

Midway Independent School District  
Disciplinary Alternative Education Program



“Discipline is the bridge between goals and accomplishment”  
-Jim Rohn

Discipline Alternative Education Program  
Parent/Student Induction Packet  
2021-2022

Midway ReSet Lab  
901 Old Hewitt Rd  
Hewitt, Texas 76643  
254-761-5678 extension 2890  
254-761-5776 (fax)



Dear Student and Parent/Guardian:

The Midway Independent School District's Disciplinary Alternative Education Program (DAEP) is an educational environment for students whose behavior have seriously or persistently violated the Student Code of Conduct.

It is our belief that all children can learn and progress at the highest level of their ability and that all inappropriate behavior can be modified. Self-control, citizenship, individual responsibility and respect of self and others will be emphasized.

The primary focus of the Disciplinary Alternative Education Program is to help guide students toward improved behavior, academic discipline and social skills so they may return to their main campus as a productive student and community member. With your support, our staff is committed to maintaining academic progress for each student within its restricted learning environment.

Sincerely,

*Dr. Valerie Willis, DAEP Principal*

*Marva Harrison, DAEP Facilitator*

## Arrival Times

The school day begins at 8:00 a.m. ***(with the exception of the elementary school student. Students in grades 3 through 5 will begin their day at 8:10 a.m.)***. Students are asked to arrive **no earlier than 7:15 a.m. to the DAEP campus**. Students will not be permitted to enter into the DAEP Building before 7:15 a.m. Students must enter the building upon arrival and will remain in the building until the end of the day. Upon entering the building, each student will have their temperature checked, asked to remove shoes, to be checked, turn pockets inside out for checking and scanned as they walk through the metal detector. **Students will not be allowed to bring cell phones into the building. Students may not bring breakfast into the building.**

## Transportation

Transportation to and from the DAEP campus will be the responsibility of student and parents. **School bus transportation is not an option while in DAEP. Student drivers are not permitted to park at any Midway ISD property.** Every effort will be made to ensure that students only use the modes of transportation previously approved by their parents. Any changes in modes of transportation should be communicated by a parent or guardian.

## Dismissal Times

The school day ends at **3:00 p.m. (with the exception of the elementary school student. Students in grades 3 through 5 day will end at 2:55 p.m.)**. Students will be released from the building one at a time. Students are required to leave campus immediately upon being dismissed each day from class. **Students being picked up should be picked up no later than 3:10 p.m.** If the student has not been picked up by the designated time, the student will be escorted by DAEP Staff to the signal light on Hewitt Drive & Regal Drive.

Students who walk will be escorted to the light on Hewitt Drive & Regal Dr near the middle school building and cross over to the other side of the street. **Students may not talk to any other MISD students while leaving the school property. In addition, students must remain in dress code until they are off school property.**

## Attendance

Attendance is mandated by the State of Texas compulsory attendance law. Students must be in attendance at school at least 90% of the time that a course is offered, to receive credit for that

course. Also, students do not make progress toward dismissal from the program when they are absent from school. Therefore, attendance at DAEP is very important. If a student is to be absent from school, the parent/guardian must call the DAEP to report the absence before 8:30 a.m. Any student who is absent from school must bring in a note or excuse the day he/she returns to school. Students leaving before 10:30 a.m. are considered absent for a full day. Excessive absences will be reported to the Midway ISD truancy officer for appropriate action.

## Tardies

Students arriving late – unexcused tardies:

- **Students arriving after 8:00 a.m. are considered tardy and will be assigned after school detention, which must be completed on the same day of issuance.**
- **Students who are assigned after school detention for this purpose will not be permitted to participate in recreational activities for that day.**

Excessive tardies and/or absences may result in an extended assignment of after school detention. After school detentions last until 3:40pm and will be held at the DAEP building. **These detentions must be completed on the same day of issuance.** Detentions will be approved by the DAEP Facilitator.

## Trespassing on School Grounds

Students enrolled in the DAEP Program are not allowed to attend any MISD activity, regardless of campus involved or attend any event where MISD is participating. In addition, students are also not allowed to be present on any campus or school property in the district while in DAEP. Loitering within 300 feet of any MISD campus or property is prohibited. Violation of this policy may result in possible trespassing on school grounds charges. These restrictions apply twenty-four hours a day, seven days a week at any extracurricular activities. TEC 367.006(c)

## Medication

If a student is required to take medications during school hours, parents must complete the medical administration form and review requirements with the school nurse. This must be signed before school staff can administer medication to a student.

Over-the-counter drugs for colds, headaches, allergies, etc. are not stored or available in DAEP. If a student requires an over-the-counter drug, then the parent will need to bring it to the DAEP building and administer it to their child.

## Academics/Grading

The majority of core-course curriculum is derived from an internet based program, Edgenuity (E2020). Students will be assigned by their DAEP classroom teacher; work from E2020 utilizing the same scope and sequence as their main campus courses. The desired outcome is students in DAEP will be working on mastering the same content as students in their main campus classroom. Most elective coursework will be assigned and graded by the students' main campus teacher.

Learning is the primary purpose of being in school. Students should focus on completing all assignments daily. If a student receives a grade of less than 70% on a quiz the student will have an opportunity to reattempt the quiz.

## Student Materials/Supplies

All school supplies will be provided for the student while at DAEP. **Students are NOT permitted to bring any materials into the building. Any bags, clothing or other personal items brought into DAEP will be kept until a parent can retrieve them.**

Cell phones **WILL NOT BE PERMITTED** in the DAEP building. Cell phones found on students will be confiscated, the student will be fined \$15.00 and the student will be assigned after school detention by the administrator. Consequences for persistent cell phone violations will be at the discretion of the DAEP facilitator.

## Breakfast and Lunch

Breakfast prices – \$1.00 / .30 for reduce

### LUNCH

Elementary & Intermediate \$2.60

Middle School \$3.00

High School \$3.00

Reduced     \$.40

Students who qualify for the Federal Lunch Program can receive a breakfast and lunch each day from the school district either for free or at a reduced cost.

Breakfast/lunches will be paid through a students' meal account.

Students may elect to bring their own lunch to eat. Lunches must be brought in a clear bag (gallon size zip lock). Drinks must be factory sealed. Food cannot be kept refrigerated or heated up. **Breakfast foods may not be brought into the building.**

***(Meals will be provided to all students, at NO Cost for the academic year of 2021-2022).***

## Counseling Services

Character development curriculum will be a part of the students' assignments while at DAEP. In addition, students will be allowed to visit with the DAEP Mentor, once a week, and a Licensed MSW or a MSW Intern from Baylor University, assigned to the DAEP, will provide one-on-one or group counseling while students are in DAEP. These individuals will be available to provide additional help and support at the request of the student or parent.

## Daily Schedule

### DAEP Schedule

8:10 – 8:58	Period 1
9:00 – 9:48	Period 2
9:50 – 10:48	Period 3
10:50 – 11:34	Period 4
11:35 – 12:10	Student Lunch
12:10 – 1:10	Period 5
1:15 – 2:05	Period 6

2:05 – 2:55	Period 7
3:00 – 3:10	Dismissal
3:10 – 3:40	After-school Detention

## Dress Code Requirements

Students are required to comply with the dress code guidelines outlined in the MISD Student Handbook.

**In addition, DAEP students will be required to wear a standard wardrobe consisting of:**

- Collared shirt - short or long sleeves. No decorations or graphics.
  - Color: High School and Middle School– Navy;
  - Intermediate and Elementary - White
- Long khaki trousers with a belt; ***absolutely no shorts, leggings or cargo pants are permitted.***
- Tennis shoes.
- No jewelry is allowed. **Jewelry brought into building will be confiscated.**
- Head coverings are not allowed.
- Hoodies/jackets will be removed upon entrance of the DAEP building and given back at the end of the day.
- Clothes and belts may not have excessive metal.
- **Gym shorts WILL NOT be permitted** to be worn under the students’ khaki pants. Extra clothing will be confiscated.
- Students are not permitted to wear any sort of fingernail polish. (including fake nails)
- Ladies, all hair must be pulled up in a ponytail (this can apply to men if warranted).
- Men must come to school cleanly shaven (no visible facial hair)
- Make-up must not be distracting (determined by administrator)
- All tattoos must be covered upon entering the building

**Confiscated items will be returned when a parent or guardian can come to the DAEP office to collect the item.**

- Students will be screened for DAEP dress code compliance daily. **Students in violation of the dress code will be assigned after school detention, which must be completed on the same day of issuance.**
- **Students who are assigned after school detention for this purpose will not be permitted to participate in recreational activities for that day.**

## **Discipline Management System**

DAEP is a disciplinary facility. Thus, a high standard of behavior is expected of all students. The intent of the DAEP discipline system is to develop the ability to maintain self-control and follow rules while maintaining academic progress in their courses.

### **Minor Infractions** (Could result in after school detention / 1 day)

- Communicating without permission
- Leaving desk without permission
- Not sitting forward, need to be engaged in assignments
- Head down/Sleeping
- Not productive
- Out of dress code
- Tardies

### **Major Infractions** (Results in extended days to be served in after school detention/number of days to be determined by DAEP Facilitator)

- Influence, possession, use, sale of drugs, alcohol or other illegal substances
- Use of offensive or disruptive expression
- Computer misuse
- Fighting / verbally or physically aggressive
- Continuous dress code violations
- Continuous tardies
- Continuous unexcused absences
- Return to DAEP within the same school year

This list of rules is not exhaustive and cannot possibly cover all incidents that could occur at the DAEP. The discretion of the DAEP Facilitator is the final authority on campus for disciplinary matters.



Any major violation as listed in the Student Code of Conduct may result in involvement of law enforcement and immediate suspension of student or expulsion.

## **Vandalism**

Students who cause damage to school property will be required to repair or pay for the damages. Disciplinary action may also result.

## **Restraint/Reasonable Physical Force**

In the event that a student acts out and causes an imminent threat to the safety or security of staff, other students, or property, DAEP staff will respond by using minimal force to ensure the safety of the students, staff and this facility.

## **Appointments**

Parents/Guardians are asked to schedule routine doctor or dentist appointments for students after school hours. When this is not possible, the student should return to school after completion of the appointment. Students who return to school with a note from the doctor will have their absence coded as “excused.”

## **MISD School Calendar**

MISD DAEP will follow the approved MISD School Calendar. School days will begin at 8:00 a.m. and end at 3:00 p.m. unless otherwise notified. All students MUST be off the DAEP property no later than 3:10 p.m. unless serving detention.

In the event of inclement weather, tune to local radio and television or visit the MISD website for closing information.

## **Parent/Student Communication**

DAEP staff will relay emergency messages to students. Students will not be allowed to receive or place phone calls except under the direction of the DAEP Administrator.

## **Money**

Students do not need money during school hours except to put money on their lunch account. Students arriving with large sums of money will have the money confiscated to be returned to the student upon dismissal from DAEP or to parents.

## **MISD DAEP “Level of Success” Points Sheet**

Students have the opportunity to earn up to 35 points each day at DAEP. A Daily Compliance Point Sheet will be completed by the student’s classroom teacher. This sheet will indicate the level of behavioral success of the student while serving each day in DAEP. This sheet is to be signed by the student, signed by the parent and returned the next school day.

## **Student Expectations**

### **Respect for self, peers and property**

No talking unless given permission.

Use of appropriate language and topics when given permission to speak.

Respect others when they are speaking.

No throwing of objects or horseplay.

### **Respect for staff**

When asked to complete a task, student complies the first time. Without arguing.

Use of appropriate language and topics when given permission to speak.

### **Participate in class/activity**

Student is continuously working on assigned work during class period, from beginning to end of period.

Student is working to the best of their ability.

Participate appropriately in discussions when applicable.

No sleeping, student is upright and working at all times.

### **Remain in seat and keep area clean**

Student will remain in seat, working, facing forward at all times.

Student keeps area clean and orderly.

No graffiti.

### **Remain in dress code**

Shirt tucked in at all times.

Pants must be worn appropriately at all times.

Head and arms must remain outside shirt at all times.

Tattoos must be covered.

No earrings or spacers.

No tight rolling of pants.

No tucking of pants into socks or shoes.

Shoes must be worn correctly at all times.

Student must wear belt appropriately at all times.