



**DAEP**  
**SECONDARY**  
**HANDBOOK**

Deer Park ISD DAEP  
601 E 8<sup>th</sup> St  
Deer Park, Texas 77536  
832-668-7407

2018-2019





## DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

### INTRODUCTION TO DAEP

Students who are in violation of the district's **Student Code of Conduct** are sent to DAEP as an option in the disciplinary process. Placements in this program are from any of the district's secondary campuses.

#### Student Orientation

A parent or adult family member **must** accompany the student to school on his/her first day of enrollment to DAEP. Students will **not** be enrolled without a parent or guardian. Orientations are scheduled on Tuesdays and Thursdays at 8:30 a.m. Students and parents showing up after 8:35 a.m. will be asked to return on the following Tuesday or Thursday at 8:30 a.m.

#### Location

DAEP is located at 601 E. Eighth Street. Parents/visitors should park in the lot on the East side of the entrance.

#### School Day - STUDENTS SHOULD ARRIVE BY 8:30 a.m. everyday

1. The DAEP school day is from 9:00 a.m. until 4:15 p.m.
2. Students should arrive by 8:30 a.m. for check-in procedures.
3. Students must be checked in and seated in their assigned seats by the appropriate start time.
4. Students **will not** be accepted after 9:00 a.m.

## **Objectives**

- 1. The Disciplinary Alternative Education Program (DAEP) has been developed to provide campus administrators with an option of disciplining students who have chosen to violate the Student Code of Conduct.**
- 2. The short-term goals of the program include the following:**
  - a. To provide an alternative to expulsion.**
  - b. To provide an educational environment for students who have committed persistent or serious violations of the student code of conduct.**
  - c. To meet the academic needs of students assigned.**
  - d. To provide individual and group counseling.**
  - e. To help students in having better attitudes, more positive thinking, and more productive and effective experiences.**

**DAEP operates an active process to teach every student the skills needed to be successful in the regular academic setting. If a student comes to school and follows the program, he/she will not fall behind in the academic subjects.**

**Our goal is to teach students how to become more effective academically and socially, including developing better attitudes and making more responsible choices.**

## **Disciplinary Alternative Education Programs (DAEP)**

**A student shall be removed from class and placed in a disciplinary alternative education program (DAEP) if the student engages in conduct punishable as a felony or commits a serious offense on school property or while attending a school-sponsored or school-related activity on or off school property.**

- 1. Each school district shall provide a disciplinary alternative education (DAEP) program that:**
  - a. Is provided in a setting other than a student's regular classroom.**
  - b. Is located on or off a regular school campus.**
  - c. Provides for the students who are assigned to the alternative education program to be separated from students who are not assigned to the program.**
  - d. Includes English language arts, mathematics, science, and history.**
  - e. Focuses on self-discipline.**
  - f. Provides for student's educational and behavioral needs.**
  - g. Provides supervision and counseling.**

2. A disciplinary alternative educational program (DAEP) may provide for a student's transfer to the following:
  - a. A different campus, or
  - b. A school-community guidance center, or
  - c. A community-based alternative school
3. Each school district shall cooperate with government agencies and community organizations that provide services in the district to students placed in an alternative education program.
4. A program of educational and support services may be provided to a student and to the student's parent(s) when the offense involves drugs or alcohol as specified under Section 37.006 or 37.007.
5. A student removed to a disciplinary alternative education program (DAEP) is prohibited from attending or participating in school-sponsored and/or school-related activities.

## **Academic Requirements**

1. Students are assigned to a carrel or desk.
2. Certified staff circulates the room during the school day.
3. When a HS student is assigned to DAEP, his/her teachers are notified and they are asked to send weekly assignments each week. For junior high students, they will follow the district curriculum which is CANVAS based.
4. When a student completes an assignment it is returned by office mail to the student's home campus.
5. It takes one to two days for the work to arrive via the inter-office mail system.
6. A student is expected to finish one assignment per class per day.
7. When a student is absent, he/she has three days to make up the assignments.
8. The campus teacher is the **TEACHER OF RECORD**.

## **Length of Placement at DAEP**

The length of assignment will be a minimum of fifteen days in attendance. DPISD will honor DAEP placements and the days assigned for students moving in from outside the district.

# ATTENDANCE

## Attendance

Poor attendance has proven to be a definite cause for failure in school. It is the responsibility of the parent to encourage regular and punctual attendance of each student. When a student is absent, it is the parent/guardian's responsibility to contact DAEP personnel at (832) 668-7407 and transportation at (832) 668-7480. The student must bring a note from a parent/guardian upon returning to school. Until a note is received, the absence is recorded as unverified.

The absence note should include the following information:

1. Full name of the student
2. Home campus of the student
3. Date(s) of absence
4. Reason for absence
5. Parent name and contact number
6. Parent signature

## Truancy/Tardiness

Regular attendance rules apply to DAEP. Parents are contacted each day a student is not in attendance. If a student is absent, he/she is required to notify the DAEP and transportation the day of the absence. Also, the student must bring a parent note upon his/her return to school. Failure to bring a note results in a recorded unverified absence. If a student is found to be truant from school, a parent will be notified and charges may be filed with the court.

Days may be added to a student's assignment for each day of truancy.

## **TRANSPORTATION**

### **Bus Transportation**

Bus safety is our first concern; therefore, a student who is transported in a school vehicle is required to comply with the student code of conduct. Video cameras are operating on DPISD buses during the school year.

1. Students must comply with the instructions of the bus driver/monitor.
2. A student who disrupts the safe transporting of self and/or others is subject to loss of bus privileges after one referral to an administrator.
3. A student presenting a danger to self or others will lose bus privileges.
4. An ARD will be called for Special Education students with chronic/severe behavioral problems on the bus.
5. Students will be picked up and returned to a designated site determined by the Transportation Department.
6. Students will be given a bus pass on the day of their intake. They will be transported home that day, and the bus driver will give them an approximate time to be picked up in the morning. Students need to be at the designated stop ten minutes before the expected time of bus arrival.
7. If a student is not going to ride the bus that day, parent(s)/guardian(s) must contact transportation at (832) 668-7480 well in advance of the arranged time.
8. If a student is absent for three consecutive days, the bus will not go to the designated stop. A parent/guardian must bring the student to the DAEP campus on the morning of the student's return to reinstate bus transportation.

### **Student Cars**

Driving is considered a privilege while assigned to DAEP. Students must show a valid driver's license, proof of insurance and a registered campus parking permit. Students must be at school by 8:30 a.m. and in their assigned seats by 9:00 a.m. Students who violate this policy may lose their driving privilege. Students who drive will park in the lot to the East side of the building. Vehicles parked inappropriately are subject to being towed at the owner's expense. Students may not hang out in the vehicles once arriving at school.

**STUDENTS ARE NOT PERMITTED TO CALL PARENTS DURING THE SCHOOL DAY TO VERIFY TRANSPORTATION ARRANGEMENTS.**

**MEDICATION**

A student who is on medication will turn his/her medicine in to the office when the student begins their DAEP assignment. **The prescription must be in the original labeled container with the physician's name and instructions for administration.** A medication form must be on file in the DAEP office. School personnel will administer the medication as per the prescription. A parent will be notified when the prescription is near completion. Students who are ill should not come to school. Students who become ill will be evaluated by a nurse, and the parent maybe contacted to pick up their child. **Students are not allowed to call parents.**

**BOOKS**

**Materials Needed for DAEP**

1. DAEP has class sets of all secondary textbooks needed.
2. All students must arrive with any additional books and materials required to complete assignments.
3. All students must have pen, pencil, and paper upon arrival.
4. Library books are available for students in DAEP, but should not be removed from the building.
5. Magazines are not allowed.

**Loaned Materials**

Students can check out specific materials from the DAEP staff necessary to complete assignments on a regular basis. It is the responsibility of the student to check these materials back in when they have completed the assignment. The student will be charged a replacement cost if the item is damaged or lost. Examples of items checked out are: calculators, protractors, rulers, library books, etc.



## DRESS CODE

### SHIRTS

Shirts and belts will be loaned to the student. Students will be issued two shirts and one belt to be worn daily. Both shirts and the belt should be returned (unaltered) at the end of the last day of the students' DAEP assignment. Students will be charged for shirts and/or belts not returned or altered in any manner. The cost of each shirt is \$5 and belts are \$4.

### PANTS

Students may only wear full length blue jeans, khakis or dress pants. Shorts, three quarter length pants, skirts and dresses are not allowed. Pants must meet the district dress code. All pants must have belt loops and be properly sized. Belts must be worn with pants. Belt line must be visible at all times. Pants must be worn at the waist. Pants will not be allowed to "sag." Pants may not drag on the floor or ground, be frayed, torn, or cut at the seam.

No shorts, cargo pants, wind pants, pajama pants, pants containing heavy metal buckles, loops or chains or pants with extra pockets are allowed. Pants with floral or other designs on them are not allowed. Pants with holes and skin showing are not allowed. Camouflage and multicolored pants are not allowed. Pants must be long enough to touch the shoes.

### SHOES AND SOCKS

Sandals, house shoes, shower shoes, flip-flops are prohibited. Socks must be worn with shoes. Shoelaces must be worn. Shoelaces must be tied "appropriately."

## MISCELLANEOUS

1. Jewelry of any type (including watches) is prohibited.
2. No piercings, jewelry or accessories(spacers).
3. Hats, caps, or head coverings are prohibited in the building.
4. No jackets, sweaters, or sweatshirts with hoods are allowed. Jackets with inappropriate decorations, advertisements, logos, etc. are not to be worn. Jackets must be worn or hung on the garment rack provided.
5. Students are to be well groomed each day. Male students must be clean-shaven. Students not in compliance will be asked to shave and zeroes will be given for dress code on their point sheets.
6. Students shall avoid inappropriate hair color, e.g. orange, green, purple, etc. or extravagant, bizarre, or outlandish hairstyles.
7. Nail polish or makeup is not acceptable for male students.
8. Students shall not change clothes on the bus.

**The DAEP administrator has the discretion to determine what is acceptable dress and grooming. DRESS CODE VIOLATIONS WILL RESULT IN ZEROES BEING GIVEN ON THE SUCCESS DOCUMENT FORM AND MAY RESULT IN ADDITIONAL DAYS IN DAEP.**

**Students showing up on Orientation Day out of dress code will be allowed to sit through Orientation, but will be sent home after that and will start their assignment the next day.**

## Personal Items/**CELL PHONES NOT ALLOWED ON CAMPUS**

1. Purses (Items allowed: identification, wallet, change purse, house and car keys, and feminine hygiene products.) Make-up and other items are not allowed.
2. Wallets (Paper money must be in a wallet.)
3. Students should never bring more than \$5.00 with them to school. Money will be taken up from the student and kept in the office if they bring more than the allotted amount. The second time this occurs it will be taken up and returned to a parent.
4. House and car keys are allowed.
5. Any personal belongings brought to campus other than those defined will be confiscated and held until the end of a student's assignment or until a parent/guardian comes to pick them up. **DAEP will not be responsible for any items confiscated.**

**6. Electronic Devices( cell phones, laptops, tablets, or earbuds):** A student gets a warning on the first offense and the device is returned. The second offense will result in giving the device back to a parent/guardian or to the student on the last day of DAEP. Days may be added on a second offense. The device will be kept until the student gets out of DAEP for the third offense. Again, days may be added.

## **Backpacks and Markers**

Students are **not** allowed to bring backpacks to school except on the 1<sup>st</sup> and last day of their DAEP assignment. Students are **not** allowed to bring markers of any kind. Wolters Campus students may carry their MacBook in a backpack or bag. There can be nothing else in with it.

<b>MEALS</b>
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Breakfast is served from 8:30 a.m. to 9:00 a.m. Some a la carte items may be available for purchase. Breakfast is free for JH and North Campus students. South Campus cost is \$2.60.

Students will eat lunch in DAEP. A student may purchase a sack lunch with milk while attending DAEP or he/she may bring a lunch from home. Bottled drinks, glass or plastic and energy drinks are **not** allowed. A lunch count will be taken at the beginning of the school day. Each student will be allowed to purchase only one lunch and milk each day.

If a student is qualified for a free or reduced lunch, it will be provided. Regular lunch price is \$2.45 (JH) and \$2.60 (HS). Food and/or drinks can be consumed only during designated breakfast or lunch periods. **Any charges, other than cash for lunch will be deducted from the student's current account.**

## **BEHAVIOR**

Students are required to follow the rules of DAEP in addition to the rules set forth in the **Student Code of Conduct**. Student behavior will be monitored each day. DAEP instructors will teach students the appropriate social skills needed for them to experience success in a classroom.

**Success Documentation Form (SDF)** - Each student will take home a record of his/her assignments and behavior daily. **The student must return the SDF the following day in order to earn credit for that day.**

### **Assignment for Alcohol or Substance Abuse**

Students found to be in possession of or under the influence of alcohol or a controlled substance while in DAEP shall be expelled.

### **Disruption of Classes (TEC 37.124)**

1. A person commits an offense if the person, on school property, alone or in concert with others, intentionally disrupts the conduct of class or other school activities.

### **Emergency Drills**

Students, staff, and other district employees shall participate in frequent drills of emergency procedures. When instructions are given or alarms are sounded, students must follow all staff directions quickly, quietly, and in an orderly manner. Students who fail to follow instructions will be subject to further disciplinary actions.

### **Gum**

Students may **not** chew or have gum in their possession at school.

## **Home Campus/Extra-curricular Activities**

A student is **not** allowed on any campus in the district while he/she is assigned to DAEP unless the student has written permission from the home campus or from DAEP staff. A student is **not** allowed to participate in or to attend any extra-curricular activities while assigned to DAEP.

## **Metal Detectors and Contraband Dogs**

Every student will be scanned with metal detectors each day upon their arrival. Students are subject to being scanned or searched at any time during the day. The school district uses contraband dogs on its campuses. Every time contraband dogs are in the district, they are brought to DAEP first.

## **Threats**

Students making threats or any inappropriate comments about weapons of any sort will be taken seriously. If either occurs, a police officer will be called. The police officer and a staff member from psychological services will question the student. A parent will be notified, and the student will be sent home. Remarks of this nature are grounds for expulsion.

## **Physical Contact**

Students who engage in physical contact with other students or with adults will be suspended. Fighting is an expellable offense.

## **Profanity**

Students may be suspended for the oral or written use of profanity.

## **Restroom Privilege**

Students are allowed to go to the restroom only with permission or at the designated times. When a student enters the restroom and there is anything out of order (graffiti, smoke, untidiness, etc.), he/she must report the situation immediately to the supervising staff member; otherwise, the student will be regarded as responsible for the situation and shall be subject to the consequences. Students are not allowed to take writing implements of any kind into the restroom. If there are medical issues regarding use of the restroom, a doctor's note is required explaining the necessary routines and procedures.

## **School Administration**

**All** school personnel will enforce school policies and regulations. A student who refuses to comply with staff directions may be subject to disciplinary action. **When instructions are given, students must follow all directions promptly and without argument.** If the student needs further clarification, the matter may be discussed with the teacher and an administrator at the appropriate time.

## **Sleeping**

Sleeping or the appearance of sleeping is not allowed in DAEP.

## **Vandalism**

A student will be assigned to a desk or carrel upon his/her arrival to DAEP. When a student is dismissed from DAEP, the furniture will be inspected. If there is damage to the furniture, the student will be assessed a fee of \$15.00. It is the student's responsibility to keep his/her work area neat and clean.

## **DISCIPLINE**

**DAEP is the last course of discipline in the Student Code of Conduct. Discipline in DAEP consists of but is not limited to additional days, suspension, placement in an outside of district DAEP(Highpoint East), and/or a citation issued by Deer Park Police Department.**

**Students committing their second controlled substance offense in the same school year shall be assigned to Highpoint School East for a minimum of 45 days.**

**Students may be assigned to the Harris County Department of Education's Highpoint School East for the following reasons:**

- 1. Multiple suspensions for any reason while in DAEP**
- 2. Severe offense of the Student Code of Conduct that does not rise to the level of expulsion.**
- 3. More than two assignments to DAEP in the same year**

**The student will be assigned a three (3) day transition back to DPISD's DAEP after completion of the Highpoint School East assignment and before they are allowed back on their home campus.**

**Students who commit major rule violations while assigned to DAEP may be expelled.**

<p style="text-align: center;"><b>DAEP HELPFUL HINTS</b> <b>2018 - 2019</b></p>
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**Read and review the Secondary DAEP Handbook with your child. Reviewing this handbook will help speed up the First Day Orientation process. The orientation will last approximately thirty minutes.**

**DAEP orientations will be done on Tuesday or Thursday at 8:30 a.m. Parents and students arriving after 8:35 a.m. to orientation will need to return on the next available orientation day. DAEP start time is 9:00 a.m. DAEP dismissal time is 4:15 p.m. each day.**

- 1. Information Needs**
  - a. Home address and home phone number.
  - b. Work phone number.
  - c. Cell phone number.
  - d. Emergency contact person/relationship to student and phone number.
  - e. Is student on free/reduced lunch?
  
- 2. Dress Code and Materials Needed for Student**
  - a. Dress code is defined in the Secondary Handbook and the DAEP Handbook.
  - b. Books will be available from DAEP.
  - c. Students need to bring pencil, pen, and paper.
  - d. Students need to make sure all pockets are empty. DAEP personnel will ask all students to turn-out and empty pockets.
  
- 3. Medication**
  - a. Is student allergic to milk? If so, bring a doctor's excuse, and apple juice will be provided with his/her lunch.
  - b. Is student taking medication?
  - c. Will he/she be taking medication at school? If so, bring the medication in the original container when you come for orientation.

**Parents with questions regarding the Disciplinary Alternative Education Program may call the DAEP Office 832-668-7407 or contact their child's home campus administrator.**



2014 DIRECTIONS TO SECONDARY DAEP 2015

and ELEMENTARY ISS

