



Disciplinary Alternative Education Program

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STUDENT HANDBOOK

2022 - 2023

DAEP Staff

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Travis Dougherty	Teacher
Alan Blanchard	Teacher
Brandt Lockhart	Teacher
Sami Perez	Teacher
Tiffany Lick	Teacher (1st & 5th)

JISD Administration

Fran Marek	Superintendent
Corey Hickerson	Chief Administrative Services Officer
Jo Lynn Augsburger	Chief Academic and Technology Officer
Natalie Stuckey	Director of Special Education
Brooklyn Shafer	Director of Post-Secondary Readiness
Michelle Snell	Director of Secondary Curriculum, Instruction & Learning
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Disciplinary Alternative Education Program

Definition

Joshua DAEP serves as an alternative education setting for students temporarily removed for disciplinary purposes from their regular instructional settings.

Mission

The mission of the Disciplinary Alternative Education Program (DAEP) is to promote an opportunity for students who have been unsuccessful in a regular educational setting to achieve academically and to learn behavioral and interpersonal skills to become more effective members of our society.

Joshua ISD Disciplinary Alternative Education Program

Procedures and Guidelines (Grades 3-12)

Students will follow the guidelines outlined in their home campus handbook, JISD Student Code of Conduct, and students placed in DAEP will have additional responsibilities reflected in this handbook.

Joshua I.S.D. will provide all educational services necessary in order to aid DAEP students in meeting their individual graduation plan. DAEP services may be delivered differently from the student's home campus.

The home-campus ARD committee will determine special education services and will provide the services necessary to support the IEP.

A parent/student conference with the DAEP school administrator is required to enter the DAEP program.

Length of Placement

Minimum placement—10 school days.

Maximum placement—to be determined by home campus administration in accordance with DAEP guidelines, and will be reviewed at least every semester.

Student's days must be successful in order to return to the home campus at the end of the placement. Students may be eligible for early review for completing successful days.

Instructional Services

Students will remain enrolled with their home campus for reporting and accountability purposes. All JISD students will have assignments sent by the home campus teachers to the DAEP once a week. This is to ensure that students remain in academic alignment with their home campus and prepares them for return to their home campus.

DAEP students will have a math and/or ELA teacher available to provide academic assistance. Teachers will visit or conduct a conference call with DAEP students (upon request) should a student need clarification on an assignment or project. The Dean of DAEP will inform the campus principal of any teacher not making requested weekly visits or neglecting to bring work.

Students attending DAEP **do not** lose the privilege of exemptions from final exams.

The JISD DAEP provides the educational support necessary to meet the goals of the IEP (individual education plan) established by the ARD/504/LPAC committee for all students identified as needing support services.

Transportation

A student placed in a DAEP **shall not be provided transportation** unless he or she is a student with a disability who has transportation designated as a related service in the IEP.

Students arriving at the DAEP campus **must be dropped off at 7:40 a.m. by a parent or guardian. Parents are required to stay with the student until a DAEP staff member comes out to greet students.** Students may not be dropped-off or left unsupervised at any time and may not walk to DAEP in the morning unless granted a walking pass by the Dean of DAEP. Students may be given permission to walk home, with parent permission, under extenuating circumstances. Final decision will be an administrator decision. Students driving to DAEP must park in the designated area by the tennis courts. **Loitering is not allowed at the DAEP parking area.** Prior to entering the building, students will greet the DAEP personnel appropriately.

Written permission must be on file concerning transportation arrangements, and must be updated in writing before changes occur. DAEP students shall not leave with other DAEP students without written consent from all parents or guardians. Driving privileges will be suspended if these rules are not followed. Students driving irresponsibly or recklessly when entering or exiting the JHS campus will lose driving privileges for the remainder of the DAEP placement. Student vehicles are subject to search by trained detection dogs.

Except for the DAEP designated parking area by the JHS tennis courts and the DAEP building, all other areas of Joshua I.S.D. are off limits to DAEP students.

- Students must be picked-up from the DAEP campus no later than 2:35 p.m. **Failure to comply with the pick-up time may result in students becoming ineligible for early review.**
- Students who walk home in the afternoon will be escorted off the JHS premises by a DAEP staff member. Parents must sign a form during intake verifying transportation arrangements.
- Students caught returning to the JHS premises (or any other JISD campus or facility) are subject to a trespassing ticket and an additional 10 day placement at DAEP. Students will also not be eligible for early review if caught trespassing during the DAEP placement.

Lunch

DAEP students may either bring a lunch or order from the school cafeteria (from a restricted menu). The JHS cafeteria staff deliver breakfast and lunch to the DAEP classroom. Qualifying students remain eligible for free or reduced lunch during the DAEP placement. When students bring lunch money to DAEP, staff sends the full amount to the cafeteria for their lunch account. Students who exceed the charging limit established by food services receive the basic meal. DAEP students do not have access to a refrigerator or microwave.

- **DAEP does not permit any drinks** other than an unopened, sealed bottle of water.
- Students who bring lunches must keep them in a clear Ziploc bag. No insulated lunch bags (or other types of lunch bags) are permitted.

Attendance

Students shall attend class daily from 7:40 a.m. to 2:30 p.m. Any student who leaves class early must provide written documentation of an excused absence (doctor's note, court date, religious holiday, etc.), or the day will not count toward DAEP assignment. Compulsory attendance laws are strictly enforced.

Students will not be allowed in the classroom before 7:40 a.m. and are expected to be off campus by 2:35 p.m. Violation of this rule could result in a suspension, criminal trespass charge or an expulsion hearing. Once students are on campus, they may not leave for any reason before class begins.

Upon arrival at the DAEP campus, students must go directly to the DAEP classroom where they will remain until dismissed at the end of the day. There will be no exceptions. A legal parent, guardian, counselor, or authority must sign out students under 18 years of age if they leave the classroom early.

All student absences are reported to the home campus and the district ASAP officer each day. All campus attendance rules apply while a student attends DAEP. The home campus enforces attendance rules. **Days present are the only ones that count toward completing the assignment to the DAEP.** Any absence from the DAEP may be viewed as a refusal to accept disciplinary action, and thus, subject to further disciplinary and/or legal action.

Excused absences include doctor appointments, sickness, probation office visits, and court dates. Written documentation from a doctor, counselor, officer, or parent is required. A full day or any portion missed may require a full make-up day. Home campus administrators will inform the DAEP when students are under court order to attend school.

Tardy Policy

Tardy students may be required to serve time after school to make-up time missed on a make-up date scheduled by the Dean of DAEP. If a student is persistently tardy, he or she will not be eligible for early review. Parents will be notified of the make-up time/date. Students are required to make-up as many minutes as he/she is late.

Medications

DAEP personnel will store and administer approved prescription medications in accordance with JISD medication procedures. All medications must be in the original container with the student's name on the label. A signed district authorization form, including dispensing instructions, must accompany any prescription medication. Over-the-counter medications will only be administered if the parent has signed the appropriate district medication authorization form, that form is on file at the DAEP, and the parent has provided the medication in an original container with dispensing instructions.

Searches

DAEP students and any belongings, books, lunches, or related items are subject to search by DAEP staff at any given time while on the DAEP campus. The DAEP staff shall use metal detectors and may use trained detection dogs to search for illegal drugs, weapons, and other unallowable items. The searches may be conducted without prior notification and may include persons, possessions, facilities, and/or vehicles. A student who refuses to consent to a vehicle search after a dog has alerted on his/her vehicle, will forfeit the right to park on school property. Disciplinary action may be taken against those found to be in violation of school policies as a result of the searches.

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Trespassing

Students assigned to the JISD DAEP are strictly prohibited from being on any school property except the DAEP campus and parking area during school hours. This rule is strictly enforced. Students caught on any JISD campus will receive a written warning. A second offense will result in further criminal action taken against them (class C misdemeanor).

Students may not attend or participate in any school-sponsored or school-related activity during the time that they are assigned to the DAEP (in or out of district).

School Supplies and Other Items

Students will need to claim any consumable books from the home campus prior to reporting to the DAEP campus and bring them to the DAEP campus on their first day of attendance. Consumable books are the responsibility of the student. Such items will remain in class until the student returns to the home campus, unless the DAEP teacher sends work home with the student. DAEP maintains a classroom set of regular textbooks for student use.

- **No bags, backpacks or purses of any type** are allowed on the DAEP campus.
- **School supplies will be provided by the DAEP;** students do not need to bring pencils or paper.
- **No spiral notebooks or mechanical pencils** will be allowed.
- **Students will not be allowed to bring in ink pens or markers during their DAEP assignment period.**
- Any **supplies or materials needed for an assignment or project will be provided** by the DAEP or home campus teacher.
- **Any prohibited items will be turned in to the Dean of DAEP and will not be returned.**
- **No electronic devices, magazines, or non-school related reading material will be allowed** in the classroom unless approved by the Dean of DAEP. **These items are subject to confiscation by the DAEP staff and may or may not be returned to the student at the end of their last day at the DAEP campus,** or may be disposed of accordingly.
- All **coats or jackets must remain in a designated area.**
- All **coats, shoes, and uniforms will be checked daily upon student arrival** for inappropriate articles.
- **Do not bring any inappropriate articles to DAEP.**

These procedures help to ensure the safety of all students

Dress Code & Unallowable Items

We consider a student's appearance an important personal responsibility. It is our goal to establish clear and concise guidelines regarding proper attire at school to ensure a safe and productive learning environment. Safety of all students is a top priority and no clothes will be allowed that are conducive to hiding items within pockets or pleats.

The Following Dress Code is Required While In Attendance at JISD's Alternative Education Program:

All students placed in DAEP must wear the required uniform.

- Students are required to **wear a blue collared shirt that will remain tucked in, tan/khaki pants, and tennis shoes. Pants have belt loops and a belt must be worn with shirt tucked in.**
- **Uniforms must be clean** and washed regularly; students must bathe regularly and wear deodorant.
- **No low-rise, form fitting/skinny jeans, joggers, cargo, elastic waist, or drawstring pants** are permitted
- **A plain long-sleeved shirt** may be worn **under** the collared shirt during cold weather months.
- **No book bags, purses, or lunch bags** allowed.
- **No hooded sweatshirts or jackets with hoods, no jewelry or hats allowed (male or female).** DAEP staff will confiscate hooded sweatshirts, hooded jackets, jewelry, hats, and unallowable items until the end of a student's placement.
- The grooming regulations below are expected to be followed by all DAEP students:
- Boys' hair should not extend beyond the following limits:
 - Hair must be kept out of the face such that both eyes can be seen at all times. The entire ear may be covered but should not exceed the corner of the jawbone on the sides. Sideburns should not be more than one-half inch below the bottom of the ear lobe.
 - Back - Hair must be cut so that it is no longer than the bottom of the dress shirt collar or top of a t- shirt collar.
 - Boys' hair will not be worn in tails, ponytails, or buns.
 - No Extreme hair styles or extreme hair colors; no black lipstick or fingernail polish of any type.
 - Hair may not conceal or cover the eyes or face at any time, even when looking down.
 - No jewelry, money, watches, cell phones, paging devices or added accessories
- **Male students must be clean-shaven** with the exception of a neatly trimmed mustache.
- **Female**
 - Fingernails neatly groomed natural nails only...no polish
 - No cosmetics of any kind
 - Hair pulled back in a plain elastic band, out of eyes, neatly groomed, natural color
 - No jewelry, money, watches, cell phones, paging devices or added accessories
- **No weapons or sharp objects of any type** (including pocket knives) and no objects that could be used as weapons.
- **Students must cover all permanent tattoos** while in the building. Students must remove or cover henna type markings and fake tattoos. Students that do not comply are considered out of dress code.
- **No gang-related tattoos or shavings in hair** or eyebrows.
- **No inappropriate skin markings may be visible;** students must cover any inappropriate marks on skin
- **Cell phones are not permitted.** No ear buds, headphones, or other personal belongings are allowed.
- **No change of clothes or clothing under uniform this includes gym shorts.**

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- **Students must wear tennis shoes. No flip-flops, slides, or boots; shoelaces must be tied** at all times.
- **Damage to uniforms** provided to students by the DAEP **will result in a fine** on the student's account at replacement cost for any damaged item(s).
- **DAEP staff will confiscate any unallowable items brought to DAEP.**

The final decision of acceptable dress and grooming rests with the Dean of DAEP.

Classroom Expectations and Rules

Students must follow all classroom rules and procedures while in the Disciplinary Alternative Education Program.

Misbehavior in the DAEP may result in ineligibility for early review, suspension, and/or an additional DAEP placement. Classroom rules will be explained in further detail to each student upon arrival at DAEP and are as follows:

1. Students will stay seated in their assigned seat – sitting properly at all times.
2. Students will stay awake and alert at all times. **Students who sleep will lose privileges, may be asked to stand, and will not be eligible for early review.**
3. Students will not communicate with anyone except to the teacher when transitioning or completing independent work. Communication is not allowed between students, including digital communication (such as Google docs, etc.).
4. Students will stay “on task”. They will complete and turn in all assignments signed off by a DAEP teacher.
5. Students will work on one assignment at a time.
6. **Any student who throws away or hides incomplete work, or is unwilling to cooperate or complete classwork and assignments in a timely manner, will lose privileges and will not be eligible for early review.**
7. Students needing assistance should raise their hand, wait quietly, and continue working until help arrives.
8. **Students will use the DAEP classroom computers appropriately and in accordance with JISD computer and internet guidelines. Students are not to access games or videos unless a teacher has assigned them in writing. Additionally students may not participate in student-to-student communication through digital means, such as Google docs, etc. Failure to use computers appropriately will result in the revocation of computer privileges during the remainder of the DAEP placement.**
9. Students will respect themselves and others -- including school work and school property.
10. Students will participate appropriately in classroom and social skill instruction.
11. Students will walk in a line with hands clasped behind their back and refrain from talking when transitioning.
12. Students will communicate appropriately with each other and staff members. Cursing, derogatory comments, and insults will result in disciplinary consequences. No inappropriate or explicit conversations between students; no discussions involving illegal or illicit activities or items.
13. Students will have three restroom breaks per day; may have one clear water bottle at desks.
14. Students will eat lunch at their desks.
15. Students will not have chewing gum, snacks, or candy unless it has been earned and distributed by staff.
16. Students must wear their pants at their waist; sagging is never allowed.
17. Students will remain in dress code at all times while on campus. Students are to wear the uniform

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- appropriately at all times.
18. Students will be dismissed at the end of the day by their teacher or an administrator.

Discipline

The purpose of the Discipline Policy is to ensure a safe and orderly learning environment. The following guidelines will be used to address student misbehavior:

- All students must follow the JISD and DAEP Student Code of Conduct.
- Students will follow all school procedures while attending DAEP. The day begins when the students enter any school property; this includes the parking area, the classroom, or any school grounds. Students will lose privileges and will not receive good time or be eligible for early review if they receive infractions.
- Students will be graded on their day. The student must make a 70% or better for the day to count. If the student does not pass for the day the day will not count, and be reissued.

Depending on the severity of the infraction, consequences may include:

- ✓ Conference with DAEP Teacher, isolation, cool down
- ✓ Conference with the Dean of DAEP, parent notification, or isolation / cool down
- ✓ Notification of JISD Administrator from home campus, parent notification, and suspension

Other Interventions:

- Notification of either a campus administrator, counselor, JISD police, and/or the student's probation officer
- Implementation of structured behavioral plan or behavior contract
- Second DAEP placement upon the completion of the initial placement
- Expulsion to JJAEP

Points to Remember

1. Parents are to line-up their vehicles in front of the DAEP entrance during drop-off and pick-up. In the morning, **students are to remain in the car until a DAEP staff member comes out and greets all students** at 7:40 a.m. DAEP students are **NEVER permitted to loiter in the parking lot and NO early drop-offs**. Students are to be **picked-up promptly at 2:30 p.m.**
2. Students must **follow the uniform dress code** during their entire DAEP placement. DAEP loans all students one pair of khaki uniform pants and two Joshua blue uniform shirts. Students must return the clothing at the end of the placement. **Students may not wear any jewelry, hats, or hooded sweatshirts/hooded jackets**. Students **may not wear gym shorts or sweatpants under the uniform**. Students **may not bring any purses, backpacks, or other bags** to DAEP. **Pockets must be empty**. **Tennis shoes** are to be worn. The only added clothing that is allowed under the uniform is a plain long sleeve t-shirt. During cool weather, students may wear a jacket or coat (no hoods) into the building. **DAEP staff confiscates any hoodies, jewelry, and other unallowable items**. Failure to comply with the DAEP dress code will result in students losing eligibility for early review.
3. **Students who do not complete their classwork, sleep in the classroom, behave disrespectfully toward staff and other students, misuse instructional technology, and/or do not comply with the DAEP behavioral expectations will lose eligibility for early review**. All early review decisions are contingent upon students following the DAEP rules and procedures during their entire placement.
4. **Students assigned to DAEP are not allowed on any JISD campus during the entire DAEP placement**. DAEP students may not attend any JISD-related functions, sporting events, or other activities at any campus (including away games or JISD activities in other districts) while assigned to DAEP. Doing so may result in a trespassing citation.
5. The **Dean of DAEP communicates regularly with probation officers, JISD police officers, and with the home campus administrators** regarding DAEP student conduct..
6. Students **may order breakfast and lunch from the JHS cafeteria**. They **may also bring a lunch in a clear Ziploc bag**. Students may bring an unopened bottle of water; however, **no other drinks** are permitted.
7. **Cell phones are not permitted**. **No other items may be brought to the campus**. DAEP staff confiscates any unallowable items until the end of the student's placement.

8. **Parents receive a notice when their child's placement is nearing completion.** A written notice will be sent home with the student 5 days prior to their last day of DAEP placement. On the last day of a student's placement, he or she will wear the uniform, return the 2nd uniform shirt, and bring a change of clothes. Then at the end of the day, the student will change out of the uniform and **return all DAEP clothing**. Fines are charged to student accounts for the replacement cost of DAEP clothing not returned.