

LDMC

LOCKHART DISCIPLINE MANAGEMENT CENTER

LOCKHART INDEPENDENT SCHOOL DISTRICT

510 Wichita Street
Lockhart, Texas 78644
(512) 398-0204

Student/Parent Handbook 2021-22

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The Lockhart ISD Board of Trustees functions under their laws of the state of Texas in establishing district policy. Board meetings are open to the public except for designated executive sessions held in accordance with the Texas open meeting laws. Regular monthly meetings are held at the ML Cisneros Education Support Center, 419 Bois D'Arc. Regular Board meetings begin at 6:30 pm.

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Tyler Sproles, Mathematics and Science Teacher, LDMC

Cody Oxley, English Language Arts / Reading and Social Studies Teacher, LDMC
, Special Education Teacher, Pride High School and LDMC

MISSION STATEMENT

The Lockhart Discipline Management Center (LDMC) is the Lockhart Independent School District's discipline alternative education program (DAEP). LDMC is a self-contained, off-campus facility focused on working with students to develop positive behaviors for the whole child - socially, emotionally, and academically. In partnership with the student's home campus, LDMC provides an inclusive environment for students to learn lifelong strategies for success. The DAEP fosters academic growth towards excellence while encouraging self-discipline, self-respect, and good citizenship.

The DAEP staff believes:

1. Every student can learn and achieve.
2. Everyone must be treated with dignity.
3. We are responsible for the education and safety of every student.

Purpose of the Lockhart Discipline Management Center

1. Help students to be academically successful.
2. Help facilitate positive behavioral changes.

LDMC Campus Norms

Students will maintain and support a productive learning environment by ...

1. Following staff instructions.
2. Respecting oneself and others, personal boundaries, property, and environment.
3. Engaging in assignments using classroom resources (i.e. assignment instructions, books, research, teacher...) to complete work.
4. Applying effort and producing quality work in a timely manner.

Instructional Vision

Lockhart Discipline Management Center (LDMC) is LISD's discipline alternative education placement (DAEP). The focus of LDMC is to work with students to develop positive behaviors and continue academic progress while they have been removed from their home campuses.

Coursework Primarily Provided by Home Campus

- Home Campus Teachers provide work to LDMC through Google Classroom and/or Edgenuity
- Students will complete assignments submitted from their Home Campus Teachers
- Students will receive interventions based on data from the STAAR/EOC, or other data sources
- All core area teachers will send activities equal to 225 minutes per week or students will receive instruction through Edgenuity

- Elective Teachers will be encouraged to provide work that is as close a substitute as possible to home campus class work. LDMC teachers and leaders will seek out and suggest alternatives via Edgenuity

Electives

The focus of instruction at LDMC is English Language Arts, Math, Science, Social Studies, and behavioral intervention. Students will be provided time to work on Electives as core subject work is completed. Students are responsible for staying current with Electives assignments during the time provided at LDMC and at home.

Supplementary Coursework Facilitated by LDMC Teachers

Teachers and Leaders will:

- Use Edgenuity online courses to supplement home campus coursework
- Use a variety of assessments and provide immediate, actionable feedback

Individualized Student Support

Teachers and Leaders will:

- Use frequent assessments to identify the instructional needs of students
- Analyze data from assessments, draw conclusions, and share them appropriately
- Develop differentiated and enhanced learning experiences, develop reteach plans and improve future instruction based on assessment outcomes
- Actively monitor the impact of classroom-based interventions
- Identify the specific students that need additional support and target areas for each student

Social Emotional Learning

Teachers and Leaders will:

- Use social emotional curriculum to combine elements of relationship-based teaching and social-emotional learning
- Implement multiple courses of flexible, interactive, age-appropriate online curriculum oriented toward driving positive change through purposeful action in students' lives.

Arrival	8:40 - 9:00
Breakfast	8:40 - 9:00
1st Block	9:00 - 12:00
Transition/Lunch	12:00 - 12:30

Orientation Meeting

LDMC orientation meetings occur at the LDMC campus. Students and a parent/guardian are required to attend this **mandatory** meeting before they can attend LDMC. This session consists of a review of all LDMC rules, student and parent expectations, and information on what to expect while at LDMC.

The home campus administrative representative will provide to LDMC the placement order, a copy of the sending referral, and all applicable student information (any IEPs, BIPs, 504, Special Education paperwork). Students without a placement order will not be placed in the LDMC. Students must arrive to orientation in LDMC dress code.

Following Placement Hearing:

- The home campus administrative representative will provide to LDMC the placement order, a copy of the sending referral, and all applicable student information. Students without a placement order will not be placed in the LDMC.
- Meetings are held daily. Parents/guardians must contact LDMC at least 24 hours in advance to schedule an orientation meeting. Students without a placement order will not be scheduled for orientation. Students will not be admitted to orientation meetings without a scheduled appointment.

For the Orientation Meeting:

- Students must arrive at orientation in the LDMC dress code. The day of the orientation will serve as the student's first day of placement. Students that are not in dress code will be given the chance to obtain the proper dress code attire or the student will be sent home and counted as absent for the day.
- Parents/guardians must attend this mandatory meeting with their student. ONLY parents/guardians may attend the LDMC orientation meeting.

LDMC Student Expectations

LDMC Student Dress Code 2021-2022

LDMC Student Name _____

Pants

1. Plain blue or black denim jeans with pockets and belt loops.
2. No embroidery, embellishments, or cargo pockets can be on the jeans.
3. No tears, holes, frays are allowed on the jeans. Jeans must be clean and in good condition.
4. No shorts, skirts, skorts, overalls, jumpers, capris, short pants or jeggings are allowed.
5. No basketball or other type of shorts or tights may be worn underneath the jeans.
6. Jeans must fit at the waist. Belts are required if the pants fit too loosely.
7. No sagging of pants. Belt or plastic ties will be used to ensure that the pants fit at the waist.
8. Pants cannot be cuffed at the ankle.

9. If worn, belts must be solid black or brown with no embellishments with a small plain belt buckle. Belt buckle can have no logo, designs, initials or embellishments.

Shirts and Sweatshirts

1. Plain black or gray crew neck t-shirt with no pocket, designs, logos or embellishments.
2. No V-neck, scoop neck, boat neck or cut t-shirts are allowed; No colored t-shirts underneath.
3. Shirts may not be see through, tight or torn.
4. Shirts must be long enough to cover the abdomen when arms are reaching up.
5. Plain black or gray sweatshirts without hoods or pockets may be worn over the appropriate t-shirt.
6. A long sleeve black or gray shirt may be worn underneath the appropriate t-shirt.

Coats, Jackets and Shoes

1. Coats, jackets and sweaters may be worn to school but will be taken off, stored and returned at the end of the school day.
2. Coats, jackets and sweaters will be searched while stored.
3. Coats, jackets and sweaters left at LDMC after 2 days will be discarded.
4. LDMC is not responsible for lost, stolen or misplaced items.
5. Solid white or black athletic tennis shoes only with white or black laces. No boots, dress shoes, etc.
6. Socks with inappropriate references to drugs, alcohol or gang affiliations are not to be worn.

Jewelry and Other Information

1. Jewelry of any type is not allowed. This includes earrings, rings, bracelets, necklaces, watches, and all types of body piercings. If jewelry is brought on campus, for the 1st time: jewelry will be sent home at the end of the day, 2nd time: jewelry can be picked up by a parent/guardian, 3rd time: jewelry will be returned at the end of the placement.
2. Female students are required to check feminine care products into the office.
3. Purses, wallets, bags or totes are not allowed. Only backpacks carrying laptops and notebooks are allowed.
4. Long hair can be tied in a ponytail or braid with a white or black hair tie. Long hair can also be worn down.
5. No hats, or headwear of any kind are allowed.
6. No make-up or nail polish is allowed. Students will be asked to remove both at check in if found to be wearing either.
7. Nails cannot be past the fingertip. Students will be asked to cut nails back at check in.
8. Students should bring nothing in their pockets upon arrival at the LDMC. No hairbrushes, hair picks, lip balm, gum, candy or outside food or drinks. These items will be discarded if they are brought on campus.
9. Students may have no money in their possession while they are on campus.
10. Cell phones are allowed at the LDMC campus and must be turned in during arrival. Cell phones will be returned during dismissal. Students may not have a cell phone while they are in class.
11. Students who need headphones/earbuds are allowed to bring their own to complete their daily work.

Off Limits Facilities

Students assigned to LDMC are not permitted on any Lockhart ISD properties outside of LDMC. Students are also to remain at least 300-feet from any district campus, facility or event, including events taking place in other locations outside of Lockhart ISD. If a student must access their home campus for any reason, the campus administrator must approve access **before** the student steps onto that campus or facility.

Transportation

Students assigned to LDMC may not use any district provided transportation services. Parents must provide transportation for their students to and from LDMC. Students may use a bicycle for transportation to and from campus, but the bicycle must be secured till the conclusion of the school day.

Campus Policies

1. Students will be assigned a parent communication folder that will be sent home daily. This folder will provide parents with information on the student's productivity at LDMC. Each day the student is expected to bring the folder to school signed by the parent. This is the only item that students bring to LDMC.
2. **LDMC check-in begins at 8:40 a.m and ends at 9:00 a.m.** A free breakfast occurs shortly after check-ins are concluded. The day finishes at **3:40 p.m.**
3. Students may arrive as early as 8:40 a.m., but no later than 9:00 a.m. Students that continuously arrive after 9:00 could have their placement adjusted.
4. **Days absent from the LDMC will not be counted toward the LDMC placement.** Students must be present for days to count. Excessive absences will result in the student's placement being adjusted.
5. **Parents must call (512) 398-0204 to report an absence before 9:00 a.m.**
6. **All rules in the LISD Code of Conduct and the Handbook apply and will be followed.** Students will remain in their designated classroom area until time to transfer, quietly, to another area.
7. Talking is not permitted unless you raise your hand and/or are given permission by your classroom teacher.
8. Students will be polite at all times. Profanity or other abusive language is NEVER allowed. Students will keep their hands and feet to themselves, and will not throw any objects or be destructive toward property, staff, or other students. Any physically aggressive behavior will be dealt with immediately and will lead to serious consequences such as police intervention, contacting probation officer (if applicable), suspension, or expulsion.
9. Parents/guardians are responsible for bringing any and all medications onto the campus. Parents must fill out a medication form, with dosing instructions before leaving any medications. Also, the medicine must be in its original bottle.
10. School phones will only be used in emergency situations, or when deemed necessary by LDMC staff. Travel arrangements, etc. with parents and guardians must be made prior to the school day.

11. Meals will be eaten at the students' desk and students are responsible for keeping the classroom clean and neat during and after eating by throwing away all personal trash.

LDMC Progress Monitoring and Performance Review

LDMC staff will assist students in behavior improvement and in their academic course work. Staff will report behavior and academic progress in the **Daily Communication Folder** through the **LDMC Progress Monitoring Log**. It is **required** that the student and parent/guardian sign the communication folder weekly and that the folder be returned to school **daily**.

For Students that are eligible for an early re-entry to their main campus, the progress log will be used along with other data (like referrals) to make that determination. Students that have successfully met the points requirement of the early re-entry review will be recommended to return to their home campus at the direction of the LDMC coordinator.

ORIENTATION CHECKLIST

- ☐ 1. LDMC morning check in lasts from 8:40-9:00. Students that arrive after 9:00am are considered tardy.
- ☐ 2. How will your student get to school? Parents___Walk/Bike___Drive___
- ☐ 3. Students may not be on any other campus, nor may they attend any school-sponsored events while assigned to LDMC. A citation for trespassing is possible.
- ☐ 4. All students are provided a free breakfast at the LDMC.
- ☐ 5. LUNCH: ☐ Free ☐ Reduced at \$0.40 ☐ Full rate at \$2.20
All 8th grade students and below receive free lunch.
- ☐ 6. Subject to LDMC teacher approval, a student may use a computer for selected computer based instructional training. The type of training will be determined by the LDMC teacher. If abused, computer privileges will be revoked.
- ☐ 7. Students will be allowed to use calculators and other materials that belong to LISD and LDMC. Any of these materials that are damaged by students must be paid for or student's placement will be extended.
- ☐ 8. Parent and student must agree to abide by the LISD Student Code of Conduct, the Secondary Handbook, and LDMC rules, including dress code.
- ☐ 9. Students will be allowed to bring their cell phones to LDMC. Cell phones will be turned in during arrival procedures.
- ☐ 10. Points Incentive Rubric

Other: _____

Lockhart Discipline Management Campus (LDMC)

Student Information Sheet

Student: _____ D.O.B.: _____ Age: _____

Address: _____ Phone: (____) _____

City: _____ State: _____ Zip: _____

Contact Person #1: _____ Relationship to Student: _____

Employer: _____ Work Phone: (____) _____

Work Hours: _____ Cell Phone: (____) _____

Email Address: _____

Contact Person #2: _____ Relationship to Student: _____

Employer: _____ Work Phone: (____) _____

Work Hours: _____ Cell Phone: (____) _____

Email Address: _____

School Information

Home Campus: _____ Grade: _____

Administrator: _____ Counselor: _____

Check All That Apply

☐ Regular Education ☐ 504 ☐ Dyslexic ☐ ESL ☐ TAG ☐ Special Education

☐ Free Lunch ☐ Reduced Lunch ☐ Full Price Lunch

Health Concerns: _____

Medications: _____

Lockhart Discipline Management Campus (LDMC)

Transportation Form

Student Name: _____ Date: _____

Start Date: _____

Placement
Days: _____

Parent Drop Off: _____ Student Driver: _____ Walk/Bicycle: _____

Student Signature: _____ **Date:** _____

*I understand that my student will be required to either be dropped off by a parent/guardian, walk or ride a bicycle to LDMC. If my student is a **Junior or Senior**, my student may drive to LDMC provided that my student shows proof of a valid Texas driver's licence, and proof of valid insurance. Students are not allowed to drive anyone other than family members to and from LDMC. Students are not allowed to park within the fenced area of LDMC. Parking in front of the houses near LDMC can result in a car being towed at the owner's expense.*

Parent Signature: _____ **Date:** _____

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Lockhart Discipline Management Campus Criminal Trespass Notification

Criminal Trespass Warning

Criminal Trespass Sec.30.05. Texas Penal Code: A person commits an offense if he/she enters or remains on property or in a building without effective consent and he/she: (1) Received notice that entry was forbidden (2) Received notice to depart, but failed to do so. "Notice" means an oral or written communication by the LDMC Principal or staff. "Property" is defined as public school campuses or grounds upon which the school is located, and any grounds used by the school for assemblies or other school-sponsored activities.

Students serving a LDMC placement shall stay off all other Lockhart Independent School District campuses. If observed on any Lockhart ISD campus other than the LDMC Campus, located at 510 Wichita St., Lockhart, Texas, 78644, at any time within the placement period, the result can be Criminal Trespass charges filed with the local police department.

Criminal Trespass results in charges filed on a student found away from the assigned location on the LDMC campus during the school day.

SIGNATURES

Please sign below indicating that you have read and understand the Criminal Trespass Warning

Student Print Name: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Parent/Guardian Print Name: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

**LDMC Student Dress Code
2021-2022**

LDMC Student Name _____

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13. No shorts, skirts, skorts, overalls, jumpers, capris, short pants or jeggings are allowed.
14. No basketball or other type of shorts or tights may be worn underneath the jeans.
15. Jeans must fit at the waist. Belts are required if the pants fit too loosely.
16. No sagging of pants. Belt or plastic ties will be used to ensure that the pants fit at the waist.
17. Pants cannot be cuffed at the ankle.
18. If worn, belts must be solid black or brown with no embellishments with a small plain belt buckle. Belt buckle can have no logo, designs, initials or embellishments.

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13. Female students are required to check feminine care products into the office.
14. Purses, wallets, bags or totes are not allowed. Only backpacks carrying laptops and notebooks are allowed.
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16. No hats or headwear of any kind are allowed.
17. No make-up or nail polish is allowed. Students will be asked to remove both at check in if found to be wearing either.
18. Nails cannot be past the fingertip. Students will be asked to cut nails back at check in.
19. Students should bring nothing in their pockets upon arrival at the LDMC. No hair brushes, hair picks, lip balm, gum, candy or outside food or drinks. These items will be discarded if they are brought on campus.
20. Students may have no money in their possession while they are on campus.
21. Cell phones are allowed at the LDMC campus and must be turned in during arrival. Cell phones will be returned during dismissal. Students may not have a cell phone while they are in class.
22. Students who need headphones/earbuds are allowed to bring their own to complete their daily work.

LDMC Student Signature _____ **Date** _____

Parent/Guardian Signature _____ Date _____

**LDMC/DAEP Lockhart Discipline Management Campus
Student/Parent Placement Agreement
2021-2022**

Student Information

Name _____ **Date** _____

Home Campus _____ **Grade** _____

Student Agreement

Students, please confirm that each statement below is true by initialing on the line provided.

1. I read and understand the LDMC Student/Parent Handbook. _____
2. I understand the dress code at LDMC and understand that it is strictly enforced. _____
3. I understand my behavior at LDMC impacts the length of my placement and at the discretion of the LDMC Principal, my placement can be adjusted. _____
4. I understand that cell phones are allowed to be brought on campus and must be turned in during arrival at LDMC. Cell phones will be returned during student dismissal. _____

Parent Agreement

Parents, please confirm that each statement below is true by initialing on the line provided.

1. I read and understand the LDMC Student/Parent Handbook _____
2. I have completed and signed all of the necessary LDMC paperwork _____
3. I understand and signed the necessary transportation forms _____
4. I have read and signed the Criminal Trespass Notification form. _____
5. I understand Truancy for three or more days will result in my student's placement being adjusted. _____
6. I understand that LDMC follows the same schedule as Lockhart ISD and for early release and other schedule changes. _____

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ Date _____