

Hutto Alternative Center

Hutto Independent School District



Disciplinary AEP Parent & Student Handbook 2023-2024

Hutto Alternative Center
302 College St.
Hutto, TX 78634
Office: 737-327-5188 or 737-327-5181
Fax: 512-759-3035
Hours: 7:30-2:55 PM
Misty Davis, Principal

Mission & Program Description

DAEP Mission & Vision:

To prepare students to choose a positive future.

Program Description:

Hutto Alternative Center is the Disciplinary Alternative Education Program (DAEP) for Hutto ISD. The purpose of this program is to provide intervention, both academic and behavioral, for students removed from their home school for violating the Hutto ISD Student Code of Conduct. The learning environment will promote the development of independent, responsible, and contributing members of society.

Academic, Behavioral, and Special Program Needs

Students will work on the online Edgenuity curriculum system for all of their coursework. The only exceptions will be courses not covered by Edgenuity. Our teachers communicate with the home campuses to ensure that our curriculum and pacing is consistent with theirs. In addition, our teachers will send student grades to home campus teachers weekly for them to post on Skyward. Students at DAEP will remain enrolled in their home campus courses during their placement.

DAEP students will also receive behavior intervention targeted to the reason they were assigned to this campus. Self-discipline instruction is built into the program at DAEP. School counselors and Student Services Team members will also be available to work with students both on an ongoing and as-needed basis. A copy of the Student Services Team information sheet is found in the appendix to this handbook. Students may also have the opportunity to engage in volunteer work both on the College St. campus as well as with nearby community organizations. For drug related offenses, parents will be presented with a drug intervention program opportunity.

Hutto Alternative Center has campus-based special education staff available to meet the needs of students assigned to DAEP. Additionally, we will meet the needs of DAEP students identified as 504 and ESL/LEP as specified in their respective plans.

Campus Procedures

Length of Placement:

The number of days a student is placed in the DAEP program is determined by the home campus administration during the removal conference. The actual number of days served will depend on the following factors:

- Behavior: days must be considered “successful” to count toward placement completion. A successful day is defined as earning the required number of points for

- a day to count. Misconduct can also result in days being added to a student's Placement. A copy of the point sheet can be found in the Appendix of this handbook.
- Attendance: absences will not be counted toward completion of a student's DAEP placement. Excused absences will result in a student having to makeup the day missed. Unexcused absences will result in the student having to makeup the missed day as well as an additional day due to it being unexcused. **DAEP students are subject to Compulsory Attendance Laws as on the home campus.**
 - Academic Performance: students must make satisfactory progress in each of their classes while at DAEP. This is defined as moving through the required work at a pace consistent with that required on the home campus and maintaining a passing grade for each class in which a student is enrolled while at DAEP.

Searches:

All students will be searched daily. This will consist of being wanded then a "pat" search being conducted in which the student's pockets, socks, shoes, hems, and waistbands will be searched for prohibited items. Prohibited items found will be confiscated with students subject to disciplinary action based on the item found. A list of prohibited items can be found with the Dress Code in the Appendix of this handbook.

Attendance Procedures:

- Parent/Guardian is to call the office at (737) 327-5188 or (737) 327-5181 to report the absence.
- In the event the parent has not notified the DAEP principal and/or teacher, DAEP staff will contact the parent/guardian to determine the reason for an absence
- Official written documentation (note) for absences must be presented to the principal within 48 hours for the day to be excused. Official documentation/note must include the following:
 - o The date of the absence
 - o The reason for the absence
 - o Student's name
 - o Student's ID number
 - o Parent/guardian's contact number
 - o Must be signed by the parent/guardian
- Notes **cannot be emailed** without an original signature, although the note can be scanned (including the above information) and sent through email to misty.davis@huttoisd.net.
- The DAEP staff will contact the parent to verify the legitimacy of the note, if needed.
- A doctor's note is required if the child is absent for 4 or more consecutive days.
- Excused absences will be approved if...
 - o All previously listed items are included; and/or,
 - o The absence falls under the exemptions of the Compulsory Attendance Law.

**Note: An excused absence does not count towards a day served at DAEP. Furthermore, excessive absences will warrant truancy charges filed against the student and possibly parent(s).*

Arrival:

The cafeteria door will open at 7:10. Parents may not leave their students unaccompanied before the campus opens.

Arriving Late:

- Student dropoff after 7:30 will be located at 302 College St. Parents must notify the school when dropping off late so the gate can be opened. Late arrivals must contact the campus secretary at (737) 327-5181 and wait at the gate until a staff member arrives.
- Students arriving late will not have access to breakfast and will be counted tardy.
- Tardies may result in additional days being added to a student's placement.

Dismissal:

Students will be dismissed from class at 2:55.

Leaving Early:

For students leaving early:

- Parents must submit a note indicating the time, date, and reason for the early release.
- Anyone checking out a student must be a designated contact on that student's Skyward account.
- The authorized person checking the student out must show a valid driver's license prior to signing out the student.

**Note: Leaving school early may result in a day not counting for days served at DAEP.*

Meals:

Students will not have a meal choice from the cafeteria. Lunch prices are based on the lunch program the student receives at their home campus. Students are not allowed to bring any food items from home, for any reason, unless required for medical or religious purposes. During meals, students must remain seated, conversation is not allowed, and exchanging or giving away food items is not allowed.

Transportation:

Bus transportation is not available for DAEP. Parents are responsible for providing transportation for their students.

Technology:

Students will use their HISD-issued chromebook to access the on-line academic program, and are not allowed on any other site/program, without teacher approval. The Hutto Technology Agreement is in effect and strictly enforced. Students will be responsible for any inappropriate use or damage of any technology device provided by the district. Students violating the Hutto Technology Agreement will have technology privileges revoked.

Students may not use air pods for their device and may only use corded earphones at DAEP.

Medication & Health Concerns:

DAEP does not have a nurse on campus. The campus principal or designee will be responsible for dispensing approved medication.

- Parents are responsible for notifying the DAEP administration of any medical needs and provide the staff with their child's updated medication, inhaler, epipen, nebulizer, etc. as prescribed by the child's physician/medical personnel. All appropriate medical permission slips must be completed. We will follow the health care provider's instructions. (Forms- Healthcare provider instructions for giving medications in school, Anaphylaxis Treatment plan and Physician's Order Form, and the HISD District Student Information/Medication Form). This form must be signed by both student and parent.
- The medication must be in the original container and have the student's name printed on it. Expired medication will not be administered. No loose medication will be accepted by staff. All medication must be checked in by the parent upon arrival. Students in possession of medication will be in violation of school policy. We DO NOT administer over the counter medications at any time nor will medication be released to a student. Parents are responsible for picking up a student's medication, including epipens or inhalers, at the end of placement.
- Over the counter medications and/or personal hygiene items are prohibited. This includes aspirin, pain or allergy relief, cough drops, chapstick and personal hygiene items such as lotions or colognes.
- At the parent's discretion, over the counter medication may be administered by the parent.
- Parents are responsible for notifying the DAEP administration of any food allergies and/or dietary restrictions. Documentation of food allergies and/or any dietary restrictions must be given to DAEP administration.

Visitor Guidelines:

Visitors are prohibited from campus with the exception of law enforcement, probation, CPS, or other state-mandated agencies with proper ID.

Exit Procedures:

- When a student has completed their DAEP placement and are ready to return to their home campus, transition will include:
 - Notice of the students return date to the parent/guardian and home campus personnel.
 - An assessment of the students overall performance at DAEP.
 - Coordination of the student's transition between the DAEP administration and home campus administration to include a transition plan and meeting.

Student Expectations

All students are expected to follow the HISD Student Code of Conduct as well as all campus expectations and procedures. Violations will result in unsuccessful days, additional days, suspension, or expulsion from the district to JJAEP.

DAEP Expectations & Procedures:

Expectations are behavioral guidelines students are expected to follow. The campus expectations at DAEP are:

1. Be Responsible
2. Be Respectful
3. Be Safe

In addition, there are more specific expectations for the cafeteria and classroom that extend the campus expectations:

Cafeteria:

Students are expected to:

1. Sit at their assigned table and seat - facing forward.
2. Raise hand to get permission from staff to leave their seat
3. Raise hand to get permission to speak
4. Speak only to staff members
5. Keep their table clean

Classroom:

Students are expected to:

1. Be Alert, On Task, and On Target
 - Be on task with Edgenuity and assignments
 - Complete work in assigned time
 - Follow directions
2. Work Quietly
 - Raise hand to get permission to speak
3. Stay Seated
 - Sit in assigned seat
 - Raise hand to get permission to leave sea

Disciplinary Consequences:

Behavior infractions may warrant the following consequences:

- Loss of points: students must earn 33 points to earn a successful day - less than that number will result in an additional day at DAEP for the student.
- Referral: additional days may be added to a student's placement for disciplinary referrals
- Suspension: students who are suspended must make up the days they were suspended and may have additional days added to their placement.

- Expulsion: Students may be expelled for major infractions of the Student Code of Conduct while enrolled at DAEP and placed at the JJAEP in Georgetown.

Dress Code:

Students are expected to comply with dress code daily. Violations will result in parents being contacted to bring clothing to school to remedy the infraction and additional disciplinary consequences which may result in additional days being added to the student’s placement. A copy of the dress code can be found in the Appendix of this handbook.

Campus Transitions:

Campus transition includes those times when a student is leaving or entering a classroom. During transitions, students will:

- Remain quiet.
- When given permission, line up at the door.
- Face forward with hands to side or behind.
- When given permission, proceed to the destination.
- Always walk on the right-hand side of the sidewalk.
- When reaching the destination, remain lined up, until given permission to enter.

Level System:

Students will progress through three levels during their DAEP placement as described below:

- Level 1: Student has earned 0-10 successful days
- Level 2: Student has earned at least 10 successful days. With parent permission, this will enable the student to participate in the Hutto Alternative Center Giving Back Program, which may enable the student to decrease the number of days they are assigned to DAEP. Possible opportunities include:
 - HISD 18+ Program
 - Hutto Food Pantry
 - Work with HISD Departments located on the College St. campus
- Level 3: Student is within 5 successful days of completing placement. At this time a transition conference will be scheduled with the home campus and a transition plan will be developed for the student

Extra-curricular Activities/Criminal Trespass Warning:

Students placed in the DAEP are not allowed to attend or participate in any extra-curricular activities at their home or any other HISD campuses at any time during their DAEP placement. All DAEP students will be issued a criminal trespass warning prohibiting any presence on HISD campuses during their placement. A copy of the criminal trespass warning can be found in the appendix.

Campus Staff

Edmund Carter, Science/Electives , edmund.carter@huttoisd.net
Julius Johnson, Social Studies/Electives , julius.johnson@huttoisd.net
Christi Medlock, *Special Education*, Christi.Medlock@huttoisd.net
Jeanie Wyatt, Math/English , jeanie.wyatt@huttoisd.net
Melissa Barnes, Counselor, melissa.barnes@huttoisd.net
Misty Davis, Principal, misty.davis@huttoisd.net, 737-327-5188

You may contact DAEP teaching staff by email or by leaving a message with the campus secretary, Nichole Haberer at 737-327-5181.

Hutto Alternative Center - Discipline Alternative Education Program
Parent and Student Handbook Acknowledgement Form
2023-2024

By signing this sheet I am verifying that I have received and understand all aspects of the 2023-2024 DAEP Handbook and agree to abide by its contents.

Student: _____

Contact Information:

Address: _____
Student Cell Phone: _____
Parent Name: _____
Parent Cell: _____
Parent Email: _____
Emergency Name & Contact: _____

Probation: (**Only fill out if student is currently on probation*)

Probation Officer Name: _____
Probation Officer Phone Number: _____
Probation Officer Email: _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Appendix

A. Daily Schedule

7:10	Cafeteria Doors Open
7:30	First Rotation Begins
9:50	Second Rotation - First Session
11:05	First Lunch
11:35	Second Lunch
11:35	Second Rotation - Second Session
12:40	Third Rotation
2:55	Dismissal

Breakfast will be available starting @ 7:15.

B. Daily Point System

**DAEP
DAILY POINT FORM**

Student Name: _____ Grade _____ Date: _____

****A successful day requires 33 points****

Possible Points	Behavior	Points Earned	Teacher Initials
Arrival			
2	Enters cafeteria on time, following all campus expectations and procedures. (Dress Code, Search, etc.)		
2	Exits the cafeteria with class, following all campus expectations and procedures.		
1st Rotation			
2	Enters class on time, gets seated, and is prepared for instruction.		
2	Follows directions without argument/complaint.		
2	Completes assigned work within allotted time.		
2	Follows all classroom expectations and procedures.		
2nd Rotation			
2	Enters class on time, gets seated, and is prepared for instruction.		
2	Follows directions without argument/complaint.		
2	Completes assigned work within allotted time.		
2	Follows all classroom expectations and procedures.		
Lunch			
2	Enters cafeteria following all cafeteria expectations and procedures.		
2	Follows all cafeteria procedures during lunch.		
2	Exits cafeteria, following all cafeteria expectations and procedures.		
3rd Rotation			
2	Enters class on time, gets seated, and is prepared for instruction.		
2	Follows directions without argument/complaint.		
2	Completes assigned work within allotted time.		
2	Follows all classroom expectations and procedures.		
Dismissal			
2	Exits campus following campus expectations and procedures.		

Student signature: _____

Total Points Earned: _____/36

C. Dress Code

Hutto DAEP Student Dress Code 2023-2024

Pants:

1. All students are required to provide and wear plain blue jeans with belt loops that fit at the waist.
2. All students are required to wear a belt (black or brown).
3. Shorts may not be worn under pants.
4. Pants may not have holes, be torn or cut, or have insignias, logos, or emblems.
5. ***Absolutely no tights or shorts of any kind are allowed to be worn underneath pants.***

Shirts:

1. All students will need to provide and wear a plain black short- or long-sleeved t-shirt.
2. Students must wear shirts tucked-in while on campus.
3. Students may wear a plain black pullover sweatshirt in addition to their t-shirt. The sweatshirt may have a hood.

Shoes:

1. Plain black or white athletic shoes only with laces matching the shoe color. Shoes with additional colors or emblems are not allowed.
2. No other type or color of shoe is allowed.

Coats & Jackets:

1. Coats and jackets must be plain and black and may be worn to school but are permitted to be worn in the classroom only at the discretion of the classroom teacher.
2. All coats and jackets will be searched.

Other:

1. No jewelry of any kind is allowed, including piercings, rosaries, etc. Clear spacers may be used.
2. No backpacks, bags, or purses are allowed on the DAEP campus.
3. No hairbrushes or combs are allowed. Any hair accessories (barrettes, scrunchies) must be black.
4. Hair must be well-groomed and natural - no non-natural colors or highlights..
5. False eyelashes, makeup, lipstick, false fingernails, and nail polish are prohibited.
6. Only chromebooks issued by Hutto ISD are allowed on campus. ***Cell phones, ipods, and any other electronic devices are prohibited to be on the student during the school day.***
7. No outside food or drinks are allowed.
8. Only school-issued masks are allowed.
9. Hats, durags, and any other head covering are not allowed.

Any prohibited items that are confiscated will be returned to the parent or guardian on request. Final judgments regarding dress code are at the discretion of campus administration who reserves the final determination of impact on the educational environment. Students not in dress code will contact parents to correct the violation and are subject to further disciplinary action.

D. Criminal Trespass Warning

Hutto ISD
Criminal Trespass Warning
Hutto Disciplinary Alternative Education Program (DAEP)

Date: _____

To: _____

WHILE ASSIGNED TO THE HUTTO DAEP

The Texas Education Code Chapter 37.006 prohibits a student who has been placed at a Disciplinary Alternative Education Program (DAEP) from attending or participating in a school-sponsored or school-related activity. Any DAEP student who is on campus or at a school-sponsored or school-related activity is in violation of that law.

Under the Texas Penal Code Chapter 30.05, a person commits the offense of Criminal Trespass if he/she enters or remains on or in a property or in a building without effective consent and he/she: (1) had notice that entry was forbidden; or (2) received notice to depart but failed to do so. "Notice" means oral or written communication by the principal or someone with apparent authority to act for the principal. "Property" means public school campuses or grounds upon which the school is located and any grounds used by the school or assemblies or other school-sponsored activities.

This is to inform you that you are restricted from all Hutto Independent School District Property. This restriction is effective seven (7) days a week, twenty-four (24) hours a day for the length of your DAEP placement. You are also prohibited from attending any school or district sponsored event. If you appear on any Hutto Independent School District property without written administrative permission, you will be arrested under Texas Education Code 37.105 Unauthorized Persons: Refusal of Entry, Ejection, Identification, 37.107 Trespass on School Grounds or Texas Penal Code Section 30.05 Criminal Trespass.

An offense under this section is up to a Class B Misdemeanor.

Appeal of this notification can be made through the HISD Complaint Process found on the district website and in Board Policy FNG (Local).

Issued by:

Misty Davis

Misty Davis, Principal

Student signature: _____ Parent signature: _____

E. Hutto ISD Student Services Team Information & Consent Forms

Dear Parent(s) / Guardian(s),

The Hutto ISD Student Services Team is composed of Licensed Mental Health Professionals (Professional Counselors and Social Workers) located at your child's school. We work closely with school administration, counselors, and teachers to create a plan for service that reflects the needs of each campus. Our purpose is to improve your child's well-being - in the classroom as well as at home and in the community. Case management, individual and group counseling provide your child access to additional help in order to meet their educational needs. Our team uses a variety of supportive, therapeutic, and psychoeducational strategies to enhance functioning and increase opportunities for your child's success.

The Student Services Team may share concerns or suggestions with you, and we will always welcome your involvement. We have found that children benefit most from interactions with our team when they feel they can discuss concerns confidentially. Licensed Mental Health Professionals are legally and ethically bound to report specific information about a student in cases where the safety of the child or others is involved or if we are subpoenaed by a court of law.

Student Services Team members will not discuss specific, private information about students with school personnel. However, we may speak in general terms with school personnel about how they can better support your child.

If you would like your child to participate in services, please return the consent form(s) included with this information.

If you have any questions or would like to know more about our program, please contact the team member serving your child's school.

Sincerely,

JAPorter

Jennifer A. Ashman-Porter, M.Ed., LPC-S

Director of Student Services

Secondary Student Support Team:

Hutto HS: Zaneta Castro (zaneta.castro@huttoisd.net)

NGC: Jeanette Molina (jeanette.molina@huttoisd.net)

Hutto Middle School: Mallory Stover (mallory.stover@huttoisd.net)

Farley Middle School: Keisha Colley (keisha.colley@huttoisd.net)

HUTTO ISD INFORMED CONSENT FOR STUDENT SERVICES

Qualifications: Our Student Services Team members hold master’s degrees in social work, counseling, or a related field.

Services: Services have been shown to help provide solutions to specific concerns. Services will be most successful when you and your student take an active part in services. The Student Services Team attempts to balance insight and behavior oriented services with student’s social and emotional needs pertaining to being successful in school. Student Services Team members typically meet with students weekly or bi-weekly for 10-20 minute check-ins. Students are responsible for completing any school work that is missed during check-ins. Hutto ISD provides student services free of charge. Certain demographic data is collected for statistical purposes only and does not identify students. Services are voluntary and can be ended at any time.

Emergencies: In the case of a mental health emergency, please call 911 or go to the nearest emergency room.

Limits on Confidentiality: What students and guardians say to Student Services members will be held in confidence. However, you should understand that there are certain circumstances and conditions under which the content disclosed may no longer qualify as confidential. Since circumstances vary, it is impossible to provide a complete list of all possible circumstances under which the content may no longer be confidential.

- We are legally obligated to disclose information if there is reason to believe that students may harm themselves or harm someone else.
- We are legally obligated to disclose information if there is reason to believe that you or your student are involved in or have knowledge of child abuse, elderly abuse, or the abuse of anyone who is incapable of protecting their own rights.
- We are legally compelled to testify in a court of law if a judge determines testimony is necessary.
- There may be times to disclose information to school personnel, school counselors, or teachers who have a specific need to know in order to provide a safer and more effective learning environment for the student.
- E-mail communication is not confidential.
- If I see you or your family in public, I will not acknowledge you unless you acknowledge me first.

Minors/Guardians: If applicable, you must present custody orders which clearly show that you have the right to give consent for services. Without the most recent custody orders or divorce decree, we cannot provide services for your student.

Violations: If you have a problem concerning services that cannot be resolved with a member of the Student Services Team, first call the Director of Student Services at 737-327-5218. An individual who wishes to file a complaint against an LPC, LMFT, LMSW, or LCSW may write to: Texas Behavioral Health Executive Council, Attn: Enforcement Division, 1801 Congress Ave., Ste. 7.300, Austin, TX 78701, call 1-800-821-3205 or email: enforcement@bhec.texas.gov

Acknowledgement: *By signing below, Guardian (s) acknowledges that he/she has reviewed and fully understands this Agreement and agrees to virtual and/or face-to-face services for your student.*

Your signature below indicates that you have read this agreement and agree to its terms.

_____ Date: ___/___/___

Signature of Parent/Guardian

_____ Date: ___/___/___

Signature of Parent/Guardian

_____ Date: ___/___/___

Signature of Student

_____ Date: ___/___/___

Signature of Licensed Mental Health Professional