

Anna Academic Achievement Center

DAEP Student Handbook



2023-2024

Staff Information and Contact:

Kane Sweet- Principal

Office: 972-924-1014

Email: timothy.sweet@annaisd.org

Matt Peeples-DAEP Teacher

Classroom- 972-924-4078

Email: matthew.peeples@annaisd.org

Heather Rose-DAEP Teacher

Classroom: 972-924-4079

Email: heather.rose@annaisd.org

Jeff Storie- DAEP Teacher

Classroom: 972 924-4077

Email: jeff.storie@annaisd.org

Judy Miller- AAAC/DAEP Staff Member

Classroom- 972-924-4089

Email: judy.miller@annaisd.org

The Mission of Anna ISD...

The mission of Anna ISD is to invest in academic excellence, instill values and inspire students.

Disciplinary Alternative Education Placement (DAEP)

Students and parents also need to be familiar with the student's home campus handbook as this DAEP Handbook serves as a supplement to the home campus handbook while the student is placed in the Anna ISD Disciplinary Alternative Education Program.

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Philosophy

Students in Anna ISD are expected to conduct themselves in an appropriate and respectful manner. It is the philosophy of our schools that the students have a right to learn, and teachers have the right to teach in a safe and orderly environment. Our DAEP provides a highly structured and controlled academic setting with an emphasis on core curriculum, life/coping skills, character education, and an opportunity for the student to work with highly skilled professional staff members. Social Skills lessons will be provided each day.

Entry Requirements

Students in grades 6-12 will be assigned to the Disciplinary Alternative School in accordance with the discipline management plan procedures contained in the Student Code of Conduct.

Entry Procedures

All administrative personnel who are referring a student for a DAEP Placement must notify **Kane Sweet, timothy.sweet@annaisd.org** and schedule an intake conference. *Prior to the Intake Meeting being scheduled, Campus Behavior Coordinator will have met with the campus administrator and parents to determine the length of placement. If a student is in special education, the Manifestation Determination will have already been conducted as well.*

The following items are needed for the intake meeting:

- The student, a parent, and the DAEP administrator must attend the entry conference.
- The DAEP Handbook will be reviewed with the student and parent with an emphasis on academic and behavioral expectations held by the districts' administrative personnel. Students and parents will review the handbook and **sign the acknowledgement of receipt form.**
- Grading procedures will be discussed during this meeting.
- Transportation issues will be discussed. Vehicle use and no loitering rule will all be addressed.
- Expectations of the dress code will be covered.
- The student and parent will be briefed as to when and where to report in the morning, the arrival and dismissal procedures, security issues, the daily schedule, provisions for lunch,

the facility, and the point system. The student will be assigned a work station (which the student will be held accountable for keeping it neat and orderly as well as graffiti free).

- The student will begin their assignment the following day, unless otherwise directed by administration.

DAEP Discipline System

Students' progress while they are assigned to the Disciplinary Alternative School will be monitored. It is our desire that students learn to be responsible for their own actions.

Consequences naturally will follow various inappropriate choices or poor decisions while the student will earn the rewards when he/she has made more appropriate choices and demonstrated the ability to successfully function within a structured school setting. Failure to follow the DAEP rules could result in placement in subsequent "tier" classroom, suspension, additional placement at DAEP, or expulsion to Collin County JJAEP the remainder of the year.

General DAEP classroom rules include:

- Be respectful to all DAEP staff members, other students, and visitors and/or guests (persons, property, space, etc.) at all times.
- Have all the necessary materials and be ready to start on time.
- Remain on task and stay focused on goals throughout the day.
- A student must raise their hand and wait in an appropriate manner until their request is received and considered.
- The Code of Conduct and Dress Code of the DAEP will be strictly observed.

The items listed below are the criteria that will be used to determine eligibility for review if applicable:

- Attendance
- Conduct
- Academics
- Dress code
- Exceeding goals

Reviews

If a student is assigned a review by their home campus that review will be determined based on student behavior and attendance. The review is conducted by the DAEP administrator and is at their discretion based on the factors listed above.

Point system DAEP Level II , Level I & COYOTE LEVEL

Students entering DAEP will be placed in the Level II classroom to begin their placement. Each student will follow a point system. Students will move out of Level II when they have had 5 successful days in DAEP. Students in Level I are expected to maintain a minimum 25 points each day. Level II students are expected to maintain a minimum 27 points per day. Students must be in physical attendance each day for the day to count to placement. Below are various offenses and the loss of points associated.

- Tardy: -2 points
- Dress code: First offense -2 points/ second offense -6 points
- Sleeping: -3 points
- Unscheduled bathroom break: -3 points and student will be escorted by staff member
- Disrespect of staff member: -3 points up to -6 points/ multiple offenses will be addressed by adding days and placement in the Level II classroom.
- Profanity: -2 points up to -6 points
- Talking during class time: -1 point for each occurrence
- Talking/Disruption in the hallway: -2 points up to -6 points
- Graffiti on desk: -6 points
- Unauthorized website usage: -6 points for first three offenses/ multiple offenses will qualify as violation of fair use policy and will be subject to modified or additional placement and placed in the Level II classroom.

* Students will have the opportunity to earn some points back through the teacher or administrator.

- Practice the correct behavior with teacher or administrator
- written assignment given by teacher/administrator in regards to the point deduction
- Other options may be available

Level II Classroom- Daily Routine

Students are expected to abide by the program rules, regardless of which Level they are serving DAEP in. Each Level will have classroom specific routines and Level specific privileges.

Level II- 5 successful consecutive days to move to Level I.

- “Restricted” PE- Students can walk silently in the gym
- Silent Lunch- 30 minute, silent lunch in the cafeteria
- Social Skills- 15 to 20 minutes per day
- 3 bathroom breaks

Level I Classroom- Daily Routine

Students are expected to abide by the program rules, regardless of which Level they are serving DAEP in. Each Level will have classroom specific routines and Level specific privileges.

- PE- Students are allowed to walk and talk quietly and appropriately in the gym (at teacher discretion)
- Regular Lunch- Students will have a 30 minute lunch and can talk quietly
- Music- 1 hour per day
- Social Skills- 15 to 20 minutes per day
- 3 bathroom breaks

Coyote Level

10 consecutive days of earning 29 points/ passing all classes/meets daily work requirements

- 1 free bathroom pass a day
- 1 free water break a day
- Music time all day on Friday or last day of the week (at teacher discretion)

(Student will earn the privilege of going to the water fountain and restroom on their own for those free breaks)

Students must maintain 28 points each day and maintain passing grades in all classes to stay in Coyote Level. If at any point the student does not maintain the 28 points or is failing a class they will move back down to Level 1 or Level 2 depending on the offense.

DAEP CODE OF CONDUCT

The following conduct may result in loss of points, three day suspension, or Level II placement, additional placement in DAEP or expulsion from the Disciplinary Alternative Education Program. Consequences will be determined by the severity of the offense. The judgment of the facilitator will apply and days can be added by the administrator.

1. Violation of the Dress and Grooming Code
2. Acts of disrespect or threats to staff or other students
3. Use of Profanity
4. Cheating
5. Stealing
6. Sleeping
7. Possession or use of tobacco products in the classroom or on school grounds
8. Possession or use of an alcoholic beverage or controlled substance in the classroom or on school grounds
9. Possession or use of anything that can be considered a dangerous weapon
10. Abuse of public property

11. Return to home campus or to any campus other than the DAEP campus while assigned to DAEP
12. Promotion of or participation in gangs, secret societies, or any such association
13. Failure to abide by rules during school hours
14. In addition, the Code of Conduct at the students' home campus will apply while the student is in attendance at the DAEP.
15. Discipline will be strict and firm, but fair. It will be based upon careful assessment of the circumstances of each case. (Ex: The seriousness of the offense, the frequency of the misconduct, the student's attitude, and the potential effect of the misconduct upon the school environment.) A student who becomes disruptive and does not control his/her behavior will be removed from the room and police may be called to intervene. If the student fails to cooperate; he/she may be suspended up to three days. Expulsion is also possible for students who are persistently disruptive.

Modifying placements- Additional Placements

One of the goals of DAEP is to correct the behavior. In addition to the Level II placement in the classroom, if a student displays documented, continual or serious negative behavior, an additional placement will be recommended to the students home campus.

- Disrespect of staff members- Respect for staff members is an expectation we have of each student. Minor disrespect will be dealt with on a case by case basis utilizing the daily point system. If the disrespect is severe or repeated, additional placement will be recommended.
- Continuous refusal to work - Students are required to be engaged in their school work during their day at DAEP. Students are not allowed to sleep or be off task during class time. If a student continuously refuses to work additional placement will be recommended.
- Classroom disruptions- Loud, lewd, and disruptive behaviors in the classroom can be very damaging to the entire program. If a student has a severe episode of any of the stated behaviors a student will be subject to additional placement.
- Bullying/intimidation of other students- Anna DAEP has a zero tolerance for bullying/intimidation of other students. Students in Anna DAEP are provided a safe, secure, structured learning environment. This environment can be jeopardized by bullying/intimidation and as a result any confirmed instances will be handled following Anna ISD anti-bullying policy and an additional placement will be recommended.
- Defacing School Property/Damaging teacher or school property - Any student caught defacing or damaging school property (graffiti on building, major destruction of property)while in DAEP will be subject to additional placement.
- Violating the electronic fair use policy- Continuous misuse of the computer will result in loss of computer privileges and could result in recommendation for additional placement.

Attendance

The student will attend all school days unless prevented by an excusable absence. Parents must call the school (972-924-1014) to report every absence as well as send a signed note when the student returns to school. **Proper documentation must be turned in within five school days of the absence.** All students will be allowed up to 4 Parent Written Excused absence per semester: 1) Student has not exceeded his/her allotted four Parent Written Excused absences per semester while at their home campus; 2) the reason is deemed acceptable by the Administrator; and 3) the note was received within the five days upon the students return to school. All absences that do not meet the appropriate guidelines to excuse the absence will result in the absence remaining unexcused and will result in Truancy Charges being filed.

Please note that excused absences are absent days and will not count toward number of days assigned.

Students who are truant will be filed upon with the justice of the peace court. Students are expected to be at school on time and ready to actively engage in learning. Tardy arrivals will be documented and may be used for filing truancy as well. State law allows a student to be considered truant for missing any day or partial school day. Students arriving after 8:10AM and before 8:15AM will have points deducted for tardiness. Students arriving after 8:15AM will be considered absent and not permitted to enter the building unless a medical/court note is provided. Attendance will be taken daily and sent to campus on a weekly basis via email to the campus Attendance Clerk.

A student will not be released from school at times other than the end of the day except with permission from the principal or his/her designee and according to the campus sign-out procedures. A student who becomes ill during the school day should notify the principal or his designee. A DAEP staff member will decide whether or not the student should be sent home.

COVID-19- If a student chooses to stay home after a DAEP Placement has been issued they will not be allowed to return to their home campus until all days are served at the DAEP location.

Cafeteria Services

Students have the option of purchasing a lunch each morning during the check in or the student may provide his/her own sack lunch. A lunch from home must be clearly labeled with the student's name. No glass containers or open drinks are allowed. Students must have the correct change if purchasing from the cafeteria each day, or students can prepay for meals.

Breakfast is \$1.50

Lunch is \$2.90

Free and reduced price lunches are available based on financial need and will be provided for those students who qualify.

(Statewide rate for reduced is \$.30 for breakfast and \$.40 for lunch.)

Check in procedures

- Students are NOT allowed on campus before 7:50 am. DAEP Students must wait in the designated area by the DAEP entrance. DAEP students are not allowed at the front of the Special Programs building. 8:00 am-8:10am check in time/ 8:10 am-8:15 am- Tardy time/ After 8:15am students are not permitted into the building.
- Secondary students will enter through the back entrance of the Special Programs Building.
- Students will wait patiently while security procedures are followed (including the following: remove shoes, pull out pockets, stand for scanner)
- Dress code check
- Turn in cell phones
- Place lunch in designated area and/or order lunch
- Enter assigned area
- Pick up breakfast, if applicable and sit down. Students must remain in the assigned area.
- Students are not allowed to leave campus once they are on school property

Check out procedures

Secondary students will be dismissed from the back entrance to Special Programs. Parents should form a carline and students will be dismissed one at a time. Students will be dismissed at 4:25 PM and are expected to leave the facility immediately. Students must be off campus as soon as they are dismissed.

Communication

A weekly written communication will be sent to the sending campus on each student. The communication will consist of student attendance, work completion/grades, and behavior. Please contact the teacher of record, heather.rose@annaisd.org , jeff.storie@annaisd.org and or matthew.peeples@annaisd.org with any questions you have regarding student performance at DAEP.

School Day

The school day is 8:15AM-4:25PM. Early releases and late arrivals on student schedules will not be honored. Travel arrangements must be made to ensure students are dropped off and picked up on time. Students are NOT to arrive before 7:50 AM. Students must be picked up off school property at dismissal. Loitering is not permitted. The Disciplinary Alternative School will follow the Anna ISD school calendar. All DAEP days must be served inside the regular academic school year. DAEP days shall not be earned during summer school.

Transportation

In accordance with the AISD Student Handbook, a student placed in DAEP will not be provided transportation unless he/she is a student with a disability who has transportation designated as a related service in the student's IEP.

Students who are of the appropriate age, with permission from their home district and carry the proper credentials are allowed to drive personal vehicles to Anna DAEP. The student's vehicles are subject to random inspection by narcotics canine officers. Any contraband found inside the student's vehicles will be treated the same as if they were found on the student's person. The student will be subject to punishment as outlined by various Texas law enforcement codes as well as Anna ISD policy.

Computer Use

Students are required to provide their own earbuds. Students may use computer resources under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding the use of technology resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students will not be allowed to use email unless an arrangement has been made to email their home campus. Internet may be used only with permission from the instructor. Please be aware that electronic communications, including email, using the District computers are not private and may be monitored by district staff at any time. **Any student who destroys computer property is responsible for paying the replacement cost of the item.** At times, it may be necessary for a student to use AISD headphones/microphone. Students are responsible for the care of the headphones issued to them; damage will result in a replacement fee.

Assignments

Students in DAEP will utilize an online curriculum. In some cases students will utilize a blended curriculum of online programs and book work. Students will be responsible for completing written assignments sent from their home campus as well as computer modules and assessments. AISD students will receive instruction through Schoology from their home campus teachers. Students in DAEP are required to participate in all state testing.

Grades

- A student's grades will be calculated by APEX and progress of 5% for the week.
- Grades will be updated in Ascender Teacher Portal once a week on Thursday.
- A student's grades should reflect the student's academic achievement. Grades are to be a fair representation of a student's performance on a variety of measures over time. Grades should clearly communicate to the students and parents assessment of classroom work and performance.
- The focus should be placed on the student demonstrating that he or she has learned the written curriculum as defined by the Texas Essential Knowledge & Skills (TEKS). Grades must be based on a variety of indicators and assessments.

- Students will follow the grading period of their home campus. This will be beneficial to the students ensuring grading accuracy and smooth transition back to their home campus. It will also benefit their districts by ensuring grades are transferred seamlessly between DAEP and the students home campus.
- Students in DAEP will be expected to maintain their progress. This ensures that students return to the general education campus in good academic standing.

Medicine at School

A student who takes prescription medicine during the school day must bring a written request from his/her parent, and the medicine in its original, properly labeled container. It must be turned into the Principal at the very beginning of the school day. The school requests that medication be taken at home when possible.

Bringing outside items into DAEP

- **Academic Materials:** *Students **MUST** bring a spiral notebook that will remain on campus for their use. Students will be provided with all other necessary academic materials each day (pens, pencils, and computers.) No outside academic materials will be permitted without explicit instructions from the student's home campus.
- **Food/Beverage:** Students are allowed to bring breakfast/lunch from home. All breakfast brought from home must be consumed by 8:25am. All beverages must be in the original, sealed container. If a student is bringing food from home it must be in a clear container where it is easily visible. No outside lunches will be allowed to be brought to DAEP by parents after the student is checked in.
- **Toys/Entertainment objects:** No toys/entertainment objects will be allowed into DAEP. If these objects are brought to school they will be collected by staff members and returned to the parents of the student at the conclusion of their placement.
- **Cell Phones:** All student cell phones will be given to staff at the time of morning check in. In case of emergency, students will be given permission to use a school phone to contact parents. Parents may call the office (972-924-1014) to leave a message for, or speak to in an emergency, their child. Phones will be returned to the student at the end of the school day. In the event that the student has a phone discovered on him/her during the day, administration will keep the phone until the end of the day and it will only be released to a parent or guardian.
- **Warrantless searches:** Please note that anything brought by the student from home to DAEP campus is subject to warrantless searches by law enforcement officers.

Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Testing

Students are required to take all state mandated tests on designated testing days. Students in DAEP will generally test at DAEP.

Exit Requirements

Students earn the privilege of returning to their regular campus only after successfully completing and by having met all the following requirements. The student must:

- Have served at least the minimum number of days required.
- Follow program rules and expectations

Note: Please remember that while students are assigned DAEP placement, they are NOT allowed on any other school property and are not allowed to participate in or attend any school related function (TEC 37.006(g)).

The number of days assigned can be modified by the home district (additional placement) at the recommendation of the DAEP staff. Students will have the right to due process in accordance with the home campus/district guidelines.

Students returning to Anna ISD will participate in a transition plan. Students will report to the home campus office upon arrival and meet with their counselor to complete the transition plan.

DRESS CODE

All students must be in dress code upon arriving. Students will lose points for dress code violations. Excessive dress code violations will result in modified or additional placement and placement in the Level II classroom.

SHIRT- Shirts must be solid navy blue crew neck t-shirt or polo shirt. Long sleeve and short sleeve are both permitted. No logos, pockets, emblems or V-necks. The student's shirt will be tucked in at all times.

PANTS- Students must wear straight leg pants. Khaki pants are required for all DAEP students. Pants shall not be baggy, excessively loose, or skinny. Pants may not be "fashion damaged". Holes, tears and rips are not permitted. Rhinestones, embroidery, and/or patches are not permitted. The cuffs may not be rolled in any way. Pants must be worn around the waist. Sagging and low rise jeans are not permitted. No Shorts allowed under students' pants.

SHOES- Students must wear tennis shoes. Shoes must be of neutral colors. Boots and open toed shoes are not allowed.

BELT- A belt is optional as long as students pants fit correctly and are worn at the waistline and the shirt stays tucked in. If a belt is required due to a student's pants not fitting correctly then the student will be required to wear a belt at all times. Belts must be of solid color. No large belt buckles, distracting designs, or extreme styles.

HAIR- Hair must be neat and clean and of natural hair colors. Hair may not cover the eyes and or face at any time. Extreme hair styles are not permitted; Males' hair may not stand more than 2 inches tall from the hairline. Lines and or patterns may not be shaved in. Mohawks are not permitted. Females' hair must be of natural color. Males and Females are required to wear their hair pulled back.

JEWELRY- No jewelry of any kind is permitted. This includes body piercings.

FINGERNAILS- Artificial nails are not permitted. All students must keep their fingernails short. CLEAR nail polish only.

TATTOOS- Tattoos must be covered in their entirety. Temporary tattoos, pen/marker markings, etc. are not permitted. Any "Hickeys" will be treated like tattoos and must be covered.

MAKE-UP- Make up must be of modest and natural colors. Thick and/or distracting colors, lines or designs are not permitted. No fake eyelashes are allowed.

MISC. Hats, caps, toboggans, scarves and/or hoods are not permitted. Backpacks, bags or like articles are not permitted. Do NOT bring them.

**Campus and District Personnel have discretion on what may or may not be acceptable.*

DAEP Handbook Acknowledgement Form

Student's Printed Name: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

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Anna ISD Internet Agreement

I have read the District's Student Handbook. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety. I understand that in a Distance Learning Classroom my child's voice, physical presence and participation in classroom activities will be transmitted to distance learning sites and will be recorded electronically. I hereby agree that my child's voice, presence and participation as well as electronic recording of these classes will not be a violation of my child's personal rights and hereby release any claims for the use of such.

Student's Signature _____ **Date:** _____

Parent/Guardian's signature _____ **Date:** _____

Parent Phone Number: _____

Parent Email: _____