

The Ennis Independent School District
Disciplinary Alternative Education Program



THE ALAMO EDUCATION CENTER
501 N. Gaines Street
Ennis, Texas, 75119
972-872-7332

EDUCATION FOR ALL

2019-2020

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The Alamo Education Center is an alternative campus designed to serve students in Intermediate, Junior High, and High School who, through severe or repeated violation of the Ennis Independent School District Student Code of Conduct policies or because of reasons defined in the Texas Education Code, have been removed from their home campuses.

These students are assigned to the Alamo in order to maintain their academics as well as meet their social and behavioral needs.

The curriculum of the school is designed around two broad goals relating to student behavior:

1. To work with the community to maintain its at-risk student population in a safe and secure learning environment, which is conducive to learning.
2. To provide an educational setting which will assure that all students achieve academically according to the prescribed EISD curriculum and prepare to participate successfully in the community in which they live and will participate in as an adult.

Students will receive instruction in their four core classes; English, Math, History, and Science, as well as social skills. If available, elective classes will be provided. Instruction in the Alamo is provided by an online computer based program, APEX. The district curriculum is followed in these core subject areas. Classes are kept small as enrollment allows. In addition to these classes, students will focus on study and social skills, along with conflict resolution skills. Students will be responsible for setting goals and developing problem-solving and coping skills. Students will have a class that will allow them to work on grade recovery for core subjects.

INTAKE/ORIENTATION

Students will be assigned to the Alamo from their home campus administrators as outlined in the EISD Student Code of Conduct. **Once assigned, parents/guardians must attend an Intake/Orientation Meeting.** These meetings are held at different times during the week and are for the purpose of intake, as well as an orientation to the school and its policies. **Students will only be allowed to begin at the school through this meeting.** Once the parent has been notified of their student's referral to the Alamo, they must call immediately to set an appointment with the principal (972-872-7333).

DISMISSAL/RETURN TO HOME CAMPUS

Dismissal will be determined by the successful completion of the assigned number of days, successful behavioral performance, successful academic effort, and achievement. Before a student is dismissed from the Alamo, notification to the administrator of the student's home campus will take place to report attendance, behavior, academic achievement, point requirements, and future expectations. If the student has not successfully met the above requirements, additional time will be assessed in DAEP. Parents will be required to attend the dismissal meeting prior to the student returning to their home campus.

DISTRICT WIDE CELL PHONE POLICY.

Due to the nature of the Alamo DAEP, students are prohibited from taking cell phones in classes. If the student defies this policy, the cell phone will be confiscated and only released

to the parent or guardian after payment of the \$15.00 return fee or the 5 day holding period. The fine is \$15.00 to retrieve the phone unless waived for a 1st time offense.

NON-DISCRIMINATION STATEMENT

The Ennis Independent School District does not discriminate on the basis of race, color, age, gender, national origin, religion, or disability in educational programs, admission/enrollment decisions or activities that it operates, as required by Title VI, Title IX, Title II and Section 504.

CONFIDENTIALITY STATEMENT

The Ennis Independent School District, in accordance with the Family Education Rights and Privacy Act ("FERPA") restricts access to protect the student's records as required by law. Directory information on students will be released upon request without a parent's consent unless the parent elects in writing to restrict directory information. The forms on which parents/guardians can indicate their elections are sent home each year.

GENERAL POLICIES AND PROCEDURES

Academics

Students are expected to start their academic work upon arrival and continue until they are released to go home. Alamo staff do not assign nor grade any assignments.

All elementary/intermediate students will receive academic lessons through assignments sent from their home campus teacher. Upon completion, assignments will be returned to the student's home campus teachers for grading. Student assignments will come in the form of paper and/or computer for grades K-6.

Secondary students will receive lessons through APEX. It is the student's responsibility to let the Alamo staff know if they are not receiving work from a particular teacher or subject, or if they lack the necessary materials or supplies to complete their assignments.

Students and their parents/guardians need to be fully aware that the DAEP is not a typical classroom and the student maintaining or increasing their grades will ultimately be the responsibility of that student.

Attendance

The Alamo is an alternative school dedicated to ensuring that students learn prescribed academic and social/behavioral skills in all areas. Attendance is extremely important in order to meet this goal.

It is the parent's and student's responsibility to make sure that the student arrives and leaves campus at the correct times. **If a student is absent for any reason, it is the parent's responsibility to notify the school at (972) 872-7332 by 8:30 A.M. of that day.** The EISD Student Code of Conduct details the district's attendance policy. A student who accrues more than

eight (8) days of unexcused absences in a semester may be denied credit for that semester. The EISD truant officer will be notified when the student has been absent for three (3) days for unknown or unexcused reasons in any semester.

Students are responsible for make-up work. Students should check for make-up work from their teacher after returning from any absence. After notice of short term illness or family emergency which require the student to be absent for three (3) or more days, parents/guardians may request the student's make-up work. Make-up work will be available after 2:30 pm the next day. Days in which students leave early will not be counted toward their total assigned days without specific prior approval from the principal.

Students arriving after 8:30 A.M. will not be allowed to enter the building without a parent check in. Parents need to notify the school if their student will be late to school. After five (5) tardies, an additional day will be assigned to the student's placement at the Alamo.

Dress Code

All students at DAEP will follow the EISD Dress code along with these additional restrictions in the Alamo Dress Code.

Students who are out of dress code may not be allowed in classrooms and will lose points. Every effort will be made to assist the student to get into dress code. They may be assigned to wait in the supervision room until appropriate dress code standards are met. This will be counted as an absence from classes and assignments. Absences due to dress code violation are counted as unexcused. It is the parent's responsibility to ensure their student is in dress code each morning. Students may call parents/guardians to bring appropriate clothing.

Shirts

- Collared knit button polo style shirts or dress style buttoned shirts/blouses/turtlenecks (Long and short sleeved).
- Must be appropriately sized in the shoulders, sleeves, and length.
- Appropriate standardized dress must be worn under sweatshirts and sweaters
- Appropriate logos are allowed providing they adhere to the dress code.

Colors:

- White

As the student earns points for his/her behavior, the following is also allowed:

- Level 2 - Solid Black knit button polo style shirts or dress style buttoned shirts/blouses/turtlenecks (Long and short sleeved).
- Level 3 - Students are allowed to wear maroon, gray, black, or white spirit shirts or college shirts on Fridays with jeans.
- Level 4 - Students may wear any EISD appropriate dress code items.
- Spirit shirt designs must feature maroon, gray, black, or white colors and include either a campus or district approved organization, the campus or district name, the campus or district logo, or feature the Lion mascot.

Pants and Skirts

- Pleated or flat front docker-styles slacks or pants
- Knee length walking shorts
- Capri pants for female students
- Belts, scarves or sashes must be of the approved color.

Colors:

- Khaki or Black

Belts will be required for all students. Extra large belt buckles are not permitted. No belt buckles may be larger than a credit card. Shirts must be tucked in.

LEGGINGS ARE NOT PANTS AND ARE NOT ALLOWED. Pants with elastic waist will not be allowed.

General

- Athletic Shoes, loafers, dress shoes, or other shoes that have both closed toe and heel.
- Dress sandals appropriately secured to the foot in both front and back.
- Shoes must match each other
- No house slippers or slides or flip flops may be worn.

Light jackets worn in the building must meet all standards for shirts. These over shirts or jackets may be worn without being tucked in as long as they are **open down the front**.

No form fitting or see through clothing.

Skirts may be no shorter than 1/2 the distance between the extended fingertips and the middle of the knee. Shorts must be knee length.

Facial hair must be cleanly shaven (No beards).

Make-up or hair treatment/color that is considered inappropriate or distracting will not be allowed.

No designs, patterns or multiple lines cut or shaved into the hair/head will be allowed.

Accessories

No jewelry will be allowed, this includes watches. If jewelry is brought to school, it will go into the student's bin for retrieval as they exit the building. Any type of head covering is forbidden in the building, including hats, caps, and scarves.

Bandanas and "rags" will not be permitted on school property.

Backpacks are not permitted. Purses will be subject to search each morning and will be filed in the student's bin.

All tattoos must be covered. Covering tattoos is the responsibility of the student and must be done before entering school property. Coats and jackets worn to school during cold weather may be any color and must be stored. They are not accessible to students during the day. They cannot be worn in class. Sweatshirts, fleece jackets, sweaters and long sleeved shirts with openings down the front are allowed and encouraged if student gets cold in class.

Drop Off

When students are dropped off or arrive on campus, they are required to enter the building immediately. Students who fail to do this will receive additional consequences. Parents/guardians will not need to sign their student in for the day. DAEP students are to be dropped off at the front entrance. Parents/guardians are expected to watch their student enter the building.

The school day for DAEP will be 8:15 a.m. - 3:50 p.m. The school doors will be opened at 8:10 a.m. Students are to remove coats, hoodies, etc. once they enter the building. Students are to be completed with the check-in process and in their classrooms by 8:30a.m. Students need to arrive on the Alamo campus in time to allow for check in processing.

Drug and Alcohol Intervention

All students assigned to DAEP for a drug and/or alcohol violation will be required to complete a Drug/Alcohol intervention course before they will be allowed to return to their home campus. A drug/alcohol intervention specialist will also be included in the student's program. All other students will be given the option by their parents/guardians to complete the program.

Hours

Classes will begin at 8:15 A.M. and dismiss at 3:50 P.M. Students may arrive at the Alamo no earlier than 8:10 A. M. Students may not loiter around the neighboring buildings before school or after school. Students are to proceed to the classroom for breakfast after clearing the metal detector.

Illness /Injury

In case of serious injury or sickness of a student during the school day, the parents are called immediately. If neither parent can be reached in the event of a serious emergency, the school will seek immediate medical attention for the child. If an ambulance is necessary, **THE PARENT OR GUARDIAN WILL BE RESPONSIBLE FOR THE TOTAL COST.**

Lunch

Prices are the same as regular school lunches. Breakfast for all EISD students will be **FREE**. Student lunch program accounts will be transferred. Lunch money can be turned in at the main office or on the internet at myschoolbucks.com. Checks must be made payable to Sodexo and the student's lunch ID added to the memo line.

Students not signed up for lunch may not receive a prepared lunch. Students may bring a lunch from home. Free/Reduced lunch program forms are available during orientation meetings. These forms must be completed each year in order for students to qualify for program assistance.

Outside restaurant food is not allowed. Lunches brought to the Alamo must not require reheating or refrigeration. Drinks brought into the Alamo must be factory sealed. No energy drinks, power teas, energy shots, etc. Opened drinks will be discarded.

Students are expected to maintain a clean, neat, and orderly eating area. Disciplinary consequences may be assigned for a student's area being left untidy.

Materials and Supplies

Students should not bring any supplies, such as paper, pens, pencils, notes, or binders. School issued Chromebooks or personal computers are not allowed. DAEP computers are provided to students. Other items, such as bags, purses, wallets, caps/hats, radios, phones, or other electronic devices may not be brought to the Alamo and will be turned in at check-in.

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Students may be asked to sign an additional student agreement regarding appropriate use of computer resources, and violations of this agreement will result in disciplinary action.

Permission To Leave Campus

No student is allowed to leave the building without permission from the school staff/office. Parents/guardians must notify the office and sign students out when leaving during school hours. Failure to obtain permission before leaving will be considered severe misbehavior and will be dealt with in a manner consistent with the appropriate level of consequences.

Anyone entering or leaving the Alamo MUST BE checked in/out through the office. Only parents, individual(s) to whom the parents have given prior written permission, or duly designated officers of the court may take the student to/from school grounds. Please include on the permission slip a phone number where said adult may be reached at all times. Anyone checking a student in/out must show a valid picture ID.

Personal Items Brought To School

Each student will be screened each morning by a hand-held metal detector and must submit to emptying their pockets upon entering the DAEP. Purses and all materials will be checked on a daily basis. Students will not be allowed to bring non-school related items into the Alamo. **The Alamo staff will assume no responsibility/liability for any lost or stolen items under any circumstances, nor will staff time be spent trying to investigate and/or recover these kinds of disallowed items.**

Additionally, students will be required to remove their shoes and surrender any other items brought to the DAEP for examination. Students are required to take off their coats, jackets, or hoodies in the vestibule as they enter the building. These items will be placed in a location where they are not accessible to the student while at the Alamo.

Students should assume that everything brought to the Alamo will be searched by the staff, and therefore, students should have no expectation of privacy of any personal possessions, including notes, lunch boxes, purses, wallets, etc. Any articles considered inappropriate for school will be removed at this time. Cell phones and jewelry will be taken up and filed in the students bin. Students will be given these items as they leave the building. Any illegal items found will immediately be turned over to police. These items include, but not limited to fireworks, weapons, pepper spray, drugs, drug paraphernalia, etc. Please refer to the EISD Code of Conduct. **Students assigned to the Alamo may not bring cell phones into class areas. There will be a charge of \$15.00 before releasing confiscated phones to the parent.**

Items that are inappropriate for school will be confiscated. These items include, but not limited to lighters, matches, tobacco products, inappropriate published or written material, gum, candy, toys, "weapons," wallet chains, markers, whiteout, aerosol cans, etc. Teachers may remove any article, which is perceived as causing a disruption to the learning environment. Inappropriate clothing, per dress code, will be confiscated and may only be released to the parent or guardian during a conference. Multiple security cameras are located in the DAEP building.

Pick Up

Parents/guardians will not need to sign out their student at the end of the day. However, if the student displays inappropriate behavior at dismissal, parents/guardians will be required to sign out their student for the rest of the placement term. Sign out is located at the front desk. Parents/guardians will then escort their student back to their vehicle.

Restroom Usage

Restroom breaks are scheduled during the school day. Students are expected to tend to their needs during these break times. **Only one person at a time is allowed in the restroom – NO EXCEPTIONS.** Emergency provisions for restroom use are based upon information available to teachers.

Textbooks

Intermediate students may be issued textbooks. Students are responsible for the condition of the book during the time it is checked out to them. **Students must pay for lost or damaged books.** Refusing payment may result in denial of provided textbooks in the future. If a student comes to the Alamo owing money for lost textbooks at their home campus, that student may be denied the privilege of having textbooks checked out for use outside of school.

Transportation

Ennis ISD will **not** provide transportation to and from the Alamo. It is the parent and student's responsibility to make sure that the student arrives and leaves campus at the correct times. Students must be given permission to drive their own vehicles to the Alamo (as applicable). Students must provide the principal with the needed information regarding their vehicle. Students who drive themselves and have a third tardy will have this privilege revoked. Alamo students may not give or receive rides to other Alamo students. Alamo students may not loiter in their vehicles. Loss of driving privileges and additional DAEP days will result if transportation procedures are violated.

Trespass Notice

It is important to remember that each student assigned to the Alamo has been issued a Trespass Warning for all EISD campuses and events. This means students are not allowed at any games, activities, or events at any campus in the district. Any violation of the terms of this Warning will be prosecuted to the fullest extent of the law.

Use Of Telephone

The school phone is for business purposes. Students may use the phone for emergencies only. Parents are asked not to call their children unless it is absolutely necessary.

MOTIVATION AND DISCIPLINE FOCUS

Being assigned to the EISD DAEP is a serious occurrence. The rules for the Alamo are purposefully more restrictive than those for the regular school environment. This is due, in part, to the fact that an infraction in the Alamo could lead to a range of disciplinary actions, including law enforcement and/or expulsion.

Students at the Alamo will follow the Ennis Independent School District Code of Conduct handbook. In addition to these guidelines, students will be placed on a behavioral-motivation system, which allows students to earn points toward privilege levels. With this system, students, staff, and parents/guardians can monitor the student's behavioral progress toward appropriate classroom conduct and reactions.

All offenses will be documented on a Behavior Report. A copy of which will be given to the student at the end of the day. The student is expected to give a copy to his/her parents/guardians. Students committing three Minor Offenses in one school day, at a minimum, will lose credit for the day requiring that day to be made up at the end of their assigned DAEP term.

Examples of a Minor Offense at the DAEP include, but are not limited to:

- Off task behavior or talking without permission
- Tardy
- Head down on desk, sleeping or not working

- Chewing gum, eating, or drinking at any time other than lunch
- Leaning out of desk cubicle, looking around, not facing forward
- Making noises
- Refusing to work

Examples of Major Offenses that will result in an immediate suspension and/or added day, expulsion, police citation, and/or arrest at the DAEP include, but are not limited to:

- Refusal to follow the directives/directions of the DAEP staff
- Inappropriate language or gestures (including non-verbal body language directed at the DAEP staff)
- Disrespect/defiance
- Refusal to submit to metal detection or any other check-in procedure
- Refusal to comply with dress code
- Improper use of computer or any other DAEP property
- Arriving to the DAEP in possession or under the influence of any banned substance or contraband as listed in the EISD Code of Conduct
- Offenses listed in the EISD Code of Conduct

Moreover, as stipulated in the placement order, a student who loses credit for the day due to disciplinary infractions, will be required to make up that unsuccessful day. DAEP students are required to make up any days that are not served due to absence or suspension.

Due to the nature of the alternative school, **illegal or harmful behaviors will be dealt with strong consequences.** If a student chooses a behavior that is illegal or harmful such as violence, threats of bodily harm, theft, possession of illegal items, vandalism, gang associated activity, etc., police will be involved. The student will be held accountable within the legal system as well as options spelled out in the student code of conduct. The Alamo has an Ennis Police Officer on duty each day. Students who display serious and/or illegal behavior may have a police report filed or be placed under arrest by the officer.

DISCIPLINE OPTIONS

When a student is unable to comply with the expectations for appropriate conduct, the following options may be used:

Teaching Interactions

Teacher will use this opportunity to interact with the student to encourage appropriate alternatives. This is to be a quiet, private interaction between the student and teacher. This interaction will end and referred to the principal if the student becomes abusive and the interaction is counterproductive. The student may have corrective actions including point losses.

Loss of Points

The student may be denied points. The teacher will interact with the student about denied points to encourage the student to choose an appropriate alternative behavior in the future.

Time Out in the Classroom

This option may be used in two different manners. It consists of a study area in/or near the classroom area where the student may sit and gain control. The teacher may instruct the student or the student may choose to go to the time out area in order to gain control. Because this area is out of the mainstream of the class communication flow, it provides the student with decreased stimulus and allows him/her to calm themselves and consider options in order to make rational choices concerning his/her classroom conduct.

The student must follow these guidelines while in timeout:

1. Sit appropriately, causing no disruptions to the class.
2. Follow teacher instructions concerning time limitations.

Conference with the teacher

The teacher or aide may remove the student from the classroom area and spend several minutes with the student attempting to bring the student back into instructional control. As with the interaction, this is a private conference and will end if the student becomes abusive to the point that the conference is counterproductive.

Intensive Class Supervision (I.C.S)

Students who continue to cause major disruptive behavior in class environment may be denied the privilege of remaining in the regular classroom and may be placed in a temporary ICS room, with an office referral, while waiting for an administrator to work with them. This room is set up as an isolated room where students will sit quietly, without communicating in an assigned area. The administrator may assign a behavior related assignments to be completed while in ICS room at the appropriate time. ICS is not an in-school suspension that allows the student to complete class work outside of the classroom. Students are responsible to make up all assignments missed while in ICS.

I.C.S. Rules & Procedures

1. Follow teacher instructions immediately.
2. Work on assigned task appropriately.
3. Raise hand for permission to ask questions or leave assigned seat for any reason.
4. Maintain a quiet and cooperative atmosphere.
5. Clean your area before leaving.

Disruptive behavior in I.C.S. may result in a suspension.

If a student is persistently being placed in I.C.S., he/she will be placed on a behavior contract, which may move consequences to the next step, (i.e. out of school suspension). If the student is disruptive while in I.C.S., the parent will be called to pick up the student. A parent conference will be required if the student is out of school suspended from I.C.S. before the student is permitted to return.

Cooling Off Period/Suspension

Students who continue to persistently violate behavior expectations may be sent home for up to 3 days per violation. Parents/guardians must arrange a conference with school administrators before the student is permitted to return. **After the second time a student is sent home for severe and inappropriate behavior, the next offense may warrant a hearing for expulsion.** Students are responsible for work missed while at home for disciplinary reasons.

Police Intervention

The Alamo employs an Ennis Police Officer daily. Students who engage in serious behavior such as threats, assaults, fights, illegal activities, or serious disruptions may have police intervention. Any illegal actions will be reported to the police immediately.

Restitution

Students at the Alamo are taught to problem solve concerning their choices of behavior and alternatives. Often the student will be asked to design a plan to make up for an inappropriate behavior, especially if that behavior is destructive or interferes with teaching. Each plan of restitution would be an individual plan worked out by the student and staff. The plan might also require administrative and parental approval.

Expulsion

Per the Texas Code of Education, Section 37.007, a student who has been placed in an alternative program and continues to engage in serious or illegal misbehavior may be expelled. Students who continue to choose inappropriate conduct while at the Alamo may be considered for expulsion. Students who are expelled will **not** be allowed to enroll at any EISD campus. Expulsion is an offense according to the Texas Education Code of Conduct and must be reported directly to the County Juvenile Justice Board.

SAFE SCHOOLS

Campus Security

An EISD police officer will be on campus or available at all times. A video security system is utilized on campus as well as throughout the building.

Crisis Drill

Fire drills, lockdown drills, and severe weather drills will be conducted in compliance with state and school board codes.

Metal Detectors

Students at the Alamo must clear through a metal detector every morning. Purses, supplies, pockets, jackets, and shoes will be checked. Any articles considered inappropriate or unnecessary for school will be confiscated at this time. Cell phones and jewelry will be placed in a bin for retrieval at the end of the day.

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. The Alamo incorporates the use of drug dogs and metal detectors.

STUDENT MOTIVATION/EVALUATION SYSTEM

Student effort and behavior on campus will be evaluated using a point system, which allows the student to earn points towards a privilege system. These points will be based on campus and class expectations. 100 points can be earned per day. Points earned by each student will be marked at the end of each class/period by the staff. Behavior report will be sent home daily with students.

Points will be totaled each day and averaged each week. The weekly average will determine the student's level for the next week. Level 1: 0-1000; Level 2: 1001-1500; Level 3: 1501-2000; Level 4: 2000+. Please contact the administrator if you have any questions.

Areas to Earn Points:

- 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.
 - Be on time and prepared for the day.
 - Finish all assignments as assigned by teachers.
- Participation in class/activity (AM and PM).
 - 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.
 - Student remains on task.
 - Participate appropriately in discussions when applicable.
 - No sleeping, student is upright and working at all times.
- Remain in seat and keep the area clean.
 - Student will remain in seat, working, facing forward at all times.
 - Student will keep area clean and orderly.
 - No graffiti

- Remain in dress code.
 - Shirt tucked in at all times and worn appropriately at all times.
 - Pants and shoes must be worn appropriately at all times.
 - Tattoos must be covered.
 - No earrings or spacers.
 - No tight rolling pants or tucking pants into socks or shoes.

The Alamo Education Center Acknowledgement Forms

All Signature Forms are located below. I understand documents that are signed electronically have all the same legal validity as those that are signed with a ballpoint pen.

[Student Information/Emergency Contacts/Authorization to Transport Form](#)

[Parent/Guardian Contract](#)

[Student Contract](#)