus after the testing window is complete. These days fluctuate and will be determined by central office.

Absences / Tardies ***NO STUDENT may be dropped off before 6:50 a.m.***

- Students may **NOT** leave campus without permission.
- If a student is going to be absent, the parent needs to call the DAEP by 7:30 a.m.
- **EXCUSED**
 1. Official documentation for absence must accompany students on returning day in order to be an excused absence.
 2. Excused absences are given for **COURT, DOCTOR'S VISIT, or FUNERALS.**
 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 7:00 a.m.)**
 1. Students may be dropped off between 6:50-7:00 a.m.
 2. **After 3 Tardies** (arriving after 7:00 a.m.) **the student will be required to attend an ASD on Thursday from 2:45-3:10.**
 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.
- For every OSS (Out of School Suspension) consequence given to a student while at Stubblefield, **5 days will be added** to the student's original DAEP assigned time. The student's behavior will be evaluated weekly after the OSS.

- Students who have not successfully completed their assigned days at the end of the school year will have their case reviewed, and may be required to complete their time at the beginning of the next school year.

V. POLICIES AND PROCEDURES

Dress Code All students are **REQUIRED** to wear the following:

- **Plain black collared polo shirt**
 - **NO writing, pockets, or pictures on the Polo**, but a small manufacturer's logo (1" or smaller) is permitted.
 - Shirts must be tucked in at all times.
 - A long sleeve T-shirt may be worn **underneath** the collared shirt, plain white, gray or black (no writing or pictures can be visible on T-shirt).
 - **NO** long sleeve sweatshirts or sweaters under the collared shirt.
 - **NO** visible undergarments.
 - Girls: **NO** cleavage (campus staff determines acceptability)
 - Collars down
 - Arms shall be completely through the shirt sleeves at all times.
- **ONLY Khaki slacks/pants**
 - Pants must be fitted at the waist and crotch.
 - Pants **MUST** have belt loops for belt.
 - **NO** shorts, baggy/saggy pants, capris, low rise, loose fitting or extremely tight pants.
 - **NO leggings or jeggings**
 - **NO** athletic shorts or shorts with pockets may be worn under pants.
 - **NO** rolled up or cuffed pants.
 - **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** stickers or tags on shoes)
- **Belt:**
 - Belt should be normal thickness, brown, gray 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.** (unless given during WhyTry? program)
2. **Hats**
 - Baseball, cowboy hats, doo-rags, visors, etc.
3. **Certain hairstyles**
 - Hair needs to be out of eyes, not touching eyebrows.
 - **NO** distracting hair colors, designs, styles, etc.
 - **NO** designs or cuts shaved into the hair or eyebrows, you will use a sharpie to fill the eyebrow in.
 - **Hair ties** will be worn in the hair or thrown away.
 - **ONLY** black, gray or white hair ties or headbands can be worn.
 - **NO** distracting, colored hair accessories including, barrettes, bows, ribbons, headbands, etc.
 - Facial hair shall be well groomed
4. **Jewelry/Make-up/Fingernails**
 - **NO** Jewelry
 - This includes but is not limited to **ALL** body piercings.
 - If jewelry is worn/brought the items will be kept until the end of the student's placement or released to the parent/guardian.
 - **NO** Make-up can be brought or worn, **NO** combs/brushes, and mirrors.
 - **NO** painted, designed, artificial/fake or colored fingernails (natural nails ONLY).
5. **Backpacks or bags/purses/wallets.**
6. **Jackets, sweaters, pullover sweatshirts, hoodies, etc.**
7. **Cell Phones**
 - a. If a cell phone is brought it will be kept until the end of the student's placement or released to the parent/guardian.
8. **Tattoos**
 - Must be covered by clothing or band aides at all times. You must provide the coverings.
 - **NO** writing on the body or clothes (except using a sharpie to fill in eyebrows and cover tattoos).

POINTS WILL BE TAKEN OFF FOR DRESS CODE VIOLATIONS

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 and must be returned the following scheduled school day.

Arrival Expectations

- **DRESS CODE ON PROPERTY.**
BE COMPLETELY DRESSED BEFORE ENTERING THE BUILDING.
- **TURN IN POINT SHEET**
PLACE YOUR SIGNED POINT SHEET IN THE BUCKET, IN THE FRONT OFFICE.
- **SILENT SEARCH/PAT DOWN**
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.
- For the safety of all students, a wand metal detector may be used to scan all students on a daily basis.
- Shoes, socks and pockets may be checked every morning during pat downs.

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.
- 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 (Dismissal is at 2:45 p.m.)

- **DRESS CODE ON PROPERTY.**

BE COMPLETELY DRESSED WHILE ON SCHOOL PROPERTY.

- Daily Behavior Report will be tallied and scanned by staff
- Students will be given their Point Sheet to be taken home and signed by parent/guardian to be returned the next morning.
- Students will be dismissed one at a time by administration or a staff member.
- Students will walk on the right side of the hallway, picking up personal belongings at the front office area **WHILE STILL IN DRESS CODE**, quietly get in your pre arranged transportation.
- If a student decides to violate dress code before getting in their pre arranged 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: restrooms, cafeteria, and hallway.
- **DO NOT** join in conversations that you are not part of with a teacher, staff member or student.

VI. Student Code of Conduct

Classroom Rules/Point Sheet

- Students are expected to:
 1. Follow general campus and classroom specific rules.
 2. Show respect for him/herself and others.
 3. Complete all assigned work and tasks.
 4. Talk only with permission and address the topic provided by the teacher.
 5. Stay awake. (DO NOT lay your head down or sleep)

General Rules

- Students are required to sit facing 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/desk without permission.

- 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.
- Point Sheets need to be signed and returned the next school day.

● **These may vary in each teacher's classroom.**

Cafeteria Rules

- **NO** talking
- **NO** getting up out of your seat without permission
- **NO** sharing food
- Raise your hand, and wait to be called on, to ask a question.
- If you have points taken off before lunch you will stand during lunch. If you have points taken off after lunch you will stand during breakfast the following school day.

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 may be filed.

VII. Administrative Options

Consequences:

1. ISS.
2. After school detention (ASD)
3. Parent Conference.
4. VIP Program
5. Suspension.
6. Citation.
7. Additional DAEP placement.
8. Expulsion to JJAEP.

After School Detention

The DAEP Administration will determine if a student is assigned ASD; it can be assigned for tardies or behavior. Detention will be held on **Thursday from 2:45-3:10 p.m.** Parents will be contacted if a student is assigned ASD.

SUSPENSION/EXPULSION

In the Alternative Education Program, punishment will be determined by the severity of the 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.

***In addition to DAEP Handbook rules, the Student Code of Conduct (SCOC) of the home school will apply while the student is in attendance.**

***After suspension there may be a conference requested with the parent/guardian.**

11. 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:
 - * Parents and/or authorities will be notified
 - B. If the student fails to cooperate he/she may be:
 - * Suspended for 1-3 days or
 - * Expelled for persistent disruption per board policy
12. 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).

Exit interviews will be held with all students prior to their return to their home campus.

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 (JJAEP).

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

VIII. **District and Community Resources**

- Youth Crisis
Montgomery County Youth Services-Crisis Intervention Services..... 888-756-8682 (24 hrs)
- Child Abuse
Texas Department of Protective and Regulatory Service..... 800-252-5400 (24 hrs)
- Family Violence/Rape
Montgomery County Women’s Center..... 936-441-4044
- Psychiatric Crisis
Tri-County Mental Health Services..... 936-538-1150
- Runaways
Texas Youth & Runaway Hotline..... 800-989-6884
- Suicide Prevention
Crisis Intervention..... 800-659-6994
(24 hrs)
- 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..... 800-932-4616

- Safe Schools/Crime Stoppers
Willis ISD Tip Line
 WHS.....936-262-1630
 BMS.....936-262-1755
 LMS.....936-262-1756
 Transportation.....936-262-1757

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