

Colorado Independent School District

Wallace High School



Disciplinary Alternative Education Program
(DAEP) Handbook

2019-2020

Colorado ISD

DAEP Guidelines

Program Description

The Disciplinary Alternative Education Program (DAEP), established under Chapter 37 of the Texas Education Code, is an alternative learning setting for students who have exhibited serious or persistent misbehavior at their home campus (discretionary assignment), or those who have pending criminal charges (compulsory assignment). **The goal of the program is behavior modification to allow the student to return to their regular classroom.** All course work originates from the home campus. DAEP hours are 7:45 a.m. – 3:15 p.m. The DAEP campus is located in room 106 at Wallace Accelerated High School, and student and parent access is through that door.

- **Senate Bill I prohibits students in a DAEP setting from participating in, or attending, all school sponsored activities even when accompanied by a parent. DAEP students caught on campus or at school events will be cited for trespassing.**

DAEP follows the Colorado ISD school calendar and will observe school closings or late/early release days. In case of inclement weather, DAEP students will observe local radio announcements.

Behavior Expectations & Modification

DAEP students will follow this DAEP handbook and CISD Code of Conduct. Disruption of the learning environment, damage to school property, or bodily harm to self or others will **NOT** be tolerated. All levels of disruptive behavior will be addressed and the student will receive consequences according to DAEP policy set forth in this handbook.

The primary objective of the DAEP program is to foster a positive change in student behavior, which allows the student to return to their home campus to continue his or her education. By providing the student with an intense, highly structured environment away from their home campus, it is believed that the student will be better able to:

1. Understand the misbehavior/consequence relationship
2. Analyze the behavior which resulted in their assignment to DAEP

3. Accept responsibility for that behavior
4. Develop an appreciation for the opportunities afforded them on their home campus
5. Modify behavior so as not to return to DAEP, or be faced with expulsion

Home Campus Responsibilities

- Provide the Wallace Principal and DAEP Teacher with a copy of the intake documentation prior to student's arrival.
- Notify parent/guardian of student's placement and inform them of their responsibilities and of the appeal process to the district.
- Determine student's course load and method of instruction. Provide schedule/plan to the DAEP Teacher.
- Students will be assigned to Plato Coursework and/or Edmentum Accucess for the duration of their assignment. In special circumstances, to be determined by Wallace and home campus administrators, students may be eligible to complete paper-based assignments. If student is not on a computer-based curriculum and is completing paper based assignments, the home campus is responsible for providing an adequate amount of work (enough for approximately five full days) and any other supporting materials (textbooks, etc.) to the DAEP teacher. Remember, without transitions or social distractions found on traditional campuses, DAEP students often accelerate their progress; therefore, it may be necessary to provide extra work to DAEP students.
- Provide DAEP Teacher and Wallace Principal with the student's IEP, if necessary.

Curriculum

Students will be assigned to Plato or Edmentum computer-based curriculum. The high volume of work, coupled with a demand for timely and accurate completion, provides a stimulus which helps to attain the desired behavior modification goal. A computerized curriculum may be used for core classes (language arts, math, science, social studies). Students are required to master at least one lesson in each core class, daily, (four lessons at a minimum) and/or make adequate progress through other assigned work. The DAEP Director will facilitate and administer all coursework. All work must be neat and legible. It is expected that students will complete all work prior to being released from their DAEP assignment, but this can be mitigated by the campus administrators.

On Fridays, the DAEP Teacher will send a situation report to home campus principals detailing work completed during the week.

Meals & Food Restrictions

Students will eat breakfast and lunch in the classroom. Breakfast is free and lunch is available for \$2.25 from the school cafeteria. Reduced lunch cost is \$.40. No snack bar items will be offered. The DAEP is part of the National Lunch Programs and offers free and reduced priced meals based on a student's financial need. *If the student was eligible for free or reduced lunch on his or her home campus, the food service department of that campus will forward this information to Becky Sanford, CISD Cafeteria Director, upon the student's assignment to DAEP.*

Students are **not allowed** to bring food, drink, candy, or gum into the DAEP.

Bathroom Privileges

Students in DAEP will be allowed 2 bathroom breaks in the morning and 2 in the afternoon. A bathroom is located in the back of the DAEP classroom. DAEP students will only be allowed to use the bathroom one at a time.

Transportation

Parents/guardians are responsible for transportation to and from DAEP unless transportation included in a student's Individualized Education Program. DAEP students **may not** travel to the Wallace campus in their own vehicles. Students will enter the DAEP classroom for breakfast and will begin instruction no later than 7:45 a.m.

Length of DAEP Assignment

Students assigned to DAEP from a specific start date to a specific end date. The duration of the assignment is determined by the campus administrator making the assignment. DAEP assignments can vary, and are based on the severity of the offense, intent, and disciplinary history. Students with exemplary behavior may be released prior to the specified end date as determined by their home-campus administrator. The DAEP Teacher will make recommendations for shortened assignments but the home campus administrators will make final determinations.

Absences and suspension will not lengthen the DAEP assignment, but these issues may be grounds for further disciplinary action, due process, and additional DAEP assignments.

Students may have disciplinary problems while in DAEP, and additional proceeding from the home campus and additional DAEP assignments based on disciplinary incidents may occur. In

this case, parents would be required to attend additional intake proceedings for each disciplinary incident pursued.

Suspensions and Expulsions

Disciplinary management techniques shall be administered when necessary to protect students, school employees, property, and to maintain essential order. Students will be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances. The following are some of the discipline options.

1. Warnings (see **Discipline Management Plan** section)
2. Removal from school to home (suspension)
3. Expulsion (3 major discipline referrals during a DAEP assignment may be cause for expulsion by the home district.)
4. Citation by police

The probation officer will be contacted if a student on probation is assigned to DAEP and their office will be notified of any offense committed at school, including absences.

If a student receives a disciplinary referral at any time, the student will be subject to disciplinary action to include suspension and possibly expulsion. The DAEP Director reserves the right to involve law enforcement when necessary. The following are grounds for disciplinary action:

1. Truancy – All of the following are considered to be situations involving truancy:
 - a. Absence for any portion of the school day without permission of the school or the parent/guardian
 - b. Leaving the building or campus without the permission of a staff member
2. Major rule violations:
 - a. Serious Offenses – Any offense identified by the Student Code of Conduct at the home campus as being of a serious nature. This includes, but is not limited to:
 - a. Acts of disrespect
 - b. Threats or assaults on staff or other students
 - c. Stealing
 - d. Abuse of CISD/Campus property
 - e. Possession or use of any tobacco product on CISD property
 - f. Possession of anything that could be considered a dangerous weapon
 - g. Possession or use of alcoholic beverages, controlled substances, or drug paraphernalia on CISD property

- h. Promotion of, or continued engagement in, serious or persistent misbehavior that violates the CISD Code of Conduct
 - i. Promoting or participating in enticing disorderly conduct
- b. Tobacco – CISD is a tobacco-free district. Students may not possess, smoke, or use any tobacco product on school property or at a school related or school sanctioned activity, on or off school property. Section 48.01 of the Texas Penal Code prohibits smoking within the facility of a public primary or secondary school. Such offense is a Class C misdemeanor and is punishable by a fine.
- c. Drugs/Alcohol –If drug/alcohol use is suspected, the DAEP Director will contact local authorities for police determination if a student is under the influence of a controlled substance. A student will be removed from DAEP, and may be referred for expulsion if a determination is made that they are indeed under the influence while in DAEP. A student creates the perception of drug/alcohol use when he or she exhibits any combination of behaviors including, but not limited to:
 - a. Marijuana odor
 - b. Bloodshot/dilated/dazed eyes
 - c. Slurred speech
 - d. Unsteady walk or stance
 - e. Excessive sleepiness
 - f. Repeated drug talk or mannerisms
 - g. Severely disproportionate mood swings or fits of temper not otherwise explained by a documented mental or physical condition
- d. Damage or Defacement – Defacing or damaging any CISD property will be cause for an expulsion recommendation. Any damage over \$20 is a Class B misdemeanor and charges will be filed if parents/guardians do not make reparations within two weeks. The cost of repair or replacement of any school property will be the responsibility of the student’s parents/guardians.
- e. Trespassing – During the period in which the student is assigned to DAEP, he or she **will** report directly to the DAEP classroom each day and go straight home when released. Students may not go to any other campus or district property or attend any school activity. This rule is in effect 24 hours a day, seven days a week. A violation of this rule constitutes criminal trespassing under the provisions of the Section 30.05 of the Texas Penal Code and violators will be cited as a Class B Misdemeanor.

Expulsion from school will be the last resort for students who cannot follow DAEP rules. It is our belief that students require an education. However, if a student is involved in a felony offense while at the CISD DAEP, a recommendation for expulsion will be made to the superintendent. If

a student demonstrates chronic, non-compliance of school policy while at DAEP, he or she may also be recommended for expulsion following all attempts at intervention.

Police Involvement & Intervention

The police department will be called in any case where the law is violated or safety is at stake.

The following will be grounds for police intervention:

1. Assault on staff
2. Weapons on campus
3. Drugs or alcohol use, possession, or sale
4. Leaving school property during the school day without permission
5. Destruction or theft of CISD property
6. Sexual harassment
7. Severe disruption of class
8. Any situation deemed necessary by the administration

Responsibilities of Students and Parents

If DAEP is to be an effective and profitable experience for the student, both the student and the parent/guardian must accept certain responsibilities.

1. **Student Responsibilities** – To be successful in DAEP, the student must:
 - a. Maintain consistent and punctual attendance
 - b. Complete assigned work in a conscientious and timely manner
 - c. Comply with established policies and Student Code of Conduct
 - d. Comply with all rules, policies and procedures of DAEP
 - e. Work cooperatively with the DAEP staff
2. **Parent/Guardian Responsibilities** –
 - a. Promote consistent and punctual attendance
 - b. Transportation to the school (for local students) or bus stop (for Sweetwater and outlying districts) is the responsibility of the parent/guardian
 - c. Provide prescribed medicine when applicable
 - d. Attend any conferences necessary to review status or progress (can be done via phone when necessary)
 - e. Listen to, and consider any recommendations made by the staff

Attendance

Students are expected to be present at DAEP each day of their assignment. Attendance will be reported to the home campus each day. Students assigned to DAEP will not be admitted after 7:45 a.m. and will be counted absent.

It is the responsibility of the parent/guardian to notify the Wallace secretary at 325-728-2673 by 7:45 a.m. if their child will be absent from school. Upon return, the student must have a note signed by a parent. If the absence was due to a medical appointment, the student must have the original note signed by the attending physician.

Excused absences are defined by the student's home campus. Excused absences do not excuse a student from missed assignments or adequate academic progress. Attendance is required each day of the school year unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the compulsory attendance law. A student who is absent without permission from school, or from any class will be considered truant and subject to truancy policy action.

A student who must leave during the day must be signed-out by a parent or guardian.

The Routine Day

The normal day follows the routine outlined below.

1. Students will enter the classroom, in formation, and enter their cubicles. Students will do this silently and swiftly. Student who do not comply may be removed.
2. Students are allowed two restroom breaks before lunch and two after lunch.
3. Lunch is 15 minutes in length. Students will eat lunch in the classroom. Lunch is ordered at the beginning of the day. If your child qualifies for free/or reduced lunch on their home campus, then they will also qualify in DAEP.
4. Class will be released, in formation, at 3:15 p.m.
5. **If a student is removed from DAEP for behavior issues, prior to 3:15, it is the parent's/guardian's responsibility to take responsibility for that student.**
6. **There are absolutely no recreation breaks for DAEP students. They will be responsible for the contents of this handbook from arrival to departure.**

Dress Code

There is a close relationship between high standards of dignity and pride and proper grooming which contribute to an appropriate learning environment. Students' clothing should be clean and in good repair. If a question of compliance arises, final determination for dress code compliance will be made by the DAEP director. If a student arrives in non-compliance with the

dress code, they will not be given access to the DAEP classroom. If students enter the classroom, move out of compliance, and then refuse to comply, they will be subject to removal and disciplinary action.

The dress code for DAEP is **blue jeans with a belt, and a white shirt**. Shoes must be closed-toed and in good repair. Plain white t-shirts are the only kinds of shirt authorized, and they must be tucked in at all times. The remaining campus dress code rules (belts, shoes, sagging, etc...) will be enforced at DAEP. The DAEP will be kept at a temperature between 74 and 76 degrees. Jackets will not be authorized in student cubicles.

All students assigned to DAEP will be required to wear the following:

- A plain white t shirt (no V-neck, must not contain writing, logos, or pictures)
- Blue jeans (must not be baggy, saggy, tight, cargo, or low-rise)
- Black or brown belt of appropriate length to keep jeans above the hips
- White or black socks
- Closed-toe shoes in either black, white, or brown (Shoelaces must match shoe color and must be tied at all times)

Jackets worn to DAEP in cooler weather must be hung up in designated area prior to entering cubicles. Jackets will be subject to regular and random searches.

Prohibited Items

Wallace students may not have a cell phone. **Gum and jewelry are prohibited in the DAEP**. No backpacks, purses, or bags of any kind will be permitted. Prohibited items will be confiscated and returned only to parents.

CISD DAEP staff will search students routinely, regularly, and also randomly. This is for your safety of all of our student. A metal detecting wand will be used. If contraband is found prior to entry, the student will be denied entry for that day, and parents will be informed.

Discipline Management Plan

When a student attends CISD DAEP, they will be subject to the rules established by the staff of DAEP and the superintendent of the district. For education success or safety of the students, a staff member's directive will supersede written policy. A student will enter a level system of discipline management whereby the correct and expected behaviors of the student will allow the student to progress through the levels of placement. The student is required to comply with school rules and documentation is kept of their progress.

Students are given choices to make by responding to positive reinforcement. Clear warnings will be issued and documented for breaches of expected conduct. Student behavior reports will be reviewed prior to assigning any referral. CISD DAEP will follow an incident response system for non-compliant behaviors. Serious behaviors will be dealt with immediately. Consistent display of non-compliant behavior may be cause to add to a student's length of assignment in DAEP through further due-process and additional assignment.

- **1st Incident: Student will be redirected from the behavior. Student will be verbally counseled about the behavior including possible consequences for continuing the behavior.**
- **2nd Incident: Student will be removed from the classroom and parent/guardian will take responsibility of the student at that time. Official referral with appropriate consequences will be written and a copy mailed home to the student's parent/guardian.**
- **3rd Incident: Student will be removed from the classroom *for an extended period* and parent/guardian will take responsibility of the student at that time. Official referral with appropriate consequences will be written and a copy mailed home to the student's parent/guardian.**

Consistent display of positive behaviors will allow a student to enter a level system of discipline management whereby correct and appropriate behaviors will be rewarded by allowing a student to progress through increasing levels of placement.

- **Level I:** During the first 5 days of their DAEP assignment students will be in Level I. Students will remain in their assigned cubicle all day unless directed otherwise by DAEP staff. Students will be briefed on all the rules and expectations while they are assigned to DAEP and may be required to write an essay on why they are in DAEP at the Director's discretion. If student can show compliance of these rules and expectations, they will be moved to Level II no earlier than after spending 5 days in Level I.
- **Level II:** Students may be afforded greater freedom during restroom breaks and may be allowed additional time at lunchtime. Students will be allowed to eat lunch outside of their cubicle as well as complete their academic work away from their cubicle. A student is required to demonstrate exemplary behavior for a period of 5 consecutive days in order to move to Level III. If any warnings have to be issued to a student within these 5 days they will move back to Level I.
- **Level III:** While in Level III a student must complete all academic assignments, receive no warnings, and have no attendance issues. The student still must demonstrate exemplary behavior and after a period of 5 days will be allowed to remain at this level unless they

fail to complete assignments or start to exhibit negative behaviors. The DAEP Director may make a recommendation to campus principals for early release for students who show consistency in positive behavior and completing academic work on schedule.

Grading Guidelines

Student academic grades will remain the responsibility of home campus teachers based on work completed during DAEP assignment. However, the DAEP teacher will update parents/guardians on progress within the curriculum at DAEP. Students will also be given Behavior Report Cards each Friday that the parent/guardian must sign and return by the following Monday (or first school day after an observed no-school day). Behavior Report Card grades for each student will be based on the rubric below:

	<u>A</u>	<u>A-</u>	<u>B</u>	<u>C</u>	<u>F</u>
Verbal Control	Received positive statements from teacher, no Warnings received.	Speaks appropriately with permission and verbally polite (“thank you,” “yes/no ma’am/sir”).	Appropriate verbal response with some teacher redirection.	Excessive talking to peers/teacher.	Use of profanity, argumentative with teacher/others, and disruption of learning environment.
Follows Direction	Follows all directions from DAEP staff, follows all rules and exhibits appropriate behavior	Compliant with dress code and DAEP rules, follows directions, and arrives on-time to classroom.	Promptly follows teacher’s direction’s.	Delayed response to teacher directives.	Out of dress code, possession of electronic device(s), disorderly conduct, and sleeping.
Completes Assignments	Completes assignments on-time, stays on-task, and shows effort/ability in completing academic work.	Completes assignments in a timely manner with no	Completes assignments with teacher guidance.	Completes assignments with minimal effort or submits late assignments.	Refusal to complete assignments or submitting inappropriate work.
Appropriate Conduct with Others	Exhibits appropriate behaviors with peers/staff. Appropriate responses (verbal/nonverbal)	Appropriate interaction without teacher intervention.	Requires some teacher assistance to interact appropriately with peers.	Keeps hands to self but needs constant reminders to interact appropriately with peers.	Disorderly behavior with peers/staff, throws objects, or physical altercations.

Sexual Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or an employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and staff with courtesy and respect, avoid any behavior known to be offensive, and to stop these behaviors when so directed.

Fighting

Fighting is a severe, disruptive activity and there is zero tolerance on this issue. Students who fight in DAEP will be cited, suspended from school for three days and return to DAEP on Level I with no credit given for the suspended days. A repeat of the offense will result in a recommendation for expulsion.

Horseplay/Bullying

Based on our experience, students will attempt to engage in horseplay, teasing, play-fighting, and when they are redirected, they often say, "We were just joking," or "just playing." This is unacceptable.

CISD DAEP has a no-touch policy. Students may not touch each other. That includes hugs, handshakes, high-fives, play-fighting, throwing objects, or any and all other kinds of touch. ***Students must keep their hands to themselves at all times, especially during bathroom time.***

Horseplay would include leaving cubicle area, intruding into another student's cubicle space, yelling names, yelling insults, making noises. There will be zero tolerance for this behavior, and the DAEP teacher will follow incident response protocol listed in this handbook to address these behaviors.

Bullying, and defined by **stopbullying.gov**, is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying will be addressed as serious behavioral misconduct.

Acknowledgement of Receipt of Guidelines

We, the undersigned, do hereby acknowledge receipt of the Colorado ISD DAEP Guidelines packet to which this document was attached. We also acknowledge that the following topics were discussed in the packet:

- 1. Program description
- 2. Length of program assignment
- 3. Incident Response
- 4. Routine day
- 5. Discipline Management Plan
- 6. Police involvement
- 7. Transportation
- 8. Lunch
- 9. Student/Guardian responsibilities
- 10. Dress code

We further acknowledge an understanding of, and a willingness to accept the student and parent/guardian responsibilities presented.

Parent/Guardian Signature

Date

Student Signature

Date

Administrator Signature

Date

Contact Information

Parent/Guardian Contact Information:

Parent/Guardian (print): _____

Address (print): _____

Home Phone (print): _____

Cell Phone (print): _____

Work Phone (print): _____

Email (if available) (print): _____

Emergency Contact Information:

Name (print): _____

Home Phone (print): _____

Cell Phone (print): _____

Work Phone (print): _____

Name (print): _____

Home Phone (print): _____

Cell Phone (print): _____

Work Phone (print): _____

Criminal Trespass Warning

This is to inform you that you are restricted from all _____
property, games, athletic events, and social events while assigned to DAEP, **even when
accompanied by a parent.** If you appear at any event or on school property you may be
arrested in violation of Sec. 30.05 of the Texas Penal Code.

Starting Date _____

Ending Date _____

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

DAEP Contract

I, _____, enter the following contract with CISD Disciplinary Alternative Education Program (DAEP). I understand the following to be a binding agreement. I will do the best I can to meet the following objectives and understand both the positive and negative consequences.

Objectives:

1. Attend school daily
2. Move up the level system
3. Complete all assignments with a 70% or better grade
4. Display a respectful, cooperative attitude toward fellow students and staff
5. Follow dress code rules
6. Submit to searches
7. Follow all expectations and rules outlined in this handbook

Results:

1. Positive = Return to home campus on or before completion of assigned days
2. Negative = Recommendation for additional DAEP assignment or recommendation for expulsion

Parent Participation

I, _____, understand the primary objective of the DAEP program is to foster a positive change in student behavior, which allows the student to return to the home campus to continue his or her education. By providing the student with an intense, highly structured environment away from the home campus, it is felt that the student will be better able to:

1. Understand misbehavior/consequence relationship
2. Analyze behavior that resulted in DAEP assignment
3. Accept responsibility for that behavior
4. Develop an appreciation for the opportunities afforded at the home campus
5. Modify behavior so as not to return to DAEP or face expulsion

I have received a copy of the CISD DAEP Handbook and understand the information, rules, and consequences.

Student Signature

Parent Signature

Date