



Luling Independent School District

Disciplinary Alternative Educational
Program (DAEP)

Program Guidelines
2017-2018

Disciplinary Alternative Education Program (DAEP)

Secondary Campuses:

Luling High School

218 E. Travis Street

Luling, TX 78648

830.875.2458

9th – 12th Grade

Gilbert Gerdes Junior High School

214 Bowie Street

Luling, TX 78648

830.875.2121

6th – 8th Grade

2017-2018 DAEP Administration & Staff

Joseph Alvarez	Principal, Luling HS
Michael Adams	Assistant Principal, Luling HS
Kelly Meshell	Principal, Gerdes JHS
Gralin Vinning	Assistant Principal, Gerdes JHS
Matthew Monk	DAEP Facilitator

The Discipline Alternative Educational Program (DAEP) serves the secondary schools, 6-12, as an alternative educational placement center for disciplinary situations. It fulfills the requirements of the Texas Education Code (TEC) as it relates to:

1. Separation of students from those assigned to ISS.
2. Directly involves parents in placement and program.

It is the philosophy of Luling ISD to provide suitable programs for benefit of all students. DAEP is another attempt to aid in accomplishing this goal.

DAEP is a complementary program to the conventional school discipline plan. Assignments are provided by the home campus teacher of record and/or completed on an online educational instructional program. DAEP also provides counseling and positive interventions.

The following guidelines must be adhered to at DAEP. It is important that the parent and student read the guidelines carefully.

Disciplinary Alternative Educational Program (DAEP)

Student Information

Student Name _____ Grade _____

Parent/Guardian Name _____

Date of Placement: Start _____ Days Assigned _____

DAEP Placement

During the student's placement in DAEP, the student may **NOT**:

- Enter any Luling ISD property, including
 - Home campus or any other LISD campus including school grounds.
 - Athletic facilities at any time including sporting events and school related functions.
 - Attend or participate in any extracurricular activity.
 - **The student has to be escorted by an administrator, teacher or other authorized personal if present on any of the properties listed above.**
 - **Violation of this warning may result in a citation for criminal trespass by the local police department.**
- Ride a LISD school bus.

DAEP School Hours

7:45 a.m. – 3:45 p.m.

Intake Orientation

An in-take orientation is required before the student can be admitted into the DAEP. Both the student and a parent/guardian must meet with the DEAP teacher or home campus administrator during the orientation. The orientation provides an overview of the campus policies, procedures, and expectations. The DAEP teacher or administrator will explain the use of the point sheet system and criteria for successful completion of the program.

Length of Placement

Students are assigned to the program for a specific number of successful days. Successful days are defined as being on time, being in dress code, staying awake, working on assignments, and following the program's expectations. The number of assigned successful days is determined by the principal or designee at the home campus and is based on the severity of the offense. The required number of successful days must be completed before the student can return to the home campus. Discipline referrals and suspensions while in DAEP may result in additional days being added to the student's placement.

The student must be in attendance for the number of days assigned. If a student is absent or suspended, the day(s) will not count towards completion of placement.

Attendance

Students will comply with the LISD attendance policy. When a student is absent for **any** reason (full day or part of the day), a parent **must call and inform** the student's home campus:

830.875.2458 – High School

830.875.2121 – Gerdes Jr. High School

A parent/guardian must call each day by **8:30 a.m.** and a note must be received within three days after the student returns to school. A note is also necessary when a student leaves campus early for an appointment. Unexcused absences will be in accordance with the Luling ISD Student Code of Conduct. Attendance is mandatory for the full length of the DAEP placement and is mandated by the State of Texas Compulsory Attendance Law. Also, according to state law, a high school student may be denied course credit due to excessive absences.

If a student arrives to the DAEP more than 10 minutes after the start of class, he/she has missed 10 minutes of instruction and is considered to have a partial day absence. For truancy purposes, partial day absences are considered unexcused.

Texas Education Code §25.085 requires all students to be in attendance 90% of the days in a school year.

According to the Texas Compulsory Attendance Law, attendance at school is required for all children through the school year. If your child accumulates unexcused absences that total ten (10) or more days within a six-month period, you and/or your child are in violation of the Compulsory Attendance Law. If in violation, the information will be referred to the local court system.

Permission to Leave School

Students are not allowed to leave the DAEP classroom before school dismisses or during any part of the day without securing permission from his/her home campus administration. Failure to do so may result in **suspension**. The office will contact the parent/guardian before a student leaves campus if prior notification has not been received from home.

Dress Code

All students must be in dress code before entering the building. Students shall follow the dress code as defined by the campus handbook with the exceptions:

- Shirts **will** be tucked in completely at all times.
- No cargo pants.
- All students are required to wear a belt with a plain buckle.
- Jackets or hoodies are not to be worn inside the building.

Non-Compliance with dress code shall be considered defiant behavior. Repeating this behavior will be considered persistent misconduct and may add placement days to the original assigned placement days.

Final judgment about dress code issues is at the discretion of campus/DAEP administration. Any issue not listed in this dress code but determined by administration to have an impact on the educational environment or management system will be dealt with accordingly.

Transportation

Transportation to and from DAEP will be the responsibility of the parent/guardian and/or student. Bus transportation **is not provided** to students assigned to DAEP unless mandated by an ARD committee.

Routine Day

Arrival:

Students must be dropped off in front of the DAEP building before 7:40, but no earlier than 7:30. Students are to report immediately to the DAEP classroom.

If the student arrives after 7:45 a.m., he or she will be marked as tardy. If a student is late 10 or more minutes to DAEP, the student will receive an unexcused absent for that part of the day. See attendance policy.

Students must immediately take their assigned seat, and must have permission of the DAEP teacher to leave their desk area.

Breakfast and daily intake will take place from 7:40 a.m. to 7:55 a.m. Breakfast may be purchased from the Cafeteria.

Restroom Breaks:

Students are given a restroom break at breakfast, mid-morning, lunch, and mid-afternoon. Breaks are timed and exceeding the time will result in disciplinary action. Students with documented (Doctor's note) medical conditions will be accommodated as needed.

Lunch:

The DAEP is a closed campus. Lunch is thirty minutes in length and will be served in the DAEP.

The students have two options regarding lunch:

1. Students may purchase a meal through the LISD cafeteria service, or
2. Students may bring their own sack lunch.

Students may not have food delivered to them of any kind.

Students are not permitted to bring: fast food, gum or candy, high-energy drinks or soda, and drink mix packets.

End of Day:

Students are dismissed from the DAEP at 3:45. Students must be picked up in front of the DAEP building (Central Office parking lot) or leave the district property immediately. Again, under no circumstances are students allowed to enter campus buildings or be on any other school property after leaving the DAEP.

Counseling

The home campus counselor(s) will visit students while attending DAEP. Other counseling services are provided by outside agencies approved by LISD.

Prepared/Supplies

THE STUDENT IS REQUIRED TO BRING THE FOLLOWING ITEMS:

- Paper
- Pen and/or pencil
- Regular items necessary to complete school assignments
- Book(s) to read
- *No permanent markers, 'whiteout,' or any type of inhalant type of substance will not be allowed in the building.*

No type of bag of any kind including backpacks and/or purses will be allowed at the student's desk (except with special permission from any DAEP personal). All bags will be placed at the front of the classroom or next to the teacher's desk during the school day.

All bags of any kind will be subject to a search at anytime.

Violations will result in the procedure for minor rule violation.

Productive

Assignments must be completed in an appropriate time frame to be considered a positive day. Students will be required to do an assignment (assignments must meet or exceed the standards set by the assigning teacher to receive credit.) in each core subject plus a self-discipline program each day. They will be required to continue working on the next assignment and/or subject when one has been completed.

The student's head must be upright at all times – **No sleeping**. If the student needs help, he or she should raise their hand and wait patiently. His or her chair must remain in the designated place at all times. They must have both feet under their desk and on the floor at all times. Violations will result in the procedure for minor or major rule violation. Persistent violations may result in loss of day or suspension.

Computer Usage

In preparation for participation in a technologically advanced society, students will have the opportunity to use district computers for instructional purposes and for that purpose only. Use of these resources is limited for students working under staff supervision and for approved purposes only. Appropriate use of district technology resources is outlined in the LISD Student Code of Conduct. Violations of these policies may result of loss of privileges and other disciplinary actions.

Checking Student Out of School Procedure

Luling ISD is committed to protecting students entrusted to its custody. Campus administrators exercise caution in releasing students during the school day. These procedures are followed at the DAEP when students are checked out of school.

1. **The parent/guardian must FIRST check out the student from the student's home campus.**
2. **The home campus will contact and inform the staff member(s) at the DAEP.**
3. **The parent/guardian will go to the DAEP building and pick up their child.**

Definite and satisfactory identification, such as driver's license or picture ID, is required of any person authorized to talk with a student or to take a student from school. An authorized person is one who is a parent/step-parent/guardian, one who has written authorization from the student's parent/guardian, or one who is authorized by a legal order to take possession of a student.

Failure to follow the check out procedure may result in the student not being allowed to leave campus.

Curriculum

Students assigned to the alternative setting shall focus on the core subjects: English, Math, Science, and Social Studies. Students will also focus on a self-discipline course. Assignments will be provided by the home campus teacher of record and/or completed on an online educational instructional program.

Electronic Devices

All electronic devices are prohibited in the DAEP and must be surrendered on arrival, **including cell phones**. Cell phones will be turned in to the DAEP teacher at beginning of each day and will be given back when the student is dismissed for the day.

Electronic devices and cell phones found on students will be confiscated. Failure to comply with this request will result in the following consequences:

- 1st offense: No recovery charge; returned to student at end of the day.
- 2nd offense: \$15 recovery charge
- 3rd offense: \$15 recovery charge and parent collection of device
- 4th offense: 3-day suspension from DAEP and additional placement days may be added.

Early Release Incentive

- The DAEP instructor will record his/her observations of student behavior on 30-minute intervals. For “on task” behavior, the student will earn one point for that time interval. If not “on task,” the student will receive zero points for that time interval.
- In order for a day to be award as a “good day,” the student must earn 90% of the possible points.
- Early Release from DAEP due to Good Behavior: The student may earn one (1) day of early release from DAEP for every 5 successive “good days” with 95% or better possible points.
- On Task Behavior:
 - Enter room on time
 - Sit in assigned area; look forward with feet on ground
 - Follow directions from teachers
 - Raise hand and wait for permission to speak
 - Complete assigned work within class period

Medication

Medication of any type must be turned in to the district’s nurse when checking in. Taking of any medication will be done in accordance with the parent/doctor’s instructions, under direct supervision. All medications require completion of a medication form provided by the school nurse.

Searches and Monitoring

In an attempt to provide a safe environment, student searches will be conducted based upon reasonable suspicion of prohibited items and/or contraband. Vehicles parked on school property, or within 300 feet of school property, are under the jurisdiction of the school district. School officials may search vehicles at anytime there is reasonable suspicion to do so, with or without the presence of the student. In addition, detection canines will routinely inspect the DAEP building for prohibited items.

Notice: The DAEP classroom(s) will have security cameras to monitor student behavior and to ensure a safe learning environment.

Cooperation with Law Enforcement

The campus administrators have the authority to determine when law enforcement officers' assistance is needed. Law enforcement officials may be summoned to keep or restore order, or to conduct an investigation of alleged criminal conduct at the DAEP. If a student at school is subject to arrest or apprehension by law enforcement officers, the administrator, after consultation will deliver the student into the officer's custody. The administrator will make reasonable efforts to notify the student's parents of such action.

Exceeds 60 Days/Grading Period

If a student's placement extends beyond 60 days or the end of the next grading period, whichever is sooner, the student and the student's parent/guardian may participate in a proceeding before the Superintendent or designee. The decision of the Superintendent or designee is final and may not be appealed.

Review of Long-Term Placement

A student placed in the DAEP will be provided a review of the student's status, including academic status at intervals not to exceed 120 days. In the case of a high school student, an administrator, counselor, with the parent or guardian, shall review the student's progress toward meeting high school graduation requirements and shall establish a specific graduation plan for the student. This requirement does not, however, obligate the District to provide in the DAEP a course, except as required by TEC Section 37.008(a).

End of Placement

On the final week of placement at DAEP, the student will meet with his/her home campus administrator and the DAEP teacher. The meeting will provide an overview of the procedures to transition back to the student's home campus and to make sure the student met all the criteria to successfully complete his/her placement at the DAEP.

Transfer Students

The campus principal or designee will decide on a case-by-case basis the placement of a student who enrolls in Luling ISD and was assigned to a DAEP in another district, including a district in another state or an open-enrollment charter school. The campus principal or designee may place the student in the district's DAEP to complete their assigned placement or a regular classroom setting.

Student Expectations

To be successful in the DAEP, the student must:

- Attend school everyday and be on time.
- Comply with the dress code.
- Provide necessary materials.
- Complete assigned work in a conscientious and timely manner.
- Comply with all rules, policies, and procedures of the DAEP and Luling ISD.
- Work cooperatively with the DAEP staff.

Parent/Guardian Expectations

To help your child experience success in the DAEP, the parent/guardian must:

- Attend an intake orientation following the student being assigned to DAEP.
- Promote consistent and punctual attendance.
- See that your child is in compliance with the dress code.
- Notifying the student's home campus by 8:30 a.m. if the student is to be absent that day.
- Transportation is the parent/guardian responsibility.
- Attend any additional conferences needed to review status or progress.