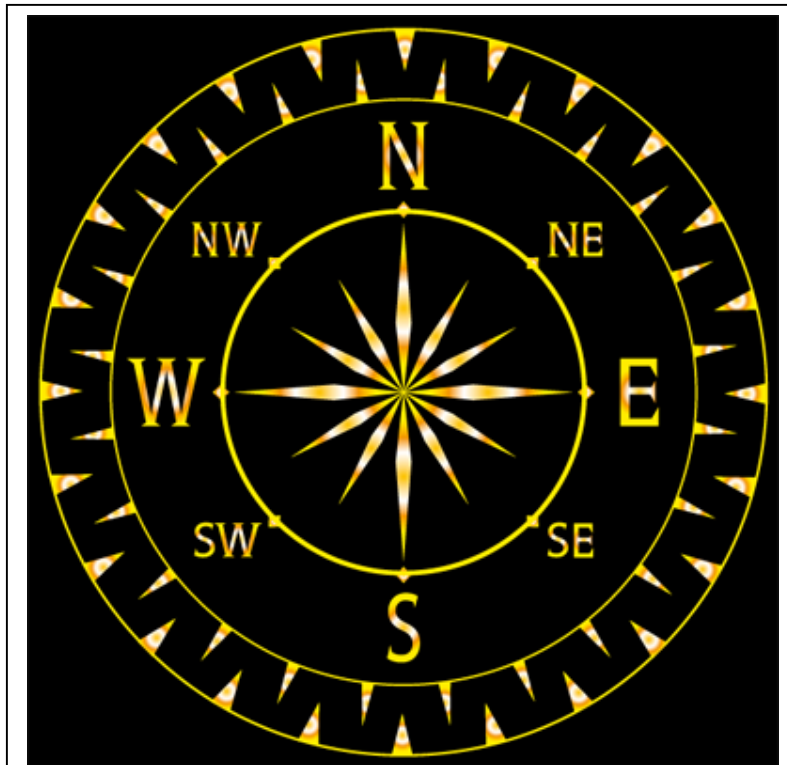


Midland Alternative Program (MAP)

PARENT/STUDENT HANDBOOK



Moving in the *right* direction!

2016 - 2017

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WELCOME

Welcome to the Midland Alternative Program (MAP). We hope that your stay with us will be a productive one. Our motto is “**Moving in the *Right Direction.***” Students who demonstrate a cooperative attitude will have a successful experience here, and will apply their successes at their home campus.

We are a strict campus with set rules and our safety record is outstanding. We owe our safety success to parents and students for complying with our standards.

If I can be of assistance to you, please come by and visit with me. Parents are welcome on this campus at any time. Thank you for your support and cooperation.

Lena Buck, Principal

PROGRAM DESCRIPTIONS

MAP consists of two programs, **DDAEP** and **DAEP**.

DDAEP students are placed at MAP after attending an expulsion committee hearing that resulted in their being expelled from their home campus with educational services provided by MAP. These students are enrolled at MAP. Students are required to be at MAP DDAEP until their RTC (return to campus) date assigned by the Expulsion Committee. Failure to attend could result in the student being recommended for removal from MAP, thus expelling the student without services.

DAEP students are placed at MAP for generally shorter time periods and have not been expelled from their home campuses. Students are required to be at MAP DAEP until they have satisfied the requirements of the assignment by the home campus principal or MAP principal. Failure to attend could result in additional disciplinary actions and/or lengthen a student’s assignment.

PARENTAL RIGHTS AND RESPONSIBILITIES

Both experience and research tell us that a child’s education succeeds best when there is good communication and a strong partnership between home and school. The MAP teachers and staff are here as support for students and parents, working for the same common goal – Student Success. Parents are encouraged to get involved with their child while he or she is assigned/enrolled at MAP. Parental involvement could include visiting classrooms, volunteering, and scheduling conferences with teachers, counselors, probation officers, and administrators. Knowing it is the key to student success, the MAP staff wants parents to be involved and feel welcome anytime at MAP.

MAP STAFF AND CONTACT INFORMATION
2101 W. Missouri Ave.
Midland, TX 79701

| | |
|---------------------------|--------------|
| School Phone | 432-240-4700 |
| School fax | 432-240-4701 |
| Transportation Department | 432-240-1700 |

| | |
|-------------------------------------|--------------|
| Campus Principal – Lena Buck | 432-240-4705 |
| Assistant Principal – Christy Tynes | 432-240-4706 |
| Counselor – Teresa Renteria | 432-240-4715 |
| MISD Officer David Lopez | 432-240-4711 |
| Secretary – Sylvia Baiza | 432-240-4707 |
| Registrar -- Cegourney Chandler | 432-240-4708 |

| | |
|--------------------------------|---------------|
| English Language Arts | K. Solano |
| Social Studies | B. Carter |
| Science | TBD |
| Mathematics | M. Wallace |
| Lead Special Education Teacher | N. Taylor |
| Bilingual/ESL/Math Teacher | M. Garcia |
| CTE Teacher | L. Lenard |
| DAEP Teacher | T. Bracy |
| DAEP Teacher | P. Huckabay |
| DAEP Teacher | K. Hernandez |
| DAEP Teacher | J. Hawley |
| DAEP Teacher | A. McCoy |
| DAEP Teacher | C. Brian |
| DAEP Teacher | S. Vasquez |
| DAEP Teacher | N. Peyton |
| DAEP Teacher | A. Hermosillo |
| DAEP Teacher | C. Hermosillo |
| Paraprofessional | A. Sims |

DAEP DRESS CODE POLICY

Students placed at MAP have lost many of the privileges that attendance at the regular campus affords. The dress code at MAP is stricter than the dress code at the regular MISD campuses. In addition to the Dress Code adopted for the regular campuses by the Midland Independent School District Board of Trustees, the following regulations are enforced at MAP.

MAP DAEP students must wear a uniform at all times: Failure to comply with the dress code will result in disciplinary action.

- Blue/Black denim or khaki, blue, or black pants/shorts/skirt worn at **waist level only**. Waist size of clothing must not exceed the student's actual waist **size by more than 1 size**. No large pockets are allowed on the sides and bottoms of the pants. No cargo pants.
- Pants may not be baggy or sagging. **Sagging will not be tolerated. Students who refuse to comply will be required to wear overalls.**
- Shoes must be worn at all times. **Specifically prohibited footwear includes cleats, skate shoes or any shoes with wheels, or footwear not intended for outdoor wear.** Shoelaces must be tied to keep shoes from slipping.
- A belt must be worn at all times. Belt buckles may not exceed 3 inches in height or width and any buckles with designs are prohibited. Principal will make the determination if belt buckles fit the dress code. No hanging belt straps. Failure to comply will result in disciplinary action.
- No holes on clothing.
- **DAEP** Students must wear a plain **black** shirt or blouse with or without a collar. Sleeveless shirts, hooded shirts, shirts with pockets, shirts that are tightly form fitting, can be seen through, low-cut, or otherwise inappropriate, are not allowed.
- Undershirts may be any color with no writing on the undershirts.
- **No symbols or writing on pants or shirt.**
- **Shirt must be tucked into the pants before entering building and remain tucked in all day. Failure to comply will result in disciplinary action.**
- All tattoos and injuries (cuts/bruises) must be covered at all times. Failure to comply will result in disciplinary action.
- No jewelry of any kind is allowed. This includes earrings, gauges, finger rings, belly rings, toe rings, tongue rings/studs, nose rings, eyebrow rings, lip rings, watches, necklaces/chains, wristbands, bracelets, etc. No clear spacers, staples, pins, or inserts in place of jewelry may be worn. These items will be confiscated

and **will only be returned to the parent personally**. Failure to comply will result in disciplinary action.

- No caps/hats of any kind may be worn in the building and will be placed in the designated area for the entire school day.
- No **double sets** of clothing may be worn, including shorts underneath pants. **Shorts will be confiscated and only returned to the parent personally.**
- Students must have hair neatly groomed at all times. Hair colors or hair arrangements that are distracting are not allowed. No designs cut in hair or eyebrows. If students arrive with designs cut into hair, he/she will be required to color it in with a make-up pencil. Failure to comply will result in disciplinary action.
- No handkerchiefs, bandanas or any other display of colors are allowed.
- Purses, backpacks, bags, etc. are not allowed. Feminine hygiene items may be placed in a small bag and checked-in with a staff member upon arrival.
- Students may wear light, natural make-up, but may not bring make-up, lipstick, Carmex, eyeliner, mascara, etc. to school.

In periods of cool weather, students may wear outer garments to school. Students are not permitted to wear coats, hats, hoodies, gloves, or any head coverings **in the building**. They must be removed upon entering the building and left in a designated area and remain in the designated area during the school day. These garments are subject to searches by school staff at any time.

ONLY black sweatshirts or sweaters may be worn in the building during periods of cold weather. **Parents may provide sweatshirt or sweater. No other colors are permitted.** Sweatshirts **must not** have hoods, zippers, buttons, or pockets. **Students will not be allowed to wear any type of jacket/coat in the building except for the sweatshirt or sweater.**

If a student arrives out of dress code, the parent will be contacted and must bring a change of clothes or take the student home to change clothes.

Any items that are confiscated will only be returned to the parent personally between 10:00 A.M. and 2:30 P. M. or between 4:30 PM and 5:00 P.M. Confiscated items that have not been picked up by the last day of school may be discarded.

If the **MAP Principal** determines that a student's grooming violates the dress code, the student will be given an opportunity to correct the problem at school. Refusal to correct the problem or repeated offenses will result in more serious disciplinary action.

Individual student dress attire questions may be directed to the principal and dress attire requirements may be changed at principal's discretion.

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Individual student dress attire questions may be directed to the principal and dress attire requirements may be changed at principal's discretion.

GENERAL INFORMATION AND REGULATIONS

- The MAP Code of Conduct is stricter than the regular campus code of conduct.
- Students at MAP are subject to routine daily searches.
- Students assigned to MAP have lost their privilege to attend any Midland ISD school function on any campus for the duration of their MAP stay. If a student attends an event, Midland ISD police may issue a criminal trespass warning which could lead to detainment in a juvenile detention center and/or other disciplinary actions.
- Students are **not** allowed on any MISD campus other than MAP. However, a student is allowed to wait in the bus loading zones **only** to catch the bus to/from the MAP campus. When students arrive at another MISD campus, they must immediately leave and not be within eyesight of that school.
- **Students normally do not have access to the telephone during the day. Lunch, materials, transportation should be arranged in advance.**
- Parents are welcome to visit at any time. Please check in with the secretary upon entering the building at the **North Entrance on Missouri**.
- Counseling services are provided in an individual and/or group setting by the MAP counselor and other agencies as needed.
- Magazines and all other printed materials are prohibited.
- Any gang references either written, verbal, or "signs" are prohibited. Students engaging in this behavior will be reported to Midland ISD police and could result in being registered as a gang member. Failure to comply will result in further disciplinary actions.
- Cell phones, IPODS, MP3 Players, and other electronic devices are prohibited. Headphones are also prohibited. These items will be confiscated and **will only be returned to the parent personally**. Upon the first offense, the item may be returned the same day. A second offense results in the item being kept for 5 school days. If a third offense occurs, the item will be kept for 5 school days and a \$15.00 fee will be required to have items returned to the parent. **Any items that are confiscated will only be returned to the parent personally 10:30 A.M. - 2:30 P. M. or 4:30 – 5:00 P.M. Confiscated items that have not been picked up by the last day of school may be discarded.**

- All gum, candy, drinks, or other edible items are prohibited.
- Damage of any type to the facilities and/or its contents will result in disciplinary action. Students or Parents will be responsible for the cost of any necessary repairs.
- Students who disrupt whole group instruction, other classrooms, or the hallways may be assigned to individualized instruction, after school detention, behavior contracts, and/or an array of discipline management techniques consistent with the MISD Student Code of Conduct and the MAP Student Handbook. **Any discipline referral will mean a disciplinary action will be taken.**
- Students who continue to be disruptive will be sent home and/or removed from school. A DDAEP student who receives 3 suspensions, or 10 unexcused absences, or exhibits aggressive behaviors may be recommended for removal from the program. A DAEP (short-term placement) student who receives multiple disciplinary referrals may be recommended for additional DAEP assignments or expulsion for serious misbehaviors.
- Parents, or their designee, **must** pick up their student **immediately** when contacted by staff to do so.
- **After-School Detention (ASD)** may be assigned to students for disruptive, off- task, disrespectful behaviors, violation of dress code, or arriving to school tardy. An attempt to contact the parent is made that day and the student remains that day from **4:05-5:00** or is rescheduled for another ASD day. If a parent cannot be reached, the student will be scheduled for the next available ASD day. If a student refuses to comply with an ASD assignment, he/she may incur 1 to 3 days of Out-Of-School suspension. The parent is responsible for transportation of the student when he/she is assigned ASD.
- A parent may be requested to sit in class with his/her student.
- **Violation of the MISD/MAP Student Code of Conduct and/or serious misbehavior while at MAP (DAEP) will result in recommendation for expulsion from school. Violation of the MISD/MAP Student Code of Conduct and/or serious misbehavior while in MAP (DDAEP) will result in recommendation for removal from school.**

SEARCHES AND CONTRABAND

Students at MAP are subject to routine daily searches.

Daily routine searches are conducted at MAP at the beginning of school each day and **all students are subject to a search at any time** during the school day. Searches include a pat down of the student's outer clothing, pockets, shoes, and will utilize a metal detector. Students should not have anything in their possession except a wallet. A student may not have more than **\$5.00** in his/her possession. Parents will be notified if money is confiscated. **Any items that are confiscated will only be returned to the**

parent personally between 10:30 A.M. - 2:30 P. M. or 4:30 – 5:00 P.M. Any contraband such as, but not limited to, make-up, jewelry, electronics, etc. found at any time will be confiscated. Confiscated items that have not been picked up by the last day of school may be discarded.

NO PARTICIPATION IN ACTIVITIES WHILE IN MAP

Students placed in MAP for any mandatory or discretionary reasons are not allowed to attend or participate in school-sponsored or school-related extracurricular or co-curricular activities during the period of MAP placement. This restriction applies until the student fulfills the MAP assignment.

STUDENTS ARE NOT ALLOWED ON OTHER MISD CAMPUSES

Students are **not** allowed on any MISD campus other than MAP. However, a student is allowed to wait in the bus loading zones **only** to catch the bus to/from the MAP campus. When students arrive at another MISD campus, they must immediately leave and not be within eyesight of that school.

EXPECTATIONS FOR BEHAVIOR

The teacher is the authority in the classroom. Good behavior reports and other rewards are earned based on the following guidelines:

1. **Treat staff, other students and property with respect at all times.**
 - a. *No vandalism of any kind will be tolerated and students will be responsible for any necessary repairs.*
 - b. Verbal or physical abuse of another student or staff member will result in consequences. **Swearing at Staff or Other Students is a form of verbal assault. Threats are taken seriously.** Profanity will not be tolerated. Any of the above will result in consequences.
2. Students will comply with all requests of MAP staff the first time. Students may not talk or make any unnecessary noises.
 - a. Students are expected to give all staff members their undivided attention at all times. Students who are concentrating on their assigned tasks will not have time to get into trouble.
 - b. Students are not allowed to sleep in class. Those who refuse to remain awake and alert will be assigned consequences.
3. Students are to remain in assigned seats unless otherwise directed.
4. The following are not allowed: book bags, purses, pens, markers, tobacco products, lighters, paging devices, cell phones, electronic devices, liquid paper, gum, candy, jewelry, paper clips, watches, make-up. All writing items are prohibited. Prescription medication must be left at the office.

5. Students who consistently refuse to comply with MAP's dress code may be required to wear school-issued alternative uniform. Other consequences may be assigned for total refusal to comply.
6. Positive Behavior will be rewarded.
7. No food or drinks are allowed to be brought to MAP.
8. **LAW ENFORCEMENT**
 - a. If a student's behavior while he/she is receiving educational services at MAP so warrants, law enforcement officials will be contacted.

The MAP Principal is the ultimate authority regarding what actions constitute inappropriate behavior at MAP.

ATTENDANCE AND TARDY POLICY

Students must report to the cafeteria upon arriving at school. Students will wait outside until the South doors are opened at 7:30 A.M. School begins at **8:40 A.M.**; any student arriving after 9:00 A.M. will be counted as tardy. MAP students arriving **after 9:00 A.M.** will need to enter the building at the **North entrance on Missouri**, be searched, and obtain a pass from the office before entering any classroom. **Students arriving after 9:00 A.M. will not receive breakfast and students arriving after 10:00 A.M. will not receive lunch.** MAP students will only receive credit for periods attended. In addition, students repeatedly arriving late may be assigned after school detention until 5:00 P.M. Parents will be notified and must arrange transportation for their student.

School attendance is required. Students who have more than nine (9) unexcused absences per semester will be subject to loss of credit for any course. Parents will be notified of any student attendance issues.

If the student is to be absent or tardy, the parent is asked to **call 240-4700 by 9:00 A.M.** to avoid an unexcused absence/tardy. When students are absent and the parents do not call, a MAP staff person may attempt to contact the parent by phone. In some cases a home visit may be made by the MISD Truancy Officer or a MAP staff person.

TRANSPORTATION

The school day begins at **8:40 a.m. and ends at 4:05 p.m.** It is important that your student arrives and is picked up *on time*. **The parent is responsible for transportation of their student**, except in some cases of students with disabilities. Specialized arrangements for transportation may take up to three days.

Bus transportation arrangements **may** be provided from and to the high, freshman, and Jr. high schools. There may be instances when no bus transportation is available. **If your student receives one bus conduct report or one disciplinary referral for inappropriate behavior while riding or waiting for pickup/delivery at other campuses, he/she will lose transportation privileges.**

Students may:

- be dropped off/picked up by parents, unless parent has given prior notification authorizing another individual to do so,
- use public transportation, walk, or
- ride the school bus for assigned students only.
- High School students may drive **only** with written permission from the MAP Campus Principal. Students must provide proof of insurance and a valid driver's license. These students must park in the designated student parking spots on the south side of the building.

Students may not:

- drive any type of motorized vehicle to school unless he/she has **written approval** from MAP Campus Principal .
- ride a bicycle, skateboard, or wear roller skates on the school grounds during the school day without administrator approval
- **Students who loiter in the campus environs early in the morning or late in the afternoon may face disciplinary action if their behavior disrupts classrooms or the campus.**
- **Students may not arrive more than 30 minutes before school starts unless they have administrative approval and must enter the building immediately at the South Entrance when instructed to do so. Failure to comply with this rule will result in disciplinary action.**
- **Students must leave the campus promptly. Students who remain on campus for more than 30 minutes after dismissal will face disciplinary action unless they have administrative approval.**

Students must enter the building using the south entrance marked **“STUDENTS MUST ENTER HERE. STUDENTS ARRIVING AFTER 9:00 AM MUST ENTER THROUGH NORTH ENTRANCE.”**

Parents are prohibited from pulling into the circular north parking lot to drop off and pick up their student, **except** if student is tardy after 9:00 A.M., student is being picked up early, or upon administrator request. You may pull into the driveway south of the building. Staff will be outside to direct you.

All bus rules must be followed while on the bus in order to continue to receive bus privileges. If your child is reported for being on any campus other than MAP, he/she will lose bus riding privileges and/or additional disciplinary action. Students are only allowed to get off the bus at the appropriate campus and must leave that campus immediately. Failure to do so could lead to detainment in a detention center. If your child usually rides a bus and will not be riding that day, you must notify the school in advance.

If your student gets one bus conduct report or one disciplinary referral for inappropriate behavior while riding or waiting for pickup/delivery at home campuses, he/she will lose transportation privileges and the parent is responsible for transportation.

ACADEMIC INFORMATION

DDAEP Student Supply List – Parent/Student will be asked to bring the following required supply items.

- 1 box of 12 No. 2 lead pencils
- 1 box of colored pencils
- 2 1 oz. glue pens or small (2 or 3 oz.) bottle of glue
- 4 spiral or composition notebooks
- 1 package of markers
- 1 pair of safety scissors
- 1 ream of 100 sheets of notebook paper (wide or college ruled)
- 1 box of tissues

Grades DDAEP (Long-term placement)

Grades earned by students while they are at MAP DDAEP count. MAP DDAEP grades are combined with the home campus grades at the end of the grading period.

1. The home campus will provide MAP DDAEP with the students' current grades at the time of the expulsion.
2. The student earns grades at MAP DDAEP.

Texas Gradebook is utilized at MAP DDAEP

Classes offered at MAP DDAEP:

English Language Arts, Math, Social Studies, Science, Character Education, A+ Computer Courses, CTE Courses, Spanish

Grades DAEP (Short-term placement)

Student Elective class assignments will be emailed to MAP DAEP. Assignments will be turned in to the home campus. MAP DAEP students will work on home campus assignments that are forwarded to MAP and/or assignments generated by MAP educators. MAP DAEP teachers will generate grades for CORE subject areas (ELA, Math, Science, Social Studies, Spanish.) and provide these grades to the home campuses. A minimum of two grades per week for each core subject is required.

BREAKFAST/LUNCH INFORMATION

Breakfast and lunch are available to MAP students. NO outside food or drinks are allowed.

- Students will eat MISD cafeteria food.
- Students may not bring any edible items.
- Students who qualify for free/reduced breakfast/lunch at their home campuses will also receive free/reduced breakfast and lunch at MAP. Reduced lunch cost is \$0.40
- Breakfast cost is **FREE** and Lunch cost is **\$3.10**. Students may not charge lunch.
- Students arriving **after 9:00 A.M. will not receive breakfast.**
- Students arriving **after 10:00 A.M. will not receive breakfast or lunch.**

MEDICATION AND MEDICAL EMERGENCIES

MISD employee may administer medication to a student, provided:

1. The district has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.
2. The prescription medication must be brought in the original container and be properly labeled. All medication, prescription and over the counter, will be provided by and delivered to school by the parent. Medication should never be in the possession of the MAP student.
3. All medications will be maintained in a locked cabinet and given only with written parental permission.
4. There is no school nurse assigned to MAP. The school secretary will be the designated staff member to administer all medications. In case of a medical emergency, the school nurse from the Midland Senior High School campus (nearest campus) or one of the other home campuses will be called to handle the emergency.

RELEASE/REMOVAL FROM MAP DDAEP

Completion of the MAP DDAEP Alternative School Assignment:

When a student completes his/her assignment at MAP/DDAEP, staff will notify the parent, the home campus counselor and the administrator prior to the student's expected return. The student will report to the home campus as instructed by MAP/DDAEP staff. He/she will receive a schedule when he/she arrives at the designated location at the home campus.

Removal from MAP DDAEP

Students may be recommended for removal from MAP DDAEP prior to completion of the assignment for the following reasons:

- Withdrawn for ten unexcused absences
- 3 Suspensions during one MAP/DDAEP assignment
- Administrative removal due to serious misbehaviors

Release/Removal from MAP DAEP:

Completion of the MAP DAEP Alternative School Assignment:

When a student completes his/her assignment at DAEP, the student will receive a return to campus form to notify the parent and the home campus administration. The student will report to the home campus office as instructed by MAP/DAEP staff. He/she will receive a schedule when he/she arrives at the designated location at the home campus.

Removal from MAP DAEP

Students who misbehave in MAP DAEP may be subject to further disciplinary action such as additional DAEP assignments, suspensions, and/or recommendation for expulsion.

INFORMATION ABOUT EXPULSIONS - MANDATORY AND DISCRETIONARY

Please see MISD Handbook 2016-2017

MIDLAND INDEPENDENT SCHOOL DISTRICT

Discipline Management Standards and Procedures MAP Student Handbook Signature Card

We acknowledge that we have received a copy of the Midland Alternative Program Handbook and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences.

Students are also held accountable to the Student Code of Conduct as per MISD's board policy. These students' expectations can be located in the students' handbook at their home campus or MISD's website, midlandisd.net.

Student's Name: _____

Campus: _____ Grade: _____ ID#: _____

Parent's Name: _____

Address: _____

Phone Number: _____

| | |
|---------------------|-------|
| _____ | _____ |
| Parent's Signature | Date |
| _____ | _____ |
| Student's Signature | Date |

Any pertinent health information I feel the school needs to be aware of:

Emergency contacts other than parent and are authorized to pick up my student and their contact phone number:

PLEASE SIGN AND RETURN TO YOUR CHILD'S SCHOOL THE DAY AFTER RECEIPT. A copy will be kept on file at MAP. It is *required* to sign and return the MAP HANDBOOK SIGNATURE CARD.