

Devine ISD

Disciplinary Alternative Education Program (DAEP)

A disciplinary alternative education program (DAEP) is an **educational** and **self discipline** alternative instruction program for students in elementary through high school grades who are removed from their regular classes for mandatory or discretionary disciplinary reasons and placed in DAEP.

The Devine ISD DAEP is designed on a foundation of positive and proactive academic and behavior (self-discipline) support. DAEP students will learn from their prior mistakes, refine their sense of right and wrong, and remain on their appropriate academic levels.

The mission is to teach students to be leaders in their school, community, home, and, most of all, in their daily lives. DAEP students will have a positive attitude toward school, academically and behaviorally, and exemplify honor, dignity, and respect for self and others.

Devine DAEP staff will provide these students the highest level of teaching and coaching in order to transform good students, who have made bad choices, into good students and good leaders.

This handbook is a supplement to the home campus student handbook.

Students assigned to DAEP are assured the opportunity to continue their coursework. DAEP will implement the grade level curriculum for all core subjects (English, math, science, and social studies), either via IMAGINE LEARNING, an online state-based curriculum, and/or work/assignments/tests from their home-campus teacher. Some electives will also be offered, also, through the use of IMAGINE LEARNING, if available. Credit recovery will be provided, as necessary, via IMAGINE LEARNING. Students will participate in daily physical exercise.

The DAEP staff will work in with the home campus teachers to attempt to keep the student on pace for an easy transition back to his/her regular education placement.

To help accomplish this mission, students and staff will live up to the Devine DAEP motto:

“Do it R.I.G.H.T.”
RESPECT, INTEGRITY, GOALS, HONESTY, TRUST

PHILOSOPHY

Devine DAEP is a true alternative to traditional education programs and utilizes evidence and research-based components. The purpose of alternative education is to increase the number of students that perform at grade level, academically and behaviorally. DAEP is designed to meet the academic goals and to address the behavioral / social/self-discipline needs of these students. The DAEP Program is an academic setting where students are **provided opportunities to practice behavioral skills**. DAEP students are provided the opportunity to practice and learn leadership skills that will increase their success in school, the community, and in their daily lives.

MOTTO

The motto of Devine’s DAEP is “Do it RIGHT.” RIGHT is an acronym for Respect, Integrity, Goals, Honesty, and Trust. The social skills/self-discipline development program will provide students the teaching and coaching needed to return to the home campus and have “RIGHT”. The task is to teach students to identify and deviate from bad choices. The student can exit the program with the leadership tools and social skills/self-discipline to serve as a role model, mentor, and leader for others, even when times and situations get difficult.

FOUNDATION

The DAEP Program is built on the foundation of:

- TEKS correlated online instruction
- Self-discipline/behavioral skill building
- Physical Training

CEREMONY

Ceremony is a vital part of Devine DAEP. Through ceremony, a sense of meaning, recognition, patriotism, and belonging is emphasized with every activity.

Daily ceremonies include:

1. Recite Pledge of Allegiance
2. Recite Texas Pledge
3. Moment of Silence
4. Student recognition
5. 5. Recite DAEP motto

STAFF

The Devine DAEP Program Staff consists of an instructor, an instructional aide, and an administrator. The generalized duties of each member are as follows:

Instructors/Coaches

The role of the DAEP Instructor/Coach is to be a “hands-on” leader at DAEP. The instructor/coach sets the example for the program. His/her constant vigilance and **hyper-monitoring** are the primary safeguards of:

- Safety
- Respect
- Integrity
- Goals
- Honesty
- Trust

The instructor/coach ensures that the program is safe and orderly and that students are on task and meeting the required expectations. In order for the students to be successful, students must adhere to the parameters of the DAEP program.

The instructor/coach:

- Ensures/enforces the DAEP program rules and regulations in order to maintain a safe and effective learning and working environment.
- Supervises student entrance and dismissal
- Supervises all large group activities
- Supervises student movement
- Provides direction to students
- Modifies assignments to student’s strengths if needed
- Contacts parents/guardians
- Serves as a mentor to staff and students
- Serves as a role model for the students & community

INTAKE/ORIENTATION

Orientation is mandatory for students and parents prior to enrollment in DAEP. The purpose of orientation is to exchange information and to clarify expectations. The student/parent will be provided with a copy of the Devine DAEP Handbook during orientation. Parent(s)/guardian(s) will sign acknowledgement forms in support of all

DAEP policies and procedures. Students will sign their understanding of all policies and procedures set forth during the intake process and the consequences for failure.

INTAKE PROCEDURES

1. DISD assistant principals will provide notice to DAEP, transportation, special education liaison, food service, PEIMS, attendance, and nurse prior to the student's assignment.
2. Parent/Guardian and student will receive entry paperwork from DISD assistant principals for DAEP intake.
3. DAEP staff will complete the intake process at the DAEP campus. Students who arrive without a parent/guardian or without paperwork will be asked to leave campus and return to complete the intake process when they are in compliance.
4. Parent/Guardian and student will sign the student/parent intake and agreement forms.
5. Upon completion of intake procedures, the student is expected to stay at DAEP for the remainder of the day.
6. Students will be given appropriate time to purchase a DAEP uniform.
7. Point sheet and DAEP rules, regulations & consequences will be in effect as soon as a student enters the DAEP facility.

****NOTE: Due to the strict rules and regulations of the Devine DAEP, parent/guardian presence at intake and orientation is mandatory.**

SEARCHES

Students will be searched via a wand every time they enter the building. In the morning, after P.E., and any other outdoor reentry.

SENIORS

Seniors in DAEP that are in the work program will be released at the time normally released from home campus.

ATTENDANCE

DAEP students will follow the current school year district calendar.

Students assigned to DAEP must be present at DAEP and earn enough daily points for their day(s) to be successful and to complete their placement at DAEP. If students are absent or leave for an appointment and do not earn enough points for a successful day then that day will not count towards their placement. If students are not at DAEP they cannot earn points or successful days.

DOCTOR/PROBATION/COUNSELING

Appointments, including visits to the doctor, dentist, probation office, or counselor, should be scheduled before or after the DAEP class time.

MEDICINE

The dispensing of prescription medication will be determined by the DISD lead nurse, after the parent has provided documentation requiring the use of the prescription/medication. The medicine must be in its original and properly-labeled container. If possible, it is highly-suggested that medicines be taken at home.

MORNING ACTIVITIES

Entrance and Search

Students will be dropped off at the DAEP campus and will be greeted by the DAEP staff and escorted to the formation area. Students will be searched, one at a time, by the DAEP staff.

A search will require students to remove their shoes and socks, un-tuck their shirts, remove their belts, and empty their pockets. Staff will check shoes, belts, pockets, mouth (no gum; no piercings), and hair (girls will undo pony-tails.)

Female staff will check female students. Male staff will check male students.

Once searched, students will be seated. Once all students have been searched and seated, morning activities will begin.

BREAKFAST/LUNCH

Parents/guardians of students assigned to DAEP will need to contact the DISD cafeteria which is located in the Devine Student Activity Center and make arrangements to pre-pay for their child's meals. DAEP staff will not accept or handle any meal money from students or parents/guardians. If students arrive at DAEP with

meal money, the money will be confiscated, considered contraband and returned at the end of the student's placement.

Breakfast

Breakfast will be delivered to the classroom. Students will not be allowed to bring their own breakfast. Students will not be allowed to save, give away, or trade food.

Lunch

A lunch will be provided to each student from the Devine ISD cafeteria. The students will be able to select from multiple food items. Students will select their meals for a week at a time. At the end of each week, students will order/select their meals, and this information will be sent to the DISD cafeteria. Students will not be allowed to bring their own lunch. Students will not be allowed to save, give away, or trade food. If students select/order a lunch and do not eat the lunch or decide they no longer want the food/meal, the food will be discarded and the student will still be charged for this meal.

NOTE: Food that is brought in by the student will be considered contraband. Food will be confiscated from the student and put in the trash bin, and the student will be penalized through the point system. If behavior continues, the student will be suspended for persistent violation of rules.

NOTE: Parents/guardians are required to pre-pay a student's meals at the DISD cafeteria, located at the Devine Student Activity Center.

Restroom breaks

Restroom breaks are scheduled alongside mealtimes. Students will be required to sign the restroom sign-in sheet before and after entry into the restrooms. Any student requested restroom/water breaks may be allowed or denied as deemed necessary by the DAEP staff.

ACADEMICS

DAEP is responsible for teaching the Core Curriculum: English/Language Arts, Mathematics, Science and Social Studies, either via remote learning, and/or work provided by their home-campus classroom teachers.

DAEP instructors/coaches will enter grades earned from the remote learning online core curriculum. Progress reports and report cards will be issued on the same schedule as the home campus.

Home campus teachers will average the DAEP core grades with their own semester grades, whether prior to, during, or following the student's placement.

DAEP does not support all elective courses. Electives will be provided, as available, through home-campus elective teachers.

Credit recovery will be provided, as necessary, also via the IMAGINE LEARNING online curriculum.

Students enrolled in a dual credit course *may* be dropped from that course and will be given an alternate course by their home campus counselor.

Students enrolled in advanced placement courses *may* be dropped from those courses, at the discretion of the home campus teacher and counselor.

Photos and videos may be taken of students during participation in the DAEP program for the purposes of improving instruction or maintaining student records.

STAAR/EOC/Benchmarks

All standardized exams will be administered at the student's home campus. On the students assigned testing day, DISD will provide transportation to the student's home campus for testing and when the student has completed testing for the day, transportation and DAEP will be notified, and the student will be transported back to DAEP. While off the DAEP campus testing and while traveling, all DAEP and DISD rules and regulations apply. Failure to follow all rules and regulations at this time will result in appropriate consequences. Once the student has been returned to the DAEP campus, he/she will be searched again and then allowed to return to their DAEP work area to continue with their daily lessons/assignments.

COUNSELING

Counseling services will be available as needed. This will be determined by the DAEP staff, Administrator, and collaboration with the counselor.

The DAEP Self-Discipline Development Program may recommend students for counseling services provided either by the district or by county services. Students who

receive such a recommendation are expected to cooperate appropriately with those service-providers. Counseling services may include topics such as decision-making, goal-setting, behavioral skills, anger management, peer interaction skills, authorityfigure coping, and/or drug and/or alcohol education. Also, if additional counseling is necessary, arrangements may be made with local agencies for further assistance. However, counseling services provided by non-DISD counselors will only be provided and allowed with student(s) - parental/guardian signed permission.

PHYSICAL TRAINING

All students will participate in physical training activities daily. PT is mandatory for every student enrolled in DAEP and will be focused on healthy lifetime activities. At no time will a student be forced to do what he/she cannot do; however, some type of physical activity will be required to receive credit for the period.

PT is designed to show students that a healthy lifestyle is rewarding and fun. The cold weather months will determine how much, if any, activities are done outside. If it is below 40 degrees, PT will not be conducted outside. Points will be awarded depending on participation.

**Exercise doesn't take time from your life.
Exercise adds time to your life! Get
stronger. Get healthier.**

TRANSPORTATION

Expectations/Consequences

The expectation is that parents/guardians will drop-off and pick up DAEP students, at the designated start and end times. Student may drive themselves to school and park in the school parking lot. Students will be considered late if they arrive after 8:00 AM and will not be allow entrance after 8:15am. Students will not be released from DAEP until 3:30 PM. Parents/guardians will be required to enter the DAEP building and sign in/out their child for appointments.

DRESS CODE/CONTRABAND

The appearance and dress code for students is a strict requirement. Students will dress for success. Dress code and contraband inspections are conducted daily, upon arrival, and, occasionally, without notice, to ensure the safety and well-being of the students. Under no circumstances are students allowed to modify their uniform. Students will be penalized through the point system should dress code violations occur.

DAEP DRESSCODE

Appendix II: General Dress and Grooming Code

[*Applies while in standardized dress as well]

Hair/Facial

Hair*

Hair must be kept clean, neat, not cover the eyes, and with no unusually shaved areas including designs shaved into the hair. Must be of a naturally occurring color. No facial hair.

Sideburns must not extend below the ear or extend toward the mouth.

Jewelry/

Accessories*

No body piercing accessories. Piercing accessories include studs used in the place of nose

or tongue rings, etc. No gauges, no spiked jewelry, or accessories nor any other jewelry or

accessories with real or fake weapon-like features. No visible tattoos are allowed. Body piercing exception: Students may wear earrings. No sunglasses in buildings.

Headgear*

No hats, caps, bandanas, or head coverings unless approved in advance by the principal.

Hats and caps may not be worn in school buildings, including the gym and shop areas, during the instructional day.

Decoration/

Embellishment

(clothing and accessories)

No pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, or that advertise

or depict violence, tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF(L). No pictures or words that, while not actually using the prohibited word, allude to it.

Footwear*

Shoes must be worn at all times; sandals may only be worn in appropriate weather and must substantially cover the top of the foot; beach sandals or other open-toed shoes that do not have straps to secure them are not acceptable; steel-toed boots, and shoes with metal taps or spikes are not acceptable;

Shirts*

Must be buttoned with no more than the top two buttons open; no low necklines, bare backs, bare midriffs, halter tops, spaghetti straps, tank tops, sleeveless or see-through tops.
Appropriate undergarments must be worn.

Pants* No excessively tight or baggy pants, no open holes, and should be an appropriate length

with appropriate undergarments worn.

Shorts, Skorts*

No excessively tight or baggy shorts, or skorts; must be knee-length that is not shorter than approximately three inches above the knee; must be hemmed or cuffed. Appropriate undergarments must be worn.

Dresses/Skirts

No low necklines, bare backs, bare midriffs, halter tops, spaghetti straps, tank tops, sleeveless or see-through tops; must not be shorter than approximately three inches above

the knee (including slits); may not be excessively tight. Appropriate undergarments must be worn.

Additional Standards

May be imposed by classroom teachers, with the principal's guidance, in classes where safety in the use of power machinery, lab equipment, or sanitary conditions in food preparation is mandatory. No trench coats or dusters.

During cold weather, if a student does not wear a maroon or white sweatshirt without a hood, no other cold weather gear will be permitted.

Items worn or held by the student, other than what is specified above, will be considered contraband. **Parents are expected to ensure that students are in uniform prior to arrival at DAEP.**

Contraband: All school related materials (pencils, books, paper, calculators, etc.) will be provided by DAEP. Students should have **NOTHING** in their possession when they arrive at DAEP. The ONLY exception is a house key. Anything else, such as a wallet, money, food, cell phone, IPOD, etc., is considered contraband and will be confiscated.

Devine DAEP Daily Schedule

Time	DAEP Daily Schedule
7:45 - 8:00	Arrivals/Searches
8:00 - 8:30	Self-discipline/Social Skills development
8:30 - 8:50	Breakfast

8:50 - 9:35	Math
9:35 - 10:20	Social Studies
10:20 - 11:00	P.T.
11:00 - 11:45	Science
11:45 - 12:30	English
12:30 - 1:00	Lunch/restrooms
1:00 – 1:45	Elective 1
1:45 - 2:30	Elective 2
2:30 – 3:30	Elective 3
3:30 pm	Dismissal

***Schedule May Change If Necessary

Student drop-off: 7:45 – 7:55

Student pick-up: 3:30-3:40

DISCIPLINE MANAGEMENT

The Devine DAEP Program creates a **feedback-enriched** setting where students are taught and given the opportunity to practice successful school-related self-discipline skills. The students will have multiple opportunities to appropriately use these skills and make appropriate decisions. Constant feedback is provided to students verbally and through the discipline management system.

Feedback will be documented on the student point sheet. Feedback may include praise, verbal reprimands, administrative conferences with student and/or parent, suspension, extended DAEP placement, law enforcement summons, and/or expulsion.

If student behavior warrants, students may be suspended and law enforcement officials may be called. Such violations include, but are not limited to:

- Fighting
- Gang-related activity
- Assault
- Leaving campus without permission
- Disruption to the learning environment
- Threats to students or staff
- Possession of firearms or other weapons (will result in expulsion)
- Possession of drugs or drug paraphernalia (will result in expulsion)
- Being under the influence of alcohol or illegal drugs (will result in expulsion)

****NOTE: DAEP students, who continuously engage in misbehavior and violations may be expelled.**

Point System: The point system operates on a 180 daily point scale. At the end of each class period, and/or activity, the instructor/coach must provide students with written feedback, by use of the point sheet. Students earn points by staying on-task, exhibiting appropriate behaviors, and demonstrating exceptional performance. Students who do not participate are removed from the immediate area and do not earn points until they are ready to return to the planned activity. The student must earn 150 – 180 points to earn his/her day. If a student earns less than 150 points, he/she will not be given credit for that day. A copy of the previous week's tallied point sheet will be mailed home at the start of each week.

Suspensions: Students who are non-compliant or commit serious offenses at DAEP are subject to suspension prior to, or in lieu of, expulsion. Suspensions should be no longer than the remainder of the day and two additional days. Parent/guardian (or an individual designated on the student's Emergency Care Form) is required to pick up the student in a timely manner. Parents who fail to provide appropriate transportation for their student will be reported to Child Protective Services. Students, who return from suspension and continue to be non-compliant, or commit serious offenses, will be referred to law enforcement and will receive an unexcused absence followed by additional disciplinary consequences.

Expulsions: Students may be expelled from DAEP for committing an offense as listed in Chapter 37 of the Texas Education Code, exhibiting persistent misbehavior and/or truancy. (See Campus Handbook for a list of offenses.)

Summons: Students, who commit certain serious offenses such as fighting, may be issued a summons by the Devine Police Department.

****Note:** The Devine DAEP is an **intrinsically-motivating** program. The student must follow instructions. If a student has earned an unsuccessful day early in the school day, he/she will not be allowed to go home (unless the offense(s) and or behavior(s) constitutes a suspension.)

PARENT CONTACT

If a parent needs to communicate with staff about a student's behavior, he/she can call to request a conference. Staff will contact parents at least once a week, at the end of business hours, or when any serious issues or concerns arise. ****Note:** A valid address and phone number are required throughout a student's assignment to DAEP.

RETURN-TO-CAMPUS PROCEDURES

Return-to-Campus

1. All fines, fees, library book returns, etc. must be cleared before returning to home campus.
2. Student must meet with campus liaison DISD assistant principals immediately, the morning of his/her return to campus.
3. Parents are required to attend a return meeting (unless otherwise notified).
4. Student will be required to sign the DAEP Rules and DISD Student Code of Conduct.
5. Any violation of DAEP Rules or the DISD Student Code of Conduct can result in the student being reassigned to DAEP.

****NOTE:** Parent/guardian and student will be required to attend an additional mandatory intake meeting for each placement.