2022-2023

STUDENT AND PARENT HANDBOOK
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What is the Secondary DAEP?
The Secondary Disciplinary Alternative Education Program provides a safe and nurturing learning environment for Houston ISD students who are temporarily removed from their campus as a disciplinary action for an offense, according to Chapter 37 of the Texas Education Code. Under TEC§37.006(d) and (I), students, who are at least 6 years of age on the date an offense is committed, may be removed to a DAEP, for a time period that is determined by the local Student Code of Conduct.

Mission
Secondary DAEP provides a safe and structured learning environment to allow students to take ownership of their learning.

Vision
We believe our students can achieve excellence as they learn how to self-advocate to manage challenges.

The Secondary DAEP Leadership Team
David Barragato, Principal
Nicholas Lopez, Assistant Principal
Dr. Andrea Jackson, Assistant Principal
Glenda Yarbrough, Teacher Specialist

School Hours
8:30 a.m. – 4:00 p.m. (Students may not be dropped off before 8:00am)

School starts promptly at 8:30 a.m. Attendance will be taken during the second instructional hour. Official ADA attendance is taken at 9:45 a.m.

Student Expectations
• Participate in class to maintain passing grades in all classes.
• Follow teacher and campus rules and CHAMPS Expectations.
• Behave responsibly, safely, and respectfully on the HISD and Metro bus.
• Be respectful to all DAEP faculty, staff and visitors.
• Be respectful to fellow DAEP students.
• Successfully complete assigned placement days.

Secondary DAEP Student Experience
The first day of student attendance is spent in Culture Class. This day is intended to explain the design of the DAEP program and what a student should expect during their placement. The second day of attendance the student will receive a regular schedule and attend his or her assigned classes. During a student’s time a DAEP he/she will have opportunities for school counseling and other events and activities that work to remove barriers that interfere with learning while developing improved decision-making and emotional management skills.
Upon successful completion of assigned days at the Secondary DAEP, a student will begin the Bridge-Out process back to their home school. The Bridge Out Specialists will contact the student’s parent or guardian to schedule a withdrawal date, Bridge Out transition meeting, and registration at the home school. No student will be withdrawn without initial contact from the Bridge Out Specialist. The meeting participants will include the student, parent(s)/guardian(s), Bridge Out Specialist, and home school personnel. An intervention plan will be completed for follow up and continued support.

**Student Restrictions and Trespassing**
Placement at DAEP includes restrictions. Students are NOT permitted on any other Houston ISD property at any time during their placement. Students may not participate in any extracurricular activities.

**Standardized Dress Code**

1. **PANTS**
   - Pants must be navy blue, khaki or black and have no designs or extra colors.
   - Pants must be fitted at the waist and worn at the waist, not below.
   - A belt must be worn always and be solid dark brown or black.
   - **No sagging, pegged, or overly tight pants; no frays, slits, holes or tears.**
   - **No jeans,** overalls, leggings, shorts, dresses, skirts, corduroy, sweatpants, painters' pants, or capri pants.
   - **No basketball shorts or shorts of any kind to be worn under pants. If worn they will not be returned.**

2. **BELTS**
   - All belts should be white, black, brown or a combination of any of the three colors.
   - **No decorative buckles, symbols, letters, numbers, etc.**

3. **SHIRTS**
   - Collared, polo-style shirts only: 6th grade (solid yellow); 7th (solid white) 8th (solid navy blue)
   - **No exposed midriffs.**
   - Shirts should be completely free of holes, tears, slits, and writing
   - Logos no larger than 2 inches are permitted and must be on the left side over the heart.
   - Only one, white or black undershirt may be worn underneath main shirt.

4. **SHOES**
   - Tennis shoes with the original laces. Are to remain fully laced, tied; free of inappropriate graphics/writing.
   - **No opened-toed shoes, flip flops, crocs or crocs-type, slippers, high heels, wedges, flat slip-on, boots, etc.**
   - Socks must be solid color, worn at all times, and free of inappropriate designs.
5. ACCESSORIES, OUTERWEAR and GROOMING

- Hair must be natural tones, no unusual colors (green, blue, yellow, purples, fire engine red, pink, etc.)
- Nails must be natural and appropriately cut; artificial nails must be removed at salon the same day
- Tattoos must be covered
- Piercings must not be worn; are to be removed if at school and checked in with personal items.
- Purses, make-up bags, billfolds, wallets, book bags, and backpacks are not allowed on campus.
- **No jewelry.** This includes earrings for either males or females, tongue, nose, or eye piercings. Jewelry must be removed in car (if car rider) or checked in with personal items.
- Students may not wear makeup to school; and will have to remove it if worn. No make-up, perfume, chap-stick, creams, eye drops, lip gloss, etc. may be brought to school.
- Feminine sanitary products may be brought but left with search team.
- Students may not wear sunglasses or head wear of any kind.
  - **Exception:** from November 1st to February 28th (or a date designated by Administration) students may wear sweater hats or jackets with hoods to school to cover their heads and protect them from the cold. Jackets and head gear will be collected upon arrival and returned prior to leaving school.
- **After February 28th (or a date designated by Administration)** the only cold weather gear that will be allowed are sweatshirts (black, blue, or white) with no logos, thermal undershirt, or zip up jackets with no hoods. After that date, no head wear of any kind will be allowed on campus.

At Secondary DAEP there are several consequences for dress code violations.

- **1st Offense** - Item(s) are taken up at check in and returned to student that afternoon. Student will change into uniform provided by the school and the parent will be called. If the scholar refuses to change, they will spend the day in SRC Lite.
- **2nd Offense** - Item(s) are taken up at check in and parent must come pick up; Student will change into uniform provided by the school and a mandatory parent conference will be held. Student will spend two days in SRC.
- **3rd Offense** - Item(s) removed at check in and parent must come to school to pick up when student withdraws from the program. Student will spend two days in SRC and up to five days will be added to assigned days.

**All Dress Code Requirements listed will be strictly enforced.** FREE DRESS may be used as an incentive but will require prior approval from Principal.
Standardized Dress Code

Personal Items
Items listed below are NOT allowed at DAEP:
- Jewelry
- Backpacks, purses, or makeup bags, etc.
- Make-up, Chapstick, cologne, brushes, combs, etc.
- Cans or pump sprays
- Gum, candy, etc.
- CDs, DVDs, flash drives, computer disk, etc.
- Tobacco products, vape pens, matches, lighters, rolling paper
- Drugs of any kind
- Gang-related items
- No more than $10.00

Items above will be confiscated, and the appropriate disciplinary action will be given. **Jewelry, backpacks, purses, and cash will be secured for ten (10) days until a parent/guardian collects and signs for the confiscated item(s).** School personnel will not be responsible for confiscated items.

Electronic Devices/Cell Phone Usage
Students are allowed to have one (1) cell phone. Cell phones are to be checked in during security processing and will be returned to the student at the end of the day. Students are not allowed to carry their cell phones, or any technology other than their PowerUp laptop, with them into the school. If a student does not turn in their cell phone during security processing, the cell phone will be confiscated. **Violations of the cell phone policy require a parent/guardian to pickup cell phones.** An administrative fee of $15 per phone will apply to students who have not complied with the cell phone policy.

Technology Plan/Device Management and Expectations
Chrome Devices will accompany students home daily to ensure homework completion. When students deviate from assigned tasks, chrome book will be confiscated during the specific teacher’s class and will complete tasks using handouts.

When students leave their device at home:
- **First offense** – student/counselor conference and parent phone call; handouts provided for the day
- **Second Offense** – student/teacher conference and parent phone call; handouts will be provided.
- **Third Offense** – student/administrator conference and parent phone call.
School Nurse and Clinic
Parents must transport all medication (prescription and/or non-prescription) to and from the clinic in the original containers and provide a completed and signed required medical form which is available from the nurse. All medications must be kept in the clinic. Students are not permitted to have medication in their possession. The school nurse provides medical services in the event of illness or injury occurring during the day. If the Nurse believes the student should go home, the student’s parent/guardian will be notified by the nurse or school official. No student may leave school grounds for an illness or injury without the Nurse’s or Administrative permission. Any pertinent health information should immediately be provided to the Nurse so that she may be of assistance in matters concerning Student health. The School Nurse is responsible for checking student’s immunization records. Any changes to the student’s immunizations record should be given to the Nurse.

Transportation
HISD Bus service is available for Middle School students. HISD transportation is a privilege. Students must behave safely, respectfully, and responsibly on the bus to continue to have access to HISD Transportation. If a student

All students have the option to go home via car transportation or walk home with parent permission.

During the school day, a student will only be released to an authorized person who presents a valid ID and is listed on the students’ enrollment paperwork. No student will be dismissed between 2:30 p.m. and dismissal time.

Car riding students will be dismissed to the parking area and will await their ride on the sidewalk facing the parking lot under the supervision of Secondary DAEP Staff.

If you do not want your child to ride the bus home on a particular day, you must give notify the office by 3:00 p.m.

SAFETY ABOVE ALL ELSE

Student to Student Contact
DAEP students are expected to respect the boundaries, personal space, and feelings of their fellow students. Students are not allowed to touch one another in any manner. This
includes handshakes, high fives, hugs, bumping, hitting, slapping, or any other kind of physical contact.

Students who violate another’s personal space are subject to points loss, assignment to SRC, or other consequences. Students are also expected to converse in a civilized manner and use school appropriate language at all times. Profanity, slang, and other objectionable or offensive terms are prohibited. Use of inappropriate language may result in points loss, assignment to SRC, or other consequences.

DAEP has a diverse population. Every student, staff member, and visitor will be treated with the highest degree of respect. Racial, ethnic, or religious bias or discrimination will not be tolerated. Acts of discrimination should be reported to a staff member immediately.

**Prohibited Gang Behavior**

Gang or gang related behaviors are prohibited. These behaviors include, but are not limited to, threats, intimidation, wearing or displaying colors, throwing signs, conversations, graffiti or artwork, “fronting, tagging, mean mugging, mad-dogging,” physical marking, physical altercations, and certain ways of wearing clothing. Use of any gang style lettering is expressly forbidden, as in use of all symbols associated with gangs. Continued gang behavior will be grounds for removal from the program. Disciplinary actions will be taken against students who engage in gang related behavior on campus.

**Drug-Free School**

DAEP is a safe and drug-free school. Alcohol and drugs are considered threats to the growth and development of students. The use and possession of illegal drugs and alcohol will not be tolerated. Any student caught with alcohol or selling/using drugs on campus will be charged. HISD Police and search dogs will be on school grounds without notice.

**Cafeteria**

The school cafeteria staff provides students with nutritional breakfast and lunch options. Parents/guardians/students are not permitted to bring-in/drop-off outside food.

**Closed Campus Policy**

**Visitation is limited to essential visitors with pre-scheduled appointments.** DAEP is a closed campus which means students are not permitted to leave campus on their own. Students may not leave campus once they have arrived in the morning, regardless of whether they walk to school, ride in a carpool, ride Metro or an HISD bus. Students are permitted to leave in the company of a parent/guardian or at the discretion of the principal. Permission is restricted for emergencies and/or medical reasons only. A parent/guardian with a valid ID and on the student pick-up list, must sign their child out in the front office when leaving.

**Contacting the School or Contacting Your Student**

If parents need to contact the school or their student during the school day, they may call the main office at 713-556-4988. Parents should not call or text their children as they will not have access to their communication devices during the school day. Parents may leave a message to be delivered to their student. Please call before 2:30. After 2:30, school staff may not be available to deliver messages.
Entrance/Exit Procedures

Middle School arrival:
- Bus Riders - will be greeted by staff members at the Bus Loading Area on Schwartz St, then escorted to the cafeteria to be checked-in at the security check point, submit any personal items, and sit at assigned tables until escorted to the 1st period class.
- Car Riders/Walkers/Metro Riders - will be greeted by staff members at the Car Rider Loading Area at the Jensen Dr parking lot drive-through, then escorted to the cafeteria (East entrance doors) to be checked-in at the security check point, submit any personal items, sit at their assigned table until escorted to the 1st period class.

Middle School dismissal:
Students will be escorted to the cafeteria to sit at their assigned tables. Students will be called to pick up their personal items and return to their table to await call for dismissal, then escorted to appropriate pick up area.
- Car Riders
- Walkers/Metro Riders
- HISD Bus Routes

Student Referral Center
The Student Referral Center (SRC) is a comprehensive program designed to provide behavioral support for students who are identified as disruptive or who have issues with discipline. SRC was created with the belief that students, who are removed from the classroom setting will ultimately suffer educationally. The Student Referral Center targets disruptive and inappropriate behaviors, identifies replacement behaviors, and provides the opportunity for practice of appropriate behaviors across school settings, while continuing to receive academic instruction in all four content areas.

SRC may be used as an alternative to out-of-school suspension when administrators feel there is sufficient cause to warrant allowing the student to remain at school. Students assigned to SRC spend their time separated from the student body under the direct supervision of the SRC Coordinator. SRC is used in cases of truancy, disrespect to school personnel, foul/vulgar language, and serious disruptive behavior. While in SRC, students are required to complete assignments that will be sent by their teachers. This work will be used for class credit.

PROCEDURES and POLICIES

School Attendance and Punctuality
Attendance is officially taken at 9:45 am. Please ensure that your child is present. Attendance is essential and necessary for student academic and behavioral success. When students are absent unnecessarily, valuable instruction time is lost, assignments are missed, academic progress declines, and relationships with peers and teachers diminish.

Absences may result in failing grades and a delay in completing their placement at the DAEP. If a student is absent, they should bring a note from the parent, doctor, or court within three (3) days to verify the reason for the absence. Excessive absences can result in
loss of credit for class. The automatic phone system will call if your student was absent for one or more classes. If the student leaves campus without permission before, during or after school, the student should return to the campus accompanied by a parent/guardian. Missing class is a serious matter and disciplinary actions taken include parent contact, SRC, and referral to the courts for violation of the mandatory school attendance law.

Tardies
To maximize learning, students are expected to arrive at school on time on a consistent basis.
If you arrive at school after 8:30 a.m., you must report to the main office to provide a parental note explaining the tardy, report to security check-in and be escorted immediately to class.

Make-Up Assignments
The student is expected to ask all teachers for make-up assignments. The student will be given three days to turn in makeup work. If a student is absent three (3) or more consecutive school days, the parent/guardian may call the school office to obtain missed assignments. Each teacher is required to have a procedure for providing make-up work. Teachers may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action.

Visitors
Visitation is limited to essential visitors with pre-scheduled appointments. Parents are always welcome, but for the safety of students and staff, all visitors are required to report to the main office. Visitors are not allowed to visit classrooms or move throughout the building unless authorized by the principal. An appointment to meet with teacher or principal may be arranged by calling the school’s front office receptionist 24 hours in advance 713-556-4488. All approved visitors must provide their photo ID and will be provided with a pass that must be visible at all times. Visitors are not allowed during lunch time. Parent conference times will vary according to grade level team’s availability.

Moving/Change of Address
It is important that parent/guardians keep their address and telephone number current in the school office. The school district and the DAEP staff will mail communications to the home address on file and will also call the most recent number to keep families informed of important news/information. Address and telephone updates can be made in the main office. Visit the main office or call: 713-556-4988 to initiate updating your contact information.

Schedule Change
Students are not able to initiate schedule changes. Schedule changes are only made when an error needs to be corrected, such as having 2 PE classes. If a student notices an error, they bring it to the teacher’s attention and the teacher will notify their counselor.

Grade Reporting System
DAEP has six grading periods. Students will receive their progress reports after the third week of each grading period to give to their parents/guardians the day they are received. At the end of every sixth week, students will receive their report cards to give to their
parents/guardians. Parents should obtain access to Parent Student Connect to monitor grades, attendance, progress reports, and assignments.

**Conduct**
The standards of conduct are as follows:
"E" Excellent - Attitude is positive and characteristic of a good citizen
"S" Satisfactory - Behavior is generally good.
"P" Poor - Behavior is poor and below average. Before a "P" is assigned, the teacher is required to make parent contact by phone or conference.
"U" Unsatisfactory - Behavior and cooperation is not satisfactory and the Student is subject to disciplinary action. Before a "U" is assigned, the teacher is required to make parent contact by phone or conference and to notify the grade level Assistant Principal.

**Honor Roll**
To be eligible for the Honor Roll Students must fall into one of these two categories:
- All A Honor Roll
  - Student makes A's in all classes on report card
- A/B Honor Roll
  - Student makes no more than two B's on report card
  - All remaining grades must be A's

**Physical Education**
The physical education (P.E.) department provides students with a variety of activities that promote good health. Students must be prepared to participate in P.E. activities as required.

If a student is unable to participate in P.E. for any reason, he/she must provide the nurse with a note from a parent/guardian stating the reason the student cannot participate. This note will be honored for two class periods if written by a parent. A doctor must write a note if a student needs to be excused for more than two class periods. The note should be given to a floor monitor during security check-in to deliver to the nurse.

**Technology/Internet Use**
Students will be issued DAEP PowerUp laptops. Students are expected to bring the assigned laptop to school every day to use at school and will be allowed to take them home each afternoon. Parents and students must read and sign the Acceptable Use Policy and 2022 – 2023 Loan Agreement prior to the student being issued a laptop. Students will receive their laptop when they have completed Culture Class and have received their regular schedule.

Students will have numerous opportunities to access the Internet. Inappropriate use of the Internet and/or computer hardware and software will result in disciplinary action and/or the loss of access to computers. Students should never access or download games or unauthorized software.
Restrooms
Students are escorted to the restroom three (3) times a day: in the morning, during lunch, and in the afternoon. During assigned restroom breaks, students should enter the restroom and exit as directed and abide by all expectations. If a student requires more frequent visits to the restroom during the day, he/she must provide the nurse with medical documentation regarding the reason.

Fire Drills
Fire drills are conducted monthly. Students should take each fire drill seriously and follow all directions given by their teacher or other adult. When the alarm sounds, students should move quickly to the appropriate exit. Once outside the building, students should remain quietly with their teacher. When clearance is given, teachers will lead their students back to the class to continue the learning process.

HISD Inclement Weather Hotline
Call 713-267-1704 for any schedule changes that may occur because of the weather.

RESOURCES and REFERENCES

Student Services

<table>
<thead>
<tr>
<th>Basic needs</th>
<th>Counselors</th>
</tr>
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<tbody>
<tr>
<td>food, clothing/uniforms, housing, utilities, transportation</td>
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<td>Youth in Foster Care</td>
<td>Counselors</td>
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<td>Employment and career opportunities for the student</td>
<td>Counselors</td>
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<td>Gangs and Adjudicated Youth</td>
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<td>LGBTQ Youth</td>
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<td>Mental Health</td>
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<td>Refugees</td>
<td>Counselors</td>
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<tr>
<td>Substance Abuse</td>
<td>Dr. Goonan</td>
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### Daily Schedules

#### 6th Grade Bell Schedule

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:25-8:30</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30-9:28</td>
<td>1st Period</td>
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<tr>
<td>9:28-9:32</td>
<td>Transition</td>
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<tr>
<td>9:32-10:30</td>
<td>2nd Period (RR)</td>
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<tr>
<td>10:30-10:34</td>
<td>Transition</td>
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<tr>
<td>10:34-11:14</td>
<td>Panther Time</td>
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<td>11:14-11:18</td>
<td>Transition</td>
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<td>11:18-11:48</td>
<td>Lunch</td>
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<td>11:48-11:52</td>
<td>Transition</td>
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<td>12:50-12:54</td>
<td>Transition (RR)</td>
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<td>4th Period</td>
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<td>1:56-2:54</td>
<td>5th Period</td>
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<td>Transition (RR)</td>
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<td>2:58-4:00</td>
<td>6th Period</td>
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#### 7th Grade Bell Schedule

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<td>4th Period</td>
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<td>1:52-1:56</td>
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<td>Transition (RR)</td>
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#### 8th Grade Schedule

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<td>Transition (RR)</td>
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<td>6th Period</td>
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# 2022 – 2023 Academic Calendar

## Houston Independent School District

### 2022-2023 Academic Calendar

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<td>2022 – 2023 Academic Calendar</td>
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### Key

- **Holidays**
- Teacher Preparation Days (no students)
- Teacher Service Days (no students)

<table>
<thead>
<tr>
<th>JANUARY 2023</th>
<th>FEBRUARY 2023</th>
<th>MARCH 2023</th>
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<td>1-January 2023</td>
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### School Day Start and End Times

- 7:30-3:00 Elementary School
- 8:30-4:00 K-8 and Middle School
- 8:30-4:10 High School

### Significant Dates

- August 8, 2022: Teachers report to work
- First day of school
- December 21, 2022: Last day of first semester
- January 9, 2023: First day of second semester
- May 31, 2023: Last day of school for students
- June 1, 2023: Last day for teachers

### Holidays

- September 5, 2022: Labor Day
- October 5, 2022: Fall Holiday
- November 21-25, 2022: Thanksgiving Break
- December 22-January 4, 2023: Winter Break for Teachers
- January 16, 2023: Winter Break for Students
- January 16, 2023: MLK Day
- March 13-17, 2023: Spring Break
- March 31, 2023: Chavez-Huerta Day
- April 7, 2023: Spring Holiday
- April 21, 2023: Spring Holiday
- May 26, 2023: Memorial Day

### Grading Periods

- Aug. 22-Sept. 30
- Oct. 3-Nov. 4
- Nov. 7-Dec. 21
- Jan. 9-Feb. 24
- Feb. 27-Apr. 14
- Apr. 17-May 31

### Report Card Dates

- October 7, 2022
- November 11, 2022
- January 13, 2023
- March 3, 2023
- April 20, 2023
- May 31, 2023 (EIRK-8, MS)
- June 7, 2023 (HS)

Last Updated 02/15/22

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Misbehavior on the school bus will result in the student being referred to his/her school administrator for appropriate disciplinary measures, which may include being deprived of the privilege of riding the school bus. A video-monitoring system is used on buses, and the video may be used as a basis for determining disciplinary action. For the safety of students, drivers, and other persons, bus drivers have the authority to enforce the rules listed below. Student riders are expected to obey these rules for their safety and welfare:

- I will wait in a safe place, clear of traffic and away from where the school bus stops.
- I will wait in an orderly manner and avoid horseplay.
- I will enter and exit the bus in an orderly manner.
- I will be required to use and securely fasten three-point seat belts, when available, any time the bus is in motion. Students are encouraged to use and securely fasten lap belts, when available, any time the bus is in motion.
- I will remain seated in an orderly manner while the bus is in motion and until the bus comes to a complete stop. Students must sit in their assigned seats at all times. Bus drivers have the authority to assign seats and/or make seating-assignment changes.
- I will not tamper with bus windows, emergency doors, or any other bus equipment. Emergency doors and exits will be used in the event of a declared emergency or evacuation drill.
- I will keep arms, legs, heads, and all personal effects inside the bus and out of the aisle.
- I will not mark or deface the bus and/or its equipment. Any damage done to the bus is chargeable to my parent.
- I will not fight, scuffle, throw objects, or possess/use laser pointers inside or outside of the school bus or at the bus stop.
- I will not eat or drink, including candy and gum, or use any tobacco product while on the bus.
- I will not take or remove from another passenger personal effects of any kind.
- I will use appropriate language while on the bus and shall not engage in conversation or activities considered to be vulgar, abusive, or demeaning.
- I will wear classroom-acceptable attire while on the bus.
- If I must cross the roadway before entering or after leaving the school bus I will cross the roadway 10 feet to the front of the bus and only after the bus has come to a complete stop and upon the direction of the bus driver.
- I understand I am not permitted to leave or board the bus at any location other than the assigned stops at home or school. Should the above rules be broken, I will be reported to an appropriate school administrator, and discipline may be imposed in accordance with the rules contained in this Code.
- No one except school personnel, authorized adults, and school children assigned to a particular route or schedule may ride a bus, unless written permission is received from the appropriate school administrator.
Parent Commitment Form

Secondary DAEP
Disciplinary Alternative Education Program
David Barragato, Principal
1510 Jensen Dr. ● Houston, TX  77020 ● 713-556-4988

As the parent of a DAEP Student, it is my responsibility:

- to ensure my child adheres to the DAEP dress code
- to ensure my child does not bring jewelry or other personal item to school
- to send my child to school on time each day, prepared to remain for the entirety of the school
- to monitor and support my child’s academic progress and encourage their efforts
- to collaborate with staff members concerning any problems that affect my child
- to schedule appointments and parent check-ins with Counselors when I have a concern
- to attend all required parent meetings/conferences
- to notify the school of all address and/or phone number changes
- to ensure that my child follows the school rules and expectations to protect the safety, interests, and rights of all individuals in the classroom and on campus

My Student’s Name: _____________________________________________________________

Parent’s Signature: _____________________________________ Date: _____________