

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

LOCKHART DISCIPLINE MANAGEMENT CENTER
(Disciplinary Alternative Education Program-DAEP)

MISSION

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 life long 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, and
2. To help facilitate positive behavioral changes.

Intake Meeting

Intake meetings are typically scheduled Monday through Friday at 7:30 a.m. Intake meetings occur at the LDMC campus. The LDMC Coordinator or representative, the student, and parents attend the meeting. The home campus administrative representative will provide to LDMC the placement order, a copy of the sending referral, any accompanying police information, including case number if applicable, as well as individualized student education information, such as Special Education, 504, or Limited English Proficiency paperwork. Students without a placement order will not be placed in the LDMC. Students must be in dress code.

This session consists of a review of all LDMC rules, student and parent expectations, and information on what to expect while at LDMC. Parents (guardians) must attend this **mandatory** meeting with their child. ONLY PARENTS/GUARDIANS may attend the DAEP Intake meeting.

Curriculum While At LDMC

LDMC teachers and home campus teachers are responsible for ensuring that students receive their assignments. **Core** subjects of **Math, English, Science, and Social Studies are provided** to all students. LDMC teachers will receive student assignments from the home campus as students arrive. LDMC teachers will work to instruct students on the assignments on an individualized basis.

LDMC students will also complete **mandatory character education/social skills lessons** that will be taught by staff. These classes will be embedded in in project based learning activities, guided physical activities, or in other organized group activities.

Elective class assignments will be provided to students as time arises, as will credit recovery assignments for students who are lacking certain high school, graduation-required credits.

Completed assignments will be returned to home campus teachers for grading. Students are expected to maintain passing grades in all content areas (70 or higher). Students who are enrolled in Advanced Placement courses and Dual Credit courses may be allowed to maintain those courses at the discretion of the professor.

Journals- All students will be issued a journal on entry to the LDMC campus. Each day students will have a reflection time in which they will be expected to write/draw in this journal on a teacher-directed topic. These topics will include, but are not limited to character-building, student life experiences, or other teacher created topic.

LDMC Student Character Expectations

- 1. Be on time.*
- 2. Work hard.*
- 3. Be polite.*

Students are expected to modify and correct the behavior that caused their LDMC placement. LDMC placement is the result of poor behavior choices made at the student's home campus. Consequences at LDMC will come, in part, from the following:

1. Not following the LDMC's rules and/or the Student Code of Conduct.
2. Disruption of the education environment or of the campus in any form.
3. Defiance or rebellious behavior, including but not limited to cursing, yelling, wandering around, out of dress code, arrival after 8:30 am, etc.

Consequences:

If a student exhibits any of the above behaviors, or any other deemed inappropriate by LDMC staff, disciplinary action will be taken.

1. Students may have a cooling off period, have an opportunity to process with a neutral adult, or be placed in a different instructional setting for an administratively determined length of time depending on the infraction. In addition, parents will be contacted to come up for a meeting with their student, and LDMC staff.
2. Students may be out of school suspended for up to 3-days per situation. (Parents/guardians are responsible for picking up their student immediately.)
3. If a student continues to engage in multiple inappropriate behavior situations, expulsion may be recommended.

Dress Code

1. Tops-Students must wear a plain white T-shirt each day. Shirts must be tucked. Only plain white T-shirts are allowed. Shirts must conform to district dress code requirements and be modest in nature.
2. Pants-Blue or black uncuffed jeans with belt loops are required. No sweat pants, khaki's, joggers, leggings, or shorts are allowed. No basketball shorts to be worn under pants.
3. Belts-Belts must be worn around waist to keep jeans in place.
4. Shoes & Socks - Tennis shoes or boots and socks must be worn each day. Shoes, laces, and socks must be white, black, brown, or gray and must be tied at all times.
5. Tattoos-Vulgar, inappropriate, drug, or gang related tattoos must be covered.
6. Jewelry-No jewelry is allowed.
7. Cold or inclement weather - In the event of inclement weather, jackets may be worn to school and left with administration during the school day to be picked up at the end of the school day. Items covering the plain white T-shirt are NOT permitted in class.

Off Limit Facilities

Students assigned to LDMC are not permitted to be on any campus outside of LDMC, or within 300-feet of 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 district bus transportation. Parents must provide transportation for their students to and from LDMC.

Prohibited Items & Expectations

1. **NO cell phones** are to be brought to LDMC. Cell phones found at LDMC will be **confiscated**. The first time a student's phone is confiscated a parent must come to pick it up at the conclusion of the day or subsequent day. Any additional times, the administration of LDMC will maintain possession of the item until the conclusion of the student's placement at LDMC.
2. **NO game systems or electronic devices** will be brought to LDMC. Any/all electronic devices, including game systems, will be **confiscated**. The first time a student's phone is confiscated a parent must come to pick it up at the conclusion of the day or subsequent day. Any additional times, the administration of LDMC will maintain possession of the item until the conclusion of the student's placement at LDMC.
3. **No outside food or drink** is allowed.
4. **No money** is allowed at LDMC. Lunch payments will be made to Lockhart food services.
5. **No Drugs/weapons**. Drugs/ weapons of any kind WILL result in a recommendation for expulsion. Lockhart Police Department will also be contacted.
6. **No purses or backpacks** are allowed.
7. Girls may check feminine products into the office.

LDMC RULES

- 1. Follow directions immediately.*
- 2. Ask permission for everything.*
- 3. No communicating with other students during class time unless specifically instructed to do so.*

Campus Rules

1. Students will be assigned a parent communication binder that will be sent home daily. This notebook will include for parents information on the student's productivity at LDMC. Each day the student is expected to bring the binder to school signed by the parent. This is the only item that students bring to LDMC.
The Communication Binders are the property of LDMC, and are \$3.00. If a binder is damaged or lost, students will have to pay the fee before they are allowed to return to their home campus.
2. **LDMC check-in begins at 8:15 a.m classes start at 8:30 a.m.** A free breakfast occurs shortly after check-ins are concluded.
3. Students may arrive as early as 8:15 a.m., but no later than 8:30 a.m.
4. Days absent from the LDMC will not be counted toward the LDMC placement. Students must be present for days to count.
5. Parents must call (512) 398-0204 to report an absence before 8:30 a.m.
6. Students who arrive at LDMC tardy or out of dress code will lose progress points and days may be added to the placement as a result.

7. **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.
8. Talking is not permitted unless you raise your hand and are given permission by your classroom teacher. Students need to be patient while waiting for permission.
9. 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.
10. 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.
11. Transportation to and from LDMC is the responsibility of the parents/guardians.
12. 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.
13. Meals will be eaten at the student's' desk and students are responsible for keeping the classroom clean and neat during and while 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 Binder** through the **LDMC Progress Monitoring Log**. It is **required** that the parent / guardian sign the communication binder daily and that the binder be returned to school **daily**.

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

A student may earn up to 10 points each day in the LDMC. A day consists of six behavior points that can be earned, and four academic points that can be earned. The minimum expectation is that a student earns eight points a day. Students are encouraged to exceed 8 points a day.

Students that are eligible for an early review, average 8 points or more a day, and have no significant disciplinary issues at the LDMC will be recommended to return to the home campus early.

Item	Intake	Compliant Score = 1 Non Compliant Score = 0
1	The Student was on time to school arriving between 8:15 AM and 8:30 AM.	
2	The Student was in compliance during intake. Intake compliance looks like being in dress code, having a signed communication binder, and behaving appropriately during the intake process.	
	Staff observations and signature.	Intake Points
Item	First Period	Compliant Score = 1 Non Compliant Score = 0
3	The student successfully completed assigned work during this period. Or the student demonstrated significant academic progress this period.	
4	The student met the LDMC behavior expectation for this period as outlined in the student code of conduct.	
	Teacher observations and signature.	First Period Points
Item	Second Period	Compliant Score = 1 Non Compliant Score = 0
5	The student successfully completed assigned work during this period. Or the student demonstrated significant academic progress this period.	
6	The student met the LDMC behavior expectation for this period as outlined in the student code of conduct.	
	Teacher observations and signature.	Second Period Points
Item	Third Period	Compliant Score = 1 Non Compliant Score = 0
7	The student successfully completed assigned work during this period. Or the student demonstrated significant academic progress this period.	
8	The student met the LDMC behavior expectation for this period as outlined in the student code of conduct.	
	Teacher observations and signature.	
		Third Period Points
Item	Fourth Period	Compliant Score = 1 Non Compliant Score = 0
9	The student successfully completed assigned work during this period. Or the student demonstrated significant academic progress this period.	
10	The student met the LDMC behavior expectation for this period as outlined in the student code of conduct.	
	Teacher observations and signature.	Fourth Period Points
	Parent Signature	Daily Point Total

Additional Parental Role

A parent may be asked to accompany their child to class if their behavior has not been acceptable.

Misbehavior at LDMC will not be tolerated. We are a structured discipline campus in which students must exercise good judgment, and respect boundaries. Excuses for misbehavior are not accepted.

LDMC PARENT-STUDENT ACKNOWLEDGEMENT FORMS

Dress Code

1. Tops-Students must wear a plain white T-shirt each day. Shirts must be tucked. Only plain white T-shirts are allowed. Shirts must conform to district dress code requirements and be modest in nature.
2. Pants-Blue or black uncuffed jeans with belt loops are required. No sweat pants, khaki's, joggers, leggings, or shorts are allowed. No basketball shorts to be worn under pants.
3. Belts-Belts must be worn around waist to keep pants/jeans in place.
4. Shoes & Socks - Tennis shoes or boots and socks must be worn each day. Shoes, laces, and socks must be white, black, brown, or gray and must be tied at all times.
5. Tattoos-Vulgar, inappropriate, drug, or gang related tattoos must be covered.
6. Jewelry-No jewelry is allowed.
7. Cold or inclement weather - In the event of inclement weather, jackets may be worn to school and left with administration during the school day to be picked up at the end of the school day. Items covering the plain white T-shirt are NOT permitted in class.

Prohibited Items & Expectations

1. No cell phones are to be brought to LDMC. Cell phones found at LDMC will be confiscated.
2. No other game systems or electronic devices are to be brought to LDMC. These items will be confiscated.
3. No outside food or drink is allowed.
4. No money is allowed at LDMC.
5. Drugs/weapons of any kind may result in a recommendation for expulsion. Lockhart Police Department will be contacted.
6. Lockhart ISD student lunches will be paid for by parents to Lockhart ISD.
7. No purses or backpacks are allowed.
8. Girls may check feminine products into the office.

Any item, other than the Parent Communication Binder, brought into LDMC will be confiscated. Parents/guardians will be notified.

By signing below, I agree to support the LDMC rules and dress code.

Parent Signature: _____

Student Signature: _____

**LOCKHART DISCIPLINE MANAGEMENT CENTER
STUDENT INFORMATION SHEET**

Student Name: _____ **Grade:** _____

Campus: _____ **Administrator:** _____

Number of School Days in Attendance Assigned to LDMC: _____

Mandatory or Discretionary Placement: _____

LDMC Entry Date: _____

If applicable, 15-Day Performance Review Date: _____

******ESTIMATED LDMC Exit Date:** _____

Reason for Placement:

D.O.B.: _____ **Special Education:** Y N **ARD Date:** _____

504: Y N **LEP:** Y N **CIS Services:** Y N

Parent/Guardian Name : _____

Parent/ Guardian Signature: _____

Address: _____

Cell : _____ **Work Phone :** _____

Emergency Contact: _____ **Contact number:** _____

Probation Officer/Case Worker: _____

Administrator Signature: _____

INTAKE CHECK-IN

- 1. LDMC School hours are 8:15 a.m. to 3:30 p.m.

- 2. Check-in begins at 8:15 a.m. All students will be provided breakfast at no charge.

- 3. How will your student get to school? Parents ___ Carpool ___ Walk ___ Drive ___

- 4. 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.

- 5. LUNCH: Free Reduced at \$0.40 Full rate at \$2.20

- 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 may 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. Other: _____

Parent/Student Agreement for LDMC

I, (PRINT NAME) _____ agree to follow all the rules included in the Lockhart Independent School District Student Code of Conduct, Secondary Handbook, the LDMC Intake Packet and LDMC performance guidelines. I understand failure to follow these rules will lead to consequences such as suspension, expulsion, or other administrative actions.

Student Signature: _____ Date: _____

I, (PRINT NAME) _____ agree to support all rules as outlined in this packet and included in the Lockhart Independent School District Student Code of Conduct, Secondary Handbook, the LDMC Intake Packet, and the LDMC performance guidelines. I understand failure to follow these rules will lead to consequences such as suspension, expulsion, or other administrative actions. If I am notified that my student's behavior has not met these standards, I will be available at the number that I have provided. If my contact information changes, I will give the new number to the LDMC office immediately.

Parent Signature: _____ Date: _____

