

# Woodsboro ISD



## DAEP Handbook

**2024-2025**

Approved Jul 22, 2024

## **Dear Student and Parent/Guardian:**

This handbook is designed to help you understand the general nature and purpose of the DAEP Center and to provide you with information regarding the procedures, rules, and regulations of the program.

## **PROGRAM OBJECTIVES**

To provide appropriate instruction in a setting that emphasizes:

- A highly structured environment.
- A place for the student to continue to learn.
- The continuation of academic pursuits in the core subject areas.

To provide assistance and encouragement for students to:

- Make behavioral adjustments, stressing that the student is held accountable for their actions and the natural consequences of inappropriate behaviors.
- Earn the privilege of returning to their regular school setting.

## **ENTRY REQUIREMENTS**

Students will be assigned to the Disciplinary Alternative Education Program (DAEP) in accordance with the discipline management plan procedures contained in the Student Code of Conduct. An ARD committee will meet and make a determination for all Special Education students regarding placement in 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.
- Achieve a successful day for each day assigned.
- Have satisfactorily completed all work assigned.

**The number of days assigned may be lengthened or reduced by the DAEP administrator. The home campus will be notified of the date the student will return to campus.**

## DAEP DISCIPLINE RULES

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 his/her hand and wait in an appropriate manner until their request is received and considered and the student has received permission to move away from their designated area or ask a question/ make a comment.
- Students will be instructed to turn in their cell phones/smart watches to the DAEP staff and they will receive them at the end of the day.
- Students will leave backpacks, purses, or any additional personal items in the designated area as determined by the DAEP staff.
- Students will be provided one restroom break in the morning and one restroom break in the afternoon. Only one student will be permitted to take a restroom break at a time. Exceptions will be considered for medical reasons.
- The Code of Conduct and Dress Code of the DAEP will be strictly observed.

If a student breaks any of the rules, policies, code of conduct, or expectations, additional day(s) possibly will be added to DAEP placement, and credit for a successful day will not be given at the discretion of the campus behavior coordinator.

**The items listed below are the criteria that will be used to determine a reduction of days at DAEP:**

- Attendance
- Conduct
- Academics
- Dress Code

## LAW ENFORCEMENT

If a student's behavior while he/she is receiving educational services at the Disciplinary Alternative Education Program warrants, law enforcement officials will be called.

**Violations of this nature might include, but are not limited to:**

- Assault

- Fighting: a student involved in a fight will be suspended for three(3) days and up to twenty (20) days will be added to the student's DAEP assignment
- Possession of a firearm or weapon
- When it has been determined that a student is under the influence of alcohol or an illegal drug
- Leaving campus without permission
- Disruption of the class environment
- Threat to another student or staff member

A student who, after being placed in a Disciplinary Alternative Education Program, continues to engage in serious or persistent misbehavior that violates the district's previously communicated written standards of student conduct, may be expelled. TEC 37.007

Any student committing a DAEP placement offense, while already assigned to the Disciplinary Alternative Education Program, may be expelled.

## **ABSENCES**

If a student is absent, the parent must notify the Disciplinary Alternative Education Program by calling (361) 543-4521 ext. 1320. The student must submit a note from their parent explaining the reason for the absence upon their return to Disciplinary Alternative School. A student is required to make-up all absences before returning to their home campus.

## **SCHOOL HOURS**

**The Disciplinary Alternative Education Program day will begin at 7:30 a.m. and end at 3:00 p.m.** Students should arrive at 7:25 a.m. and immediately report to their assigned classroom.

## **TARDINESS**

Students will be considered tardy if they arrive after 7:30 a.m. and if they are not in the designated areas as requested. Consequences for tardiness will be handled during DAEP and the student's home campus will be notified.

## **TRUANCY**

Truancy is defined as student absence without consent or knowledge of parents or school personnel. The student will be required to make up the day missed.

## **CAFETERIA SERVICES**

Students will be given a cafeteria breakfast and lunch each day or the student may bring a sack lunch from home. If a student brings a lunch from home, please make sure it does not need to be refrigerated or heated. The sack lunch must be brought at the beginning of the day. Outside food will not be allowed to be dropped off during the school day. No glass containers or open drinks are allowed.

## DRESS CODE

- Regular fitted jeans, worn with a belt when appropriate (no sagging low-riding jeans or torn/ripped jeans allowed)
- Plain T-shirts without logos
- Closed toe shoes
- No jewelry of any kind (boys or girls).
- Natural hair color only
- No cell phones or other electronic devices- except the school-issued Chromebook
- No hats

## GRADING GUIDELINES

All assignments for students assigned to DAEP will come from the student's teachers. The DAEP facilitator will get assignments to and from DAEP and the home campus. All grading for work completed will be the responsibility of the home campus teacher(s). At times during a student's placement at DAEP, a student may be assigned extra work from the DAEP administrator.

## EXTRA-CURRICULAR ACTIVITIES

**Students are not allowed to participate in or attend any school-related functions on or off any Woodsboro ISD campus while enrolled at the DAEP School.** Students are not permitted to visit any of the campuses in the district in which they receive their educational services until they have successfully completed the DAEP assignment and have been reinstated in good standing with their home campus. **Students disregarding this stipulation may risk the possibility of further disciplinary action or law enforcement involvement.**

## MEDICINE AT SCHOOL

A student who must take 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 in to the school nurse at the very beginning of the school day and will be given at the appropriate time. **The school requests that medication be taken at home when feasible.**

**WOODSBORO ISD  
ACKNOWLEDGMENT OF GUIDELINES FOR  
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

I have received and reviewed the Disciplinary Alternative Education Program Guidelines.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**WOODSBORO INDEPENDENT SCHOOL DISTRICT  
DAEP DUE PROCESS FORM**

Campus: \_\_\_\_\_ Conference Date: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Student Status:

Previously placed in DAEP  Yes  No

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 Special Ed  504

Manifestation Held Date: \_\_\_\_\_ Determination: \_\_\_\_\_  
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Parents / Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent(s) were notified of conference on \_\_\_\_\_ by \_\_\_\_\_  
Date Administrator

Offense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Disciplinary Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conference was conducted in  English  Spanish

\_\_\_\_\_  
Parent / Legal Guardian Signature Date

\_\_\_\_\_  
Administrator's Signature Date

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Interpreter's Signature Date