

# Lighthouse Learning Center

## BISD DAEP

### 2022-2023

# Student Handbook

DAEP laws: [http://rier.tea.state.tx.us/rules/tac/chapter\\_103/ch\\_103\\_cc.html](http://rier.tea.state.tx.us/rules/tac/chapter_103/ch_103_cc.html)

§103.1201. Standards for the Operation of School District Disciplinary Alternative Education Programs.

The Brazosport ISD Disciplinary Alternative Placement Campus is a disciplinary alternative education program (DAEP) established in conformance with the Texas Education Code (TEC), §37.008, and this second is defined as an educational and self-discipline alternative instructional program, adopted by local policy, for students in elementary through high school grades who are removed from their regular classes for mandatory or discretionary disciplinary reasons and placed in a DAEP.

Because of the disciplinary measures, videotaping is a means of safety for our students and staff. Classrooms and common areas are equipped with cameras and may be accessed by authorized personnel only.

Updated Jun 30, 2022

## Contact Information

**Lighthouse Learning Center Campus**

**1035 Dixie Dr.**

**Clute, TX 77531**

**(979) 730-7340 Fax: (979) 730-7369**

Principal - Shannon Hester - [shester@brazosportisd.net](mailto:shester@brazosportisd.net)

Secretary - Isla Freudensprung - [isla.freudensprung@brazosportisd.net](mailto:isla.freudensprung@brazosportisd.net)

At-Risk Coordinator - William Heath - [william.heath@brazosportisd.net](mailto:william.heath@brazosportisd.net)

Counselor- Paige Potts - [paige.potts@brazosportisd.net](mailto:paige.potts@brazosportisd.net)

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## **Our Motto**

**It's a Great Time to let your LIGHT SHINE!!!**

## **Our Vision**

***Helping students to become positive, productive citizens and fulfill their life's dreams***

## **Our Core Beliefs**

- ***We believe EVERY child deserves the highest quality education.***
- ***We believe that every person is accountable for student success.***
- ***We believe students find purpose through connections with their schools.***
- ***We believe collaborative partnerships are vital to strengthening the learning environment.***
- ***We believe all students should have equitable access to technology that will enrich their education and provide them with the tools to be lifelong learners in a global society.***

## **Our**

## **Mission**

***The mission of The Lighthouse Learning Center is to provide hope with educational opportunities designed to meet students' diverse social and academic needs in a structured, but compassionate learning environment.***

## Lighthouse Learning Center Campus Expected Behaviors:

- Students will adhere to the Lighthouse Learning Center dress code at all times.
- Students must walk to their designated class and remain silent.
- Students will follow instructions the first time given without hesitation.
- Students will be respectful to staff and peers at all times.
- Students are expected to go to the restroom during their assigned restroom break times.
- Students will follow each teacher's classroom rules/expected behaviors.
- Students may not bring any items on campus.(Including but not limited to: make-up, candy, pens, mechanical pencils, backpacks, jackets, jewelry, purses, or any item that would be a violation of the law or that would jeopardize the safety of others.)

## Parent/Guardian Expectations:

- Contact the office when your student will be absent and provide documentation for the absence upon the child's return.
- **Wait until a staff member has checked your student in each morning before leaving.** When your student is **TARDY**, you **MUST** walk them into the office and sign them in.
- Wait with your student at AM drop-off until the designated time (See Arrival Times)
- Review and sign any paperwork given by staff.
- Pick up your child by
  - **2:35 pm** for High School Students
  - **3:35 pm** for Middle School Students
  - **Failure to pick up your students before the allotted time will ensue a call to the police. Your child is your responsibility.**
- When your child is suspended you **MUST** provide transportation for them within the given time or the police will be called and your child will be cited with trespassing.
  - It is your responsibility for your child to attend school and be on time.

## Lighthouse Learning Center Campus Procedures:

### Attendance

- High School Arrival: 7:00 am -7:15 am for searches and breakfast
  - Classes start at 7:40 am
- Middle School Arrival: 8:00 am -8:15 am for searches and breakfast
  - Classes start at 8:40 am
- Dismissal for High School: 2:25 pm
- Dismissal for Middle School: 3:35 pm

**\*Failure to pick up your students before the allotted time will ensue a call to the police. Your child is your responsibility.**

### **Tardy Policy**

- *Each tardy will result in a loss of 25 points. Every student arriving after 7:40 am (beginning at 7:40 am) will be marked as tardy.*
- When your student is **TARDY**, you **MUST** walk them into the office and sign them in.

### **Absences**

When a student is absent, the parent is required to call the Lighthouse Learning Center office to report the absence. Parents **MUST** also provide written documentation of the absences **within three days** in accordance with district policy. Notes will **NOT** be accepted **after three days** and the student will lose any points associated with an unexcused absence. Truancy will be filed on any student who is out of compliance with the district attendance policy.

### **Transportation**

It is the parent's responsibility to provide transportation for their child to and from the Lighthouse Learning Center Campus. Students are allowed to walk home if they live within 2.0 miles of the Lighthouse Learning Center. The district will provide bus transportation for Freeport Students.

### **Clinic**

Parents/Guardians must pick up students with fever or vomiting.

### **Medicine**

The school nurse will administer prescription medicine. **MEDICINE MUST BE BROUGHT BY THE PARENT (NOT THE STUDENT) IN THE ORIGINAL PRESCRIPTION BOTTLE WITH A LABEL.** The medicine administration form must be on file.

### **Trespassing**

Lighthouse Learning Center students are allowed on the Lighthouse Learning Center Campus only and may only be on the Lighthouse Learning Center Campus during normal school hours (including drop-off and pick-up times). Students may not be on any other Brazosport ISD campus for any reason. This rule applies to the formal school day as well as after-school functions such as dances and sporting events. Students in violation risk being charged with criminal trespassing. A student placed in a Disciplinary Alternative Education Placement Campus also referred to as DAEP, may not participate in or attend ANY school-sponsored or school-related extracurricular or co-curricular activities during the period of placement.

### **Counselor**

In order to see the counselor you must ask your teacher or administrator to fill out the required form to see the counselor. If a student is in CRISIS or an emergency, the Principal or Counselor will work with the student immediately.

### **Arrival Procedures**

Once the bus has left the car rider/bus line, a staff member who is checking car riders will

motion to the first car to pull up and the student to step out of the vehicle. The student will be checked for Lighthouse Learning Center dress code compliance. If the student is not in compliance, the student will be told to get back into the vehicle. The parent will be informed of the dress code infraction. The parent can then leave, get the student in dress code compliance, and return him/her back to the Lighthouse Learning Center campus to be checked again before being allowed to enter the Lighthouse Learning Center campus.

After the student has been confirmed to be in dress code, the parent may leave and the student will get in line to be searched with the metal detector. Students are to stay in dress code (belt on pants and not in hand) until they are asked to remove the belt.

Females will enter at door 2 in the front hallway.

Males will enter at door 3 by the basketball court

The student will need to remove their shoes, belt, and sweatshirt. He/she should also untuck his/her shirts (both undershirt and polo). Female students will need to take their hair down for a thorough search.

Pat searches will include:

- Checking socks to ensure nothing is being hidden inside
- Checking shoes to ensure nothing is being hidden inside or under the insole
- Checking sleeves and inside and outside of collar
- Checking waist by running hands around the waistline and shaking pants by the waist, ensuring that nothing is being hidden
- Pat searching the student's outline (arms, back {especially female's bra area}, trunk, and inside and outside of legs)
- Female students will need to shake their bra to ensure nothing is being hidden

After a student has completed the daily search, he/she will get into a complete dress code and report to the Lighthouse Learning Center cafeteria. Staff members will direct students where to proceed.

## **Dismissal Procedure**

High School -

- At approximately 2:25 pm (HS) and 3:15 (MS/ELEM), a staff member will begin calling bus riders to line up in the main hallway. Students will be released one at a time to load the bus. After all bus riders have been loaded, the bus will be cleared to leave.
- At approximately 2:30 pm (HS) and 3:20 pm (MS/ELEM), Car riders/Drivers will begin being released. The students will be released one at a time out of the side entrance (door 2) as their parents arrive
- Walkers will be released after the cars from the car rider line are clear from the walkway.

## **Lighthouse Learning Center Campus Exit Requirements:**

Before students can be considered to exit the Lighthouse Learning Center Campus program, they must:

- Have earned the required number of points.
- Be passing all classes (or have made significant progress)
- Have minimal disciplinary referrals.

Grades will be checked weekly. Teachers will contact the parents of any student not making sufficient academic progress.

**Successful Outcomes Program:** A student is eligible to receive days off of their DAEP assignment if the student meets LLC expectations for behavior, grades, and attendance. This decision will be made by the Principal of the Lighthouse Learning Center.

## **Lighthouse Learning Center Campus Physical Education (PE):**

Physical Education is a required element of the Lighthouse Learning Center Campus program. It is designed to challenge the individual physically, cognitively, emotionally, and socially. At Lighthouse Learning Center, physical training promotes mental wellness, problem-solving, self-confidence, endurance, physical fitness, and self-esteem. The students are not required to be of great athletic ability; however, they must show commitment and desire for change.

### **PE Schedule:**

- **This may include but is not limited to circuit training, cardio, weights, and aerobic exercises during the week.**
- **PE is a part of the student's schedule and must be completed daily. Failure to complete PE will result in a failing grade, loss of credit, and loss of points.**

### **PE Uniform:**

- For PT, students will wear their black pants and may take off their polo shirt if wearing the correct undershirt.

**\*A student must have a doctor's note with specific instructions and specific dates to be followed in order to be excused from any activity. Without a doctor's note, the student will be required to participate in PE.\***

## **Hallway Rules and Procedures:**

- No talking or whistling in the hallway! It should remain silent at all times.
- Keep your hands behind your back.
- Walk on the right side of the hallway in a single file line at all times.
- When you arrive at your classroom, wait for permission from the teacher to enter.
- Do not stop at other classrooms or the counselor's office to speak to a teacher/student.
- Anything other than walking directly to your assigned classroom will be considered truancy.
- Do not stop at the restroom. All students will be given restroom breaks at predetermined times during the day.

## Lighthouse Learning Center Dress Code:

The Lighthouse Learning Center dress code is to be followed at all times. Our goal is to establish a manner of dress that will reflect excellence and self-respect. The following dress code is intended to accomplish a standardized school dress without having to order from a specific uniform company or catalog.

### Daily Dress Code - Uniforms will NOT be provided by LLC

- SOLID White, Gray, or Black Polo style shirt.
- Solid black or gray crew neck short sleeve undershirt (if needed)
- Black pants (**No cargo**).
- Pants must be black material, with or without pleats, without cuffs. The pants must not have any frayed or ripped areas.
- This is the same expectation for females. Females who show up with **ANY PANTS** (such as but not limited to skinny, tight, stretchy/yoga) will be considered out of dress code.
- Solid white or black socks.
- Solid black leather/cloth-type belt (NO BELT BUCKLES WITH DESIGNS).
- Black, white, or gray shoes.
- A sports bra is recommended for young ladies. Undergarments should not show through shirts
- Solid black or gray crew cut sweatshirt is optional (no hoodies and no pockets)

### SHIRTS - LLC will not provide these.

- Solid White, Gray, or Black Polo style shirt
- Solid White, Gray or Black Long Sleeve button up shirt
- Undershirts may be worn but must be a solid white crew cut t-shirt or tank top to cover undergarments
- Solid Gray or Black crew neck sweatshirt with no hoods or pockets
- All students must keep their shirts tucked in tightly. Blousing of the shirt is not allowed. The belt must be visible.

### PANTS

- **MUST NOT BE TIGHT FITTING IN ANY WAY. DISCRETION WILL BE UP TO ADMINISTRATIVE STAFF.**
- **NO** joggers, cargo pants style, stretch fabric (YOGA PANTS), hip-huggers, or “skinny” pants
- **Pants are to be worn at the waist.** They must be fitted at the waist and in the crotch before being belted. Any student who is unable to keep his/her pants at the waist will be given the opportunity to tighten his/her belt or a zip tie will be used to assist in keeping pants at the proper fit. An attempt to notify parents will take place in each case.
- Students may not roll up their pant legs into tight cuffs.
- Slacks must be permanently hemmed at an appropriate length; no frays, slits, or tears.
- Tight or baggy fitting pants are not permitted at any time.
- No athletic shorts are to be worn under the pants.

### BELTS- LLC will not provide these.

- Belts are to be worn at all times and are to be leather, cloth, or plastic. Must be solid black or brown with no decorative designs. Belt Buckles must be plain without design.

### SHOE

- Shoes must be tennis shoes or athletic shoes, **NO VANS, SLIDES, BOOTS, or SLIP** on shoes will be allowed.
- Shoes must be black and white only, including the sole of the tennis shoe, with no accent colors (including the stitching on the shoe).



- The shoelaces must also be black or white.

### **SOCKS - Must be worn at all times**

- Solid colored with no inappropriate graphics

### **HAIR - Hair, eyebrows, and eyelashes**

Hair is to remain out of the student's face at all times.

- Females - Hair will be pulled out of the face into a high ponytail at all times
  - Females cannot pull hair from the ponytail to accent their faces
- Males - Hair needs to be cut and clean. No lines or designs can be cut into hair.
  - Males with hair exceeding 2 inches, must be pulled back into a ponytail and pulled out of their faces
- Headbands can be worn
  - Cannot be bigger than 2 inches
  - Must be black or gray in color
  - Only black or white hair ties are allowed and must be worn in the hair at all times. Students may not wear bands around their wrists.
  - Identifiable gang-related apparel will not be allowed.
- Hair cannot have designs
- Hair color must be a natural/ standard color.
- Eyelashes must be natural. No extensions
- Eyebrows must be free of shaved and dyed designs

\*An exception to the dress code will be made for students who, as a matter of their sincerely held religious belief, keep their hair long or uncut, or wear religious headwear or clothing, including but not limited to the Sikh dastar (turban), the Muslim hijab (head scarf), or the Jewish yarmulke (skull cap).

### **Jewelry, Tattoos, and Piercings**

- Including watches of any kind are not allowed. All jewelry will be confiscated, and parents will be required to pick it up from the front office. Prior arrangements will need to be made with the front office. Pickups of confiscated items are on Fridays ONLY. At the end of the school year, all unclaimed items will be disposed of.
- No visible body piercing will be allowed. **Clear and Flat spacers can be worn.**
- All tattoos, writing, or markings of any kind must be covered at all times, including during PE. Tattoos shall be covered if they are offensive, signify gang association, or cause a disruption of the educational process. Students who have visible tattoos and/or markings that do not meet the student code of conduct upon arrival will be sent home with their parents and expected to return once covered.
- **Students must provide** appropriate coverings for all tattoos if they do not follow the guidelines in the district code of conduct. Students must bring a box of Band-Aids to leave at school.

### **Make-Up and Miscellaneous**

- **Students shall not wear make-up while at LLC.**
  - Students will not wear make-up of any kind to school or related Lighthouse Learning Center Campus functions (including, but not limited to, foundation, powder, eyeliner, lip gloss, mascara, etc.).
  - Make-up wipes will be provided and any refusal to remove them will result in suspension and/or additional days added.

- Nail polish or artificial nails are not allowed.
  - No fake fingernails/tips or fingernail polish will be allowed. Fingernails for males and females should be kept trimmed (no longer than the end of the fingertip)
- No temporary dental covers (grills) will be allowed; only permanent dental appliances affixed by a dentist will be allowed.
- Masks are optional; however, if you choose to wear one, it must be plain black, gray or white, or the disposable black or blue. No writings, characters, or markings of any kind

**\*The Lighthouse Learning Center is not responsible for items brought to school. These items include, but are not limited to: Money, jewelry (necklaces, bracelets, piercings, watches, rings, etc.)**

- Items confiscated due to violation of the Campus Rules, except money, will be held in the front office.
- Cash will be placed on the student's lunch account up to \$20
  - Anything over \$20 will be confiscated and a parent will be contacted to come and retrieve the money.

#### **Cell Phones and other PROHIBITED items**

- **Cell phones are not permitted on campus**
- If a cell phone is confiscated the parent will be able to:
  - Pay \$20 to retrieve the phone in 48 hours
  - Pay \$10 to retrieve the phone in one week from the time of confiscation
  - Pay \$0 and the phone will be returned to the students on the last day of their assigned placement at the end of the day.
- Other Items (jewelry, clothing, billfolds, backpacks, etc)
  - **Parents must arrange with office staff to pick up confiscated items from the office. Item pickup will be on FRIDAYS only.**
  - Billfolds, purses, and backpacks are not to be brought to school.
  - At the end of the school year all unclaimed items will be disposed of.
- Violation of the LLC dress code will result in these consequences
  - Call home for parents/guardians to bring correct attire
  - ISS (In School Suspension) **if the room is available**
  - Cinching of pants with zip ties
  - After school detention
  - Unsuccessful day towards completion

**\*Since it is impractical to list every possibility of dress and grooming, final decisions concerning what is acceptable are left to a building administrator.**

**\*\*Any student out of dress code that cannot be corrected at school will be required to have a parent pick them up.\*\***

**Breakfast/Lunch Money:** Students are only allowed to bring money for their breakfast/lunch. It should be brought enclosed in an envelope labeled "Lunch money," with the amount enclosed and the name of the student listed. Any money found on a student will be considered lunch money and will be deposited into his/her lunch account. **Lighthouse Learning Center students are not allowed to bring food or drink to school at any time.** If the student is already on free or reduced breakfast/lunch, they will all be on free or reduced breakfast/lunch while at Lighthouse Learning Center.

# Brazosport Independent School District

## Lighthouse Learning Center CAMPUS PARENT/STUDENT CONTRACT

STUDENT: \_\_\_\_\_

ID#: \_\_\_\_\_

HOME CAMPUS: \_\_\_\_\_

GRADE: \_\_\_\_\_

This receipt is to verify that I and my student have received a copy of the Student Handbook of the District Lighthouse Learning Center Program, which informs us of our responsibilities throughout the Lighthouse Learning Center assignment. My signature below indicates that I understand the rules and regulations of the Lighthouse Learning Center program.

- I have read and understood the rules and regulations before me as binding. I understand that not meeting the guidelines and expectations of the Lighthouse Learning Center program may result in myself and/or my child incurring penalties which may include court, tickets, fines, ISS, or JJAEP. I understand that during my orientation at Lighthouse Learning Center, I received specific information regarding the dress code, point system, and Lighthouse Learning Center procedures. As the parent/guardian, I agree to support the Lighthouse Learning Center program and all of its initiatives. I also understand that failure to meet parental requirements will result in my child remaining in the program until all requirements are satisfied.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

- I understand the rules and regulations of the Lighthouse Learning Center program and agree to comply with and follow all rules at all times. I also agree to comply with and follow the student dress code and student code of conduct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I (Parent/Guardian): \_\_\_\_\_ have read all sections of the Lighthouse Learning Center Campus Student Handbook, including the highlighted sections below. By initialing below I verify that I have read all sections of the Lighthouse Learning Center Campus Student Handbook and attended the orientation where I could ask questions about policies and procedures governing the Lighthouse Learning Center Campus.