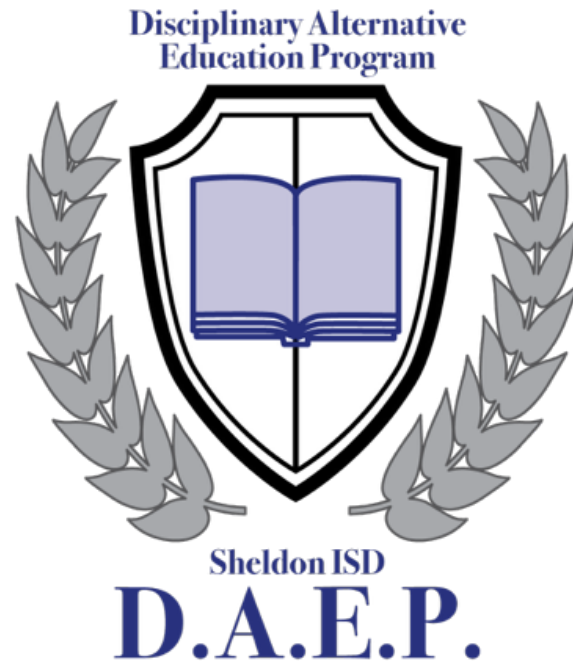


DAEP Resource Guide



Principal

Jumana Mills
Sheldon DAEP Program
8530 CE King Parkway
Houston, Texas 77044
Phone: 281-727-3600

What is DAEP and what should I expect?

The state of Texas requires each public school to have a DAEP - Disciplinary Alternative Education Program - (Texas Education Code 37.006). Assignment to DAEP occurs for a variety of reasons, all of which involve a code of conduct violation. Placement decisions are made by the student's home campus, not by the DAEP staff.

The Sheldon DAEP program provides a smaller learning environment for each student assigned. We place a strong emphasis on high expectations for every student every day.

Every student is expected to:

- Behave in a responsible manner
- Be in dress code
- Attend school each day
- Obey all school rules
- Be courteous
- Use appropriate language

Parents are expected to attend an orientation meeting at the Sheldon ISD DAEP campus after their student is placed by the home campus administrator. By calling 281-727-3600, you are able to make an appointment with the Intake Specialist.

During the intake process, parents may be required to provide proof of residency to enroll in DAEP. Failure to provide this information will result in the student being removed from the school district.

Failure to attend may result in unexcused absences as the child may not attend until the orientation is complete. In addition, further disciplinary action may be assigned.

After DAEP placement begins, the instructors will communicate daily via email with the parents regarding behavior and academic concerns.

The students should not be behind in work when they return to their classroom. Core classes will be completed through edgenuity and elective classes will be done through google classroom.

A student's placement may be extended if the student engages in behavior that requires or permits a DAEP assignment. The principal will enter this information into skyward and request an additional hearing.

During placement in the alternative program, students may return to his/her home campus only for the purposes of discussing conduct with the school administrator in a scheduled meeting, state mandated testing, or mandatory tutorials as approved by the home campus administration. Participation in school sponsored extracurricular activities or field trips is not allowed during placement in the alternative program. Failure to comply may result in further disciplinary actions.

General Guidelines

- Transportation is not provided by Sheldon ISD.
- Arrival: Students will be met at the door by staff members for morning check-in. Students not in dress code will not be permitted to enter the building.
- Dismissal: Students will be released individually as parents arrive. Students will be assigned an additional day if they are picked up after 3:30 P.M.
- All students' pockets, jackets/sweatshirts, shoes, and socks will be searched upon entering the building, and at any other time deemed necessary by staff.
- Students will respond to staff directives the first time they are given without exception, discussion, or argument.
- Students in DAEP will not interact with one another verbally or physically unless given permission by an instructor. Comments and questions should be appropriately directed to an instructor only.
- Students will respond to Sheldon DAEP staff, their parents, and any adult visitors (on and off campus) with respect. This includes looking at the adult speaking to them, responding with "Ma'am" or "Sir" as appropriate, and using general good manners such as "please," "thank you," and "excuse me," and adjusting voice tone and volume appropriately to the situation.
- No backpacks will be allowed in the building. Students may bring items they have questions about to the orientation interview for clarification.

Dress Code

- Students out of dress code will not be allowed in the building.
- All students are required to wear khaki pants (no shorts), a belt, and a white polo shirt (short or long sleeves) at all times while attending class at the Alternative Center.
- Belts are to be worn.
- Clothing should be appropriately sized, not too large or too fitted.
- Shoes must be closed-toe.
- No head coverings are allowed, including but not limited to hats and headbands.
- Accessories are not to be worn to DAEP, including body jewelry, earrings,

- necklaces, bracelets, and watches.
- Solid colored sweatshirts can be worn. Sweatshirts with hoods, pockets, or print are not permitted. Jackets will be taken up on arrival and returned at dismissal.
- Undershirts must be solid white, without decoration or writing.

Attendance/Dismissal

- Students are expected to attend the **full** day of instruction beginning at **7:30 A.M.** and ending at **3:00 P.M.**, unless prior notice is given in writing or by phone on the morning of the absence.
- Students will be admitted daily starting at 7:15 and will report to the classroom and begin work immediately.
- No student will be released prior to 3:00 P.M. without prior notice. Parents who drop in to pick up a student may not be accommodated if the student is testing or completing a time-sensitive assignment. Emergency-related pick ups will be handled individually.
- Students are tardy after 7:45 A.M. and will require an excuse note upon arrival to DAEP.
- All absences (including partial days) will require a note upon return to DAEP.
- All attendance will be documented as per district policy, and will be cumulative with regard to the student's attendance at his/her home campus.
- Students will be dismissed at the glass doors only.
- If someone other than the parent/guardian is picking the student up from DAEP, they must **come inside**, present a **valid TXDL or ID**, and they must be **listed on the Emergency Contact information in Skyward**. Written notification from the parent must be on file in the Sheldon DAEP office for someone other than those listed to pick up the student. **PHONE CALLS ARE NOT A SUBSTITUTE FOR WRITTEN PERMISSION.**

Personal Items

- Personal items are **not allowed** in DAEP, including but not limited to cell phones, make-up, hair supplies, backpacks, electronic devices, books/magazines, etc.
- Cell phone policy: Cell phones are not allowed on campus.
- DAEP students are NOT to bring anything with them unless arrangements are made during the orientation interview. Academic supplies are available in the classroom and will not be brought to or taken from the campus.
- Outside food, beverages, candy, and snacks are not allowed.
- If any item is taken up, it will be returned at the end of the day (first offense only). On the second offense, the item will be held until the end of the student's placement, at which time the item will be returned to the parent.

- Female students may bring small purses for the purpose of carrying hygiene products at appropriate times. These will be left at the front desk upon arrival.

Medical Information

- We have access to the nurse through CE King 9th Grade Center.
- Students are **not** allowed to transport medication, prescription or otherwise, on their person, including cough drops, eye drops, inhalers, and/or pain relievers.
- **Medication should be brought directly to the nurse at the CE King 9th Grade Center by the parent or guardian.**
- Medication must be in the original container with the student's name, and must be checked in following the school district procedures.
- Parents will be notified in the event of serious illness or accident. Parents should maintain current contact information.

Discipline Management

- One goal of DAEP is to help students learn to monitor and adjust their behavior and responses appropriately. To this end, consequences will be assigned for infractions and may include:
 - Assignment of additional days in DAEP (written notice provided)
 - In extreme cases, suspension from the DAEP program, affidavit, or reassignment to High Point
 - Students with unfinished assignments may be required to remain in DAEP until all assignments are completed
- Documented infractions could result in an additional placement
- Length of original DAEP placement is assigned by the home campus. Extra days may be requested by DAEP staff
- Early release from DAEP placement is exceedingly rare and based on a variety of criteria, and is determined by the administration of the home campus and the DAEP campus
- In the event that parents are contacted with a request to pick up their student, that request must be honored in a timely manner.
- All students must be engaged throughout the entire instructional period.

Instructional Expectations

Students have the opportunity to improve themselves academically during their assignment in DAEP. Small student to teacher ratios allow the students increased personal instruction. To ensure sufficient academic performance, a strict instructional plan is in place.

- DAEP students will follow the bell schedule to complete course work in a timely fashion.

- Students have the opportunity to engage in social and behavioral interventions aimed at increasing desired social proficiency.
- Students will remain seated, facing forward at all times unless instructed otherwise.
- Students will get the teacher's attention by raising his/her hand only, no snapping, speaking out, or other sounds are permissible.
- Students will clean their area every day before dismissal from the class for the day.
- Grades will be submitted to the home campus on a weekly basis.
- Surfing and browsing the internet is not allowed; students must remain on task as assigned by the instructor.
- Music streaming is not allowed.

Hallway/Restroom expectations

- Students will walk in a straight line to and from all locations with an instructor.
- There is no talking in the hallways at any time.
- The restroom cleanliness is to be maintained at all times.
- Sinks, stalls and urinals are to be used appropriately.
- There are a minimum of four scheduled restroom/water breaks per day. Emergencies will be handled on a case by case basis. Excessive restroom requests may not be honored.
- One student at a time will be allowed in the restroom. All others will wait quietly for their turn.

Sheldon ISD DAEP

8530 CE King Parkway
Houston, Texas 77044
281-727-3600

DAEP Resource Guide Verification of Receipt

_____ I have received a copy of the DAEP Resource Guide. If I have any questions about the program or the Resource Guide, I can contact the office at 281-727-3600 or schedule a conference with a staff member.

_____ I understand that an orientation interview must be scheduled within 24 hours of my child's placement by his/her home campus. Failure to do so may result in unexcused absences or further disciplinary action.

_____ I understand that I am responsible for providing timely and reliable transportation to and from the DAEP program. My student must be in attendance from 7:30 a.m. until 3:00 p.m., regardless of the transportation arrangements.

_____ I understand that if my student arrives between 7:35 A.M. and 8:00 A.M., I will have to provide a note to excuse the tardiness. Three tardies will result in an extra day being added to my student's placement.

_____ I understand that if my student arrives at DAEP after 8:00 a.m. the day will not count as a successful day.

_____ I am aware of the differences in dress code and conduct codes between my student's home campus and the DAEP program.

_____ I understand that my student will not be permitted into the DAEP building if he or she is not completely in dress code.

_____ I understand that my student will not be permitted into DAEP with a phone, his/her belongings are subject to search each morning, and prohibited items will be confiscated as per policy stated in the Resource Guide and district policy.

Parent Signature

Date

Student Signature

Date