



Big Spring ISD

**Anderson
Disciplinary Alternative Education Placement
(DAEP)**

229 Airbase Road
Big Spring, TX 79720
432-264-4115

DAEP Student Handbook 2023-2024

(See also, District Code of Conduct, found on the home campus district website,
for more specific details on DAEP Placement topic)

DAEP Overview

The Anderson DAEP has been established according to the state laws that govern discipline in Texas public schools. Texas Education Code § 37.008 states each school district shall provide an alternative education program that:

- is provided in a setting other than a student's regular classroom
- is located on or off a regular school campus
- provides that the students who are assigned to the alternative education program to be separated from students who are not assigned to the program
- focuses on English language arts, mathematics, science, history, and self-discipline
- provides for students' educational and behavioral needs; and
- provides supervision and counseling

PROCESS (See also district Student Code of Conduct)

Home Campus Placement Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher. At the conference, the campus behavior coordinator or designated administrator shall provide the student:

- information, orally or in writing, of the reasons for the removal
- an explanation of the basis for the removal
- an opportunity to respond to the reasons for the removal

Following valid attempts to require attendance, the campus/district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary; the campus behavior coordinator shall take into consideration:

- self-defense
- intent or lack of intent at the time the student engaged in the conduct
- the student's disciplinary history
- a disability that impairs the student's capacity to appreciate the wrongfulness of the student's conduct
- a student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- a student's status as homeless

Placement Order

During or after the conference, if the student is placed in the DAEP, the campus behavior coordinator shall write a placement order. A copy of the DAEP placement order shall be sent or given to the student, the student's parents and the DAEP campus behavior coordinator.

The home campus behavior coordinator will set at for a DAEP Intake Conference which typically takes place within three days of the home campus conference. As needed, the campus administrator will set up a meeting with Special Education or 504 services for a manifestation or placement ARD to determine if action is required before placement can be made.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal, and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The campus behavior coordinator shall determine the duration of a student's placement in a DAEP. The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below. Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order. The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Exceeds One Year or Exceeds School Year

See District Code of Conduct for specific details

Placement Review

A student placed in a DAEP may be provided a review after a set number of assigned days. This review may focus on the following criteria: academic status, attendance, behavior, tardies while in DAEP, and additional information deemed significant by the DAEP campus behavior coordinator and the home campus behavior coordinator or designee.

If a favorable review is met, the student may return to his/her home campus. If not, the student remains at DAEP until further notice.

Appeal Process

Questions from parents regarding disciplinary measures, should be addressed to the home campus administration. Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy Online at the following address for Big Spring ISD students: www.bsisd.esc18.net.

Appeals shall begin at Level One with the campus principal. The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additionally, students are not allowed on any other campus in the district other than the DAEP campus during his/her placement. A criminal trespass form shall be signed at the DAEP Conference.

A student placed in a DAEP shall not be provided transportation by the district. It is the parent's responsibility to see that their child arrives on campus, on time every day.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the campus behavior coordinator may enter an additional disciplinary order because of those proceedings.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. No later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Team and Return to Campus

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

DAEP Intake Conference

The home campus administrator will set up the DAEP Intake Conference and notify the student and family. During the intake, the student will review the rules regulations in the *DAEP Handbook*.

Students are expected to abide by all rules and regulations as specified in *Student Code of Conduct* and *DAEP Handbook*. Any violation of the following will result in days not earned, days added to placement, suspensions, expulsion, or other appropriate consequences.

Anderson DAEP Specific Information

Address: 229 Airbase Road, Big Spring, TX 79720

Phone #: 432-264-4115

Staff:

Heidi Twining, Principal
Cecilia Franco, Secretary
Marni Franco, Teacher

Pam Billick Gonzalez, Teacher
Ashley Diaz, Paraprofessional
Jennifer Hart, Paraprofessional

Vision and Mission

The Big Spring ISD District Alternative Education Program (DAEP) provides a safe, nurturing environment to empower students to become responsible and productive school/community members. The DAEP team strives to achieve this by improving academic abilities, social skills, and self-esteem while students are serving time in DAEP.

The DAEP staff believe that:

- Every student is important.
- While the behavior was bad, the student is not.
- Every student can learn.
- Every student is responsible for his/her learning & behavior.
- Learning takes place in an orderly, structured, and positive environment.

Arrival/Dismissal

- Anderson DAEP school hours are 7:30 a.m. to 3:00 p.m. on Monday – Friday;
Doors will not open until 7:20.
- Students are tardy at 7:30. DAEP should be notified if student is going to be late.
- Parent or designee shall drop off and pickup student at on the south side of the DAEP building.
- DAEP students are not allowed to use BSISD bus transportation.
- Parent/guardian may NOT drop students off before check-in and leave them unsupervised, nor pick them up later than 3:15 p.m.

Change of Address or Phone Number

It is the responsibility of the parent/guardian to notify DAEP Administrator when there is a change of address or phone number.

Attendance

Students must arrive at the designated times and in dress code. Unexcused tardies will be documented, will result in afterschool detention, and could impact the release date. State law requires that students attend class 90% of the class days to receive credit. The DAEP staff reports attendance daily to the home campus. Excessive absences could result in a student's withdrawal for the semester and loss of credit for that semester. Students are required to make up all absences. If your child will be absent from school, call (432)264-4115. Written documentation must be provided if a student is absent or misses only part of the school day (doctor's note, court papers, etc.) Days absent from DAEP do not count towards days served. Students must be physically present for a day to count.

Permission to leave school

The parent/guardian or authorized designee shall sign the student out before he/she is allowed to leave. Students may not leave the DAEP campus without permission from the DAEP Administrator. Any student leaving campus without permission will be assigned detention or suspension.

Meals

For the 2022-2023 school year, breakfast and lunch are free for all students. Meals are delivered from the Big Spring High School. Students are not allowed to bring in outside food for breakfast/lunch.

Cell Phones

Cell phones are not allowed at Anderson DAEP without administrator permission. On a case-by-case basis, parents can request permission for a student to bring a cell phone. If the request is granted, cell phones remain in the office during school hours.

Computer Use

DAEP students are expected to follow all school rules and guidelines regarding computers. Students should bring their school issued Chromebook or device, along with a charger, to use while in DAEP. Both will remain at DAEP until the student returns to his/her home campus. If a student has opted out of having a district provided device, students will be allowed to use a DAEP Chromebook (if an Acceptable Use Policy is signed and on file) or complete assignments on paper. The district uses a program to closely monitor student device usage. See also *Big Spring ISD Code of Conduct* for liabilities regarding computer and internet safety.

Campus visits/Extracurricular activities

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additionally, students are not allowed on any other campus in the district other than the DAEP campus during his/her placement. A criminal trespass form shall be signed at the DAEP Conference.

Possessions

Students shall not bring outside items to DAEP. This includes but is not limited to the following: backpacks, purses, earbuds, cellphones, money, wallet, candy, etc. During colder weather, jackets/coats may be worn to school but are not allowed to be worn in the classroom. All possessions, including money, will be held until the end of the placement. All students may be subject to random searches which will be done in the presence of the DAEP Administrator and Big Spring ISD police. The DAEP provides school supplies for students should they need something to complete an assignment.

Medication/Illness

- Authorized employees of the district may administer medication to a student in DAEP, provided that the school has received a written request signed by a parent/guardian and the medication is in its original container and properly labeled.
- All medications brought to school will be stored in a secure area, and whether prescription or over-the-counter drugs, the medicine must be given to the secretary.

- Parent/guardian contact will be made for all students that are ill and unable to perform the required daily program tasks.
- Students who are ill with a fever or vomiting will be sent home. The student should be picked up in a timely manner from the DAEP campus. Doctor statements may be required in some cases before the student can return to campus. At the end of a student's placement, a parent should pick up any unused student medications.
- Students may have in their possession asthma inhalers prescribed by a doctor. Under no circumstances is the student allowed to share the inhaler with another student or cause classroom disruption.

Transition Plan from DAEP Back to Regular Campus

To ensure a smooth transition from DAEP back to the home campus, the following will take place:

- A student placed in a DAEP may be provided with a review after a set number of assigned days. This review shall focus on the following criteria: academic status, attendance, completion of assignments, behavior, tardies while in DAEP, and additional information deemed significant by the DAEP campus behavior coordinator and the home campus behavior coordinator or designee.
- If a favorable review is met, the student may return to his/her home campus. If not, the student remains at DAEP until further notice.
- On the last day, the DAEP administrator provides written notice to parents and the home campus administration. A *Return to Campus* form is shared which highlights the student's time in DAEP.
- Once back on the home campus, a transition team meets within 5 days of the student's return to create a transition plan as required by statute.

DAEP Expectations

Student Responsibilities

- Arrive on campus in dress code.
- Always follow dress code requirements while on DAEP school grounds.
- Complete assignments in a timely manner and with acceptable quality daily.
- Walk through a metal detector daily. Belts and outer garments shall be removed prior to walking through the detector.
- Comply with a non-invasive search with probable cause at any time during the school day.
- Follow campus and classroom expectations.
- Respect the directions of administrators, teachers, and staff.
- Respect their fellow classmates.
- Use the restroom only on assigned breaks and must sign in and out. Only one student is allowed in the restroom at a time. Restroom breaks are limited to one in the morning and one in the afternoon unless otherwise noted.
- Assist in keeping the school and classroom clean. This includes the student work area.

Students May NOT:

- Use profanity or disrupt the learning environment. This includes not talking in class unless given permission.
- Discuss drugs, sex, criminal or gang activities or any other subject deemed inappropriate by the staff while on site.
- Sleep or put head down anytime during class. If a student is not feeling well, they can report to the office for evaluation.
- Write or draw on assignment folders, textbooks, library books, or any other school property.
- Bring outside gum, food, or drink on campus.
- Take DAEP books or devices home without permission.
- Damage or destroy DAEP property. The student and parents are financially responsible for damaged or destroyed property.
- Move around the classroom without permission.

When students struggle with compliance, the DAEP may:

- Conference with the student and parent/guardian in person or via phone
- Assign afterschool detention
- Have a parent spend the entire day in classes with the student
- Suspend the student from school
- Apply an alternate consequence as determined by the administration
- Extend review date
- Recommendation for an expulsion hearing

Parent Expectations

- Ensure your student complies with attendance requirements. If absent, must adhere to district policy regarding absences and/or tardies. Call DAEP when child will be absent or tardy. (432)264-4115
- Send your student to school alert, rested, ready to work and in dress code
- Cooperate with the DAEP staff to maintain a quality program for your student
- Sign statement(s) acknowledging the DAEP Handbook requirements
- Arrive in a timely manner when a student needs to be picked up from school

- *Student's Signature:* _____ *Date:* _____
- *Parent/Guardian's Signature:* _____ *Date:* _____
- *Administrator's Signature:* _____ *Date:* _____

Big Spring Independent School District
Anderson DAEP Dress Code 2023-2024
432-264-4115

Students should be in dress code upon arrival to school each day beginning with first assigned day of DAEP. If not, a parent/guardian will be called to bring appropriate clothes. All dress code decisions are at the sole discretion of DAEP administration.

- **PANTS**

- Jeans or khaki pants/slacks
 - Must be full length, plain blue or black with pockets and belt loops in good condition
 - Waist size must match a student's actual waist size. Pants must remain above waist level.
- Not allowed:
 - Tears, holes, frays, embroidery, embellishments
 - Cargo pockets
 - Jeggings, tights, yoga pants, joggers, sweatpants
 - Shorts, spandex, tights worn under cloths.
 - Baggy, saggy, oversized pants
 - Underwear must not be visible

- **BELTS**

- Solid neutral colors such as black, brown, or white
- Belt buckle should be plain with no decorations, logos, adornments, buckle designs or emblems; no western belt buckles

- **SHIRTS**

- Polo Style Shirt or Collared Shirt
 - Colors allowed- black, gray, white
 - Must not have designs, lettering or undergarments showing through material
 - Can have short sleeves or long sleeves
- Plain T-Shirt
 - Colors allowed- black, gray, white
 - Must not have designs, lettering or undergarments showing through material
 - Can have short sleeves or long sleeves
- Sweatshirt (black, gray) may be worn over polo or t-shirt. No hoods are allowed on sweatshirts.
- Long sleeve white or black shirts may be worn under the polo shirt or t-shirt
- The bottom of the shirt must be always tucked into the pants
- Shirts worn by female students must be of proper length with “no skin showing”

- **COATS, JACKETS, AND SWEATERS**

- On cold days, students may wear a coat, jacket, or sweater to school
- A coat, jacket or sweater may not be worn in assigned seat
- NO HOODIES allowed at any time

- **SHOES**

- Should have an athletic sole (such as Nike, Vans, Converse, Skechers, etc.)
- No crocs, flip flops, house shoes, boots or slides are allowed
- Shoes must be in neutral colors such as brown, gray, white or black
- If your shoes have laces, the laces can only be black or white
- Socks may not have any references to drugs, alcohol, or gang affiliations

- **JEWELRY**

- No watches, grills, rings, earrings, necklaces, bracelets, facial, or body piercings.
- All jewelry will be confiscated and returned at the end of the placement

- **HAIR, NAILS, MAKEUP**

- Face and hands should be groomed in a manner that will not disrupt the learning environment or cause a safety concern
- Hair must be a natural color with no cut in designs, beads, glitter, etc.
- /Heavy makeup and nails longer than the fingertip are not allowed

DAEP administration has discretion on what may or may not be acceptable.

DAEP Placement Order

(Completed by home campus at placement conference)

Student's Name: _____ Grade: _____ Date: _____

Parent/Guardian(s): _____

Phone: (h) _____ (w) _____ (c) _____

Home Campus:

- ☐ BSHS ☐ BSJH ☐ BSI
☐ Forsan HS ☐ Forsan JH
☐ Stanton HS ☐ Stanton JH
☐ Glascock County
☐ Other

- ☐ Student will be using a Chromebook.
☐ Student will do paper assignments.

Campus Administrator _____

Reason for Placement (Code): _____

Notification Date: _____ Hearing Date: _____ Intake Date: _____

Length of Placement: _____ Start Date: _____ End Date: _____

Review Date: _____

Please check all the items applicable to the student's placement.

A student cannot arrive to the Anderson DAEP Campus until the completion of all processes and the Anderson DAEP Staff have receipt of all relevant information and documentation.

**** All Home Campuses shall send work for their students via Google Classroom and/or other means determined by the DAEP staff and home campus administrators/teachers.

Special Education: _____ (if yes, attach all documentation needed, IEP, BIP, etc.)

504 _____ ESL _____ STAAR/EOC _____ At-Risk _____

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____