

Santa Fe I.S.D
2023-2024

DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT

STUDENT/PARENT HANDBOOK



Alternative Learning Center
Disciplinary Alternative Education Placement
4135 Warpath
Santa Fe, TX 77510

Disciplinary Alternative Education Placement Handbook

PREFACE

To Students and Parents:

The Santa Fe Independent School District Disciplinary Alternative Education Placement (DAEP) was established in conformance with the Texas Education Code (TEC), §37.008, and this section is defined as an educational and self-discipline alternative instructional program, adopted by local policy, for students in elementary through high school grades who are removed from their regular classes for mandatory or discretionary disciplinary reasons and placed in a DAEP. Students in grades 5-12 are serviced at our Alternative Learning Center and each student assigned to DAEP will be provided an academic and self-discipline program that leads to graduation and includes instruction in each student's currently enrolled foundation curriculum necessary to meet the student's individual graduation plan, including special education services.

The DAEP Student Handbook contains information that students and parents are likely to need during the student's DAEP assignment. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the student's district and home campus handbooks as this DAEP Handbook serves as a supplement to the district and home campus handbooks while the student is enrolled in the Santa Fe I.S.D. Disciplinary Alternative Education Placement.

PHILOSOPHY

Students in the Santa Fe Independent School District are expected to conduct themselves as desirable members of society. **Kindness, Respect, Responsibility, Empathy and Motivation to succeed** are standards which our students are expected to meet. It is the philosophy of the Disciplinary Alternative Education Placement that students have the right to learn and teachers have the right to teach in a safe environment. The DAEP provides a highly structured and controlled academic setting with an emphasis on core curriculum.

INTAKE MEETING

Intake meetings with the Santa Fe ALC Coordinator will be held only on an appointment basis. Parents will receive a call from DAEP to schedule a time to complete this intake. **Parents and students are required to attend the intake meeting before a student begins the assignment.**

Parents are required to check in at the Cowan Administration Building with a valid picture ID for intake meetings as well as any potential parent/teacher meetings.

At the intake meeting, **parents and students** will be required to complete paperwork necessary to begin the assignment. Placement expectations and guidelines will be discussed, along with an

explanation of the behavioral and discipline systems used. Any questions parents or students may have will be addressed at the intake meeting.

EXIT REQUIREMENTS

To ensure a smooth transition, the ALC Administrator will schedule a Transition Meeting with the student's Assistant Principal and School Counselor on the day the student returns to their home campus.

- **Classroom Point System:** Students are awarded 10 points each morning when they arrive to DAEP. Loss of points occurs when a student is not following DAEP rules and expectations. If student maintains their 10 points per day for 5 days, one day will be deducted from their total number of placement days. (i.e. the student would get credit for earning 6 days of DAEP days served in a 5-days). These students are also eligible for additional rewards based on the DAEP Point System.
- **On the day the student returns to campus:**
 - **May I ride the bus to school on my first day back?** Yes. If you have questions about which bus to ride or route information, contact transportation by calling 409-925-2775.
 - **Where do I go?** Enter the office waiting area and wait there until his/her assistant principal and counselor are available to meet.
 - **What is a Transition Meeting?**
 - The Assistant Principal, Counselor and student will collaboratively develop goals for success and a plan to meet those goals.
 - This process is intended to provide the student with procedures to follow to prevent additional disciplinary infractions.
 - Parents may choose to participate; however, they are not required to attend.

SCHOOL HOURS:

DAEP school hours are 7:20 a.m. to 2:50 p.m. for all students. Students will complete the morning check-in and proceed to the DAEP student lounge for breakfast. At 7:30, their teacher will bring them to their assigned DAEP classroom unless directed otherwise by a staff member.

SUPPLIES

- School Issued Laptop
- Headphones
- Book to read

TARDIES

Tardiness is defined as not being in the proper place at the designated time. Students are considered tardy if they arrive after 7:20 a.m. If a student arrives after 8:00 a.m., although they will be counted present for attendance purposes, they will not earn a full-day of DAEP attendance.

COUNSELING

Students at the Warpath Alternative Learning have access to counseling services provided by Sandra Zeringue, LSSP-NCSP, and Lois Jones, LMSW. Both ladies have lots of experience in working with students, families, and staff. If you or your student need support, you may contact them to schedule a meeting. Below are the office numbers of these individuals:

Sandra Zeringue 409-925-9055

Lois Jones 409-925-9075

Students, parents, and staff have access to counseling options in the community. Some of these include:

- Gulf Coast Center
- TCHAT

CURRICULUM AND INSTRUCTION

Students will be instructed in their core curriculum classes, as well as their elective courses, while enrolled in the DAEP. Teachers may work with students individually or in class settings, using computer guided instruction as well as conventional teaching strategies to complete the designated curriculum. The school district shall offer a student removed to a disciplinary alternative education placement an opportunity to complete coursework before the beginning of the next school year. Teachers will work in conjunction with the curriculum department, utilizing the Instructional Planning Guides, to keep the student on pace for an easy transition back to their regular education placement

GRADING GUIDELINES

- Credit will be given for all acceptable work completed at DAEP.
- Grades for completed work at DAEP will not replace previous grades but will be averaged with grades earned on the home campus.
- Student grades will be submitted to the student's home campus weekly and maintained in Skyward Gradebook by their home campus teachers.
- Students will complete curriculum requirements using Edgenuity or CANVAS, online learning programs, or work sent over by their home campus teachers.
- Students enrolled in Pre-AP and AP courses will remain in Pre-AP and AP courses while at DAEP. The Pre-AP/AP coursework will be sent to DAEP by the home campus. Students may be required to complete additional work in these courses as assigned by their home campus teacher.

ONLINE LEARNING EXPECTATIONS

Edgenuity is a state-approved online learning program. The curriculum is delivered by a virtual teacher. There are short and assignments follow most videos, followed by quizzes and tests. In order to be successful, students will take notes while watching the videos. Notes may be used on quizzes and tests.

Note: Each day, students must complete a minimum of 5 assignments per course (Junior High) or 25 assignments (High School) to receive a passing grade.

STAAR/BENCHMARKS/SEMESTER & FINAL EXAMS

The STAAR tests, as well as benchmarks, semester, and final exams will be administered at DAEP. The home campus will provide a review (along with a Key for the DAEP teacher) for each STAAR/BENCHMARK/SEMESTER/FINAL Exam administered at DAEP when applicable.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

ABSENCES

Prior to a student absence, the parent/guardian must notify DAEP by telephone (409-925-9411). An attempt will be made to contact parents/guardians of students who do not contact the school prior to an absence.

- **Parent Note:** A note from the parent/guardian must be turned in when the student returns. If a note documenting the student's absence is not brought to the school within three school days of the absence, the absence will be counted as unexcused.
 - The absence note should include the following:
 - Full name of the student
 - Date(s) of absence
 - Reason for absence
 - Parent name and contact number
 - Parent signature
- **Doctor's Note after an Absence for Illness**
 - Upon return to school following a personal illness where a doctor or health clinic visit occurred:
 - The student must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school (See FEC-Local).
 - If this statement is not provided, the absence will be unexcused. If it is provided, the absence is excused.

SLEEPING

A student who is sleeping cannot engage in learning. Sleeping is considered misbehavior at DAEP and parents will be contacted. The staff should be informed if a student has a medical condition, is taking medications that might cause drowsiness, or has experienced an abnormal event that could compromise the ability to stay awake. Any student who is too ill to remain awake should remain at home. Repeated instances of sleeping in class could result in parent conferences and no points earned for the day in instruction. For repeated sleeping violations, additional days may be added to the student's DAEP placement.

VISITORS

DAEP is a closed campus. Conferences and teacher visits must be scheduled in advance. Conferences will be held in the afternoons after 2:50 pm on an appointment basis, only. Visitors are not allowed in the DAEP classrooms to protect the confidentiality of students assigned to these placements.

CAFETERIA SERVICES

DAEP has no cafeteria; however, students may bring a breakfast/lunch or purchase a breakfast/lunch from the district Yum Food Service Department it will be delivered to DAEP. Breakfast is a grab and go option for students that will consist of a pastry, a fruit, a milk and a juice option. Lunch is provided based on the menu of the Junior High Café. Students will eat their breakfast in the student lounge when they arrive. Students may bring money for meals to put into their student School Café accounts (no change will be provided) or money may be deposited in their lunch account (Food Service YUM App) if they choose to purchase their breakfast/lunch. A refrigerator is available to store lunches.

- **Students may NOT bring any of the following to the DAEP campus:**
 - Energy drinks
 - Glass containers
 - Any **open drink** bottles/containers
- **Students may NOT have outside lunches delivered to the campus.**

MEDICINE AT SCHOOL

For the protection of Santa Fe ISD students, the following policies concerning the administration of medications at school are listed below.

Prescription Medications

The following procedures are in effect for administering prescription medications at school.

- Santa Fe ISD policy states that students may take medicine at school **ONLY** if it cannot be given by a parent at home, **and**
- If it is necessary for the student to perform at school.
- ALL medications administered at school **MUST** be accompanied by a physician's order.
- Nurses **are not permitted to take verbal permission on the phone** to give any medication to a student.

Over the Counter Medications

Santa Fe ISD will not administer over the counter medications to any student without specific written orders from their physician. **This includes TYLENOL, ADVIL, and any COLD OR ALLERGY MEDICATIONS.**

Medical Attention

A student who becomes ill during the school day should notify a staff member. The staff will assess the situation and notify the student's parent and advise them as to the nature of the illness. If the student is in need of medical attention for any reason, DAEP staff will call for support from a campus nurse from Santa Fe Junior High or Kubacak Elementary will to assess the student if necessary. If it is a medical emergency, 911 services will be called for the student. Any time a student is ill or needs to be removed from the school setting during the school day, it is the responsibility of the parent to make necessary arrangements for the prompt removal of the student from the school campus.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the administrator or designee and according to the campus sign-out procedures. Unless the administrator has granted approval, because of extenuating circumstances, a student will not be released before the end of the instructional day. A student who will need to leave school during the day must bring a note from his or her parent that morning.

EXTRACURRICULAR ACTIVITIES OR PRESENCE ON A SFISD CAMPUS

Students are not to be on any other school property and are not allowed to participate in or attend any school related function on or off SFISD campuses while enrolled in the DAEP. (TEC 37.006(g).) Students attending activities or going on campus risk the possibility of further disciplinary action or law enforcement involvement.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may conduct searches. Such searches are conducted without a warrant and as permitted by law. Students will turn in all their belongings upon entry each morning. Student pockets will be cleared, and students will be screened by a metal detector. Drug detection dogs may be used on the campus at random.

STUDENT'S WORKSTATIONS

Students' workstations are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned workstations. Searches of workstations may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's workstation. Defacing school property through writing on surfaces or damaging/destroying equipment and/or furniture may result in having days added to their DAEP placement. A monetary fine may also be assigned.

SURVEILLANCE CAMERAS

Students assigned to the DAEP are subject to visual monitoring at all times.

TELECOMMUNICATION

Telecommunication devices will be taken from the student at the beginning of the day, placed in their assigned area, and returned to the student at the end of the day. **Should one be lost or stolen, SFISD is not responsible.**

TRANSFERS AND WITHDRAWALS

Students who withdraw from SFISD before serving/completing an assignment in the DAEP shall complete the assignment upon re-enrollment in the district, unless the assignment was served in another district. Students who enroll in SFISD before serving/completing an assignment in the DAEP from a prior district shall complete the assignment upon enrollment in the district. Students who enroll in a hospital/drug treatment center may reduce their assignment time in the DAEP, on a day to day basis, with the district's approval. Verification of hospitalization/treatment must be presented upon re-entry.

TRANSPORTATION

Students assigned to DAEP may ride a district school bus OR arrange a car ride. Students will not be allowed to walk home or drive their own car. Students are expected to enter the building as soon as they arrive to campus and leave the campus immediately, within 5-10 minutes of dismissal. Failure to leave the campus after school or going to another SFISD campus could result in disciplinary action, including the possibility of receiving a criminal trespass citation. If waiting for a ride, students must wait in the student lounge in the DAEP building and will be called out as their ride arrives.

DAEP GENERAL CLASSROOM RULES

- Be respectful of all DAEP staff members, guests and other student's (persons, property, and space) at all times.
- Remain on task and stay focused.
- Gain teacher attention appropriately. Raise your hand first. If the teacher does not see your hand raised, then you may politely request help.
- Be in dress code THROUGHOUT the entire day.
- Arrive and leave on time.
- Use appropriate verbal language and body language.
- Remain in your seat unless you have been given permission to get up
- Students will be escorted if they need to leave the room
- Do all classwork that is assigned on the Edgenuity program daily.
- Do not go to places on the computer other than Edgenuity.
- No talking or interaction with other students in the room without permission.

Santa Fe Code of Conduct

Refer to the campus handbook Code of Conduct for infractions that may require discipline consequences.

At any time during a DAEP assignment, the campus administrator may suspend a student for up to 3 days. Parents/guardians will be notified by telephone, mail or both when students must be removed. If at any time a student's behavior so warrants, law enforcement officials will be called.

SERIOUS MISBEHAVIOR

A student who, while in DAEP, engages in serious misbehavior, may be expelled to a discretionary DAEP (TEC 37.007 c). Discretionary expulsion from Santa Fe ISD would result in placement in the Coastal Alternative Program (CAP).

To ensure the safety of students and staff and the smooth operation of DAEP, rules may be altered, added, or deleted at the discretion of the administrator.

DRESS CODE

These guidelines are beyond the dress code established within the district's Student Code of Conduct. The district considers a student's appearance an important personal responsibility. It is the goal of teachers, counselors, and administrators to establish clear and concise guidelines regarding proper attire at school to promote an excellent learning environment.

The following will be required of all students attending the Santa Fe I.S.D. DAEP. Students are expected to be within the dress codes guidelines upon arrival to the campus. Students must remain in dress code throughout the day.

- Students are required to wear a solid white shirt. The shirt must be a polo style or golf shirt with a distinguishable collar. (Shirts worn under the white polo shirt must be white.)
- Pants may be a khaki colored dress-type or docker-style pant with no pockets below the hips. Pants must fit at the natural waistline without the aid of a belt.
- Shoes must be closed-toed and closed-heeled (i.e. tennis shoes, Vans). Shoes intended to be worn with laces must be laced and tied. Shoes with buckles must be buckled appropriately. **No slippers, sandals, house shoes, or slides of any kind will be allowed.**
- Non-hooded sweatshirts or sweaters are allowed in class as long as they are solid colored, and without logos, and must be worn over the white collared shirt.
- All coats, jackets and accessories will be placed in the intake room when students check in.
- No types of jewelry- including visible body jewelry, tongue rings, grills, etc.
- Hair must be neat and clean.

Exceptions to the rule will be considered if an assigned student is prohibited from wearing requested attire due to religious doctrine. Because fads in dress are subject to sudden and sometimes radical changes, final decision of acceptable dress and grooming rest with the school administration. Students not following the dress code may call home for their parent to bring appropriate clothing.

DAEP Appeals

If the student would like to appeal their placement at DAEP, the parent or guardian should contact their student's home campus Administrator. The ALC Coordinator cannot overturn a DAEP placement.