

Lone Star Academy
Disciplinary Alternative Education Program
Policy & Procedures
Parent/Student Handbook



**School Year
2025-2026**

Lone Star Academy
7000 5th St.
Canutillo, Texas 79835
(915) 877-7677

Table of Contents

Preface.....	3
Mission and Vision Statements.....	3
Telephone Directory.....	4
School Schedule.....	5
Personnel.....	6
School Hours.....	6
Student Code of Conduct.....	6
Special Education Update/Eligibility.....	6
Dress Code.....	6
-Tops and Colors.....	7
-Bottoms and Colors.....	7
-Bottom Restrictions.....	7
-Footwear.....	7
-Prohibited Items & Appearance Standards.....	8
Student Arrival and Departure Time.....	8
-Behavior Upon Entry.....	9
-Search Procedures.....	9
Attendance Policy.....	10
-Attendance Rules.....	11
Computer Usage.....	12
-Violations of Computer Usage.....	12
-Consequences for Inappropriate Use.....	12
Counseling.....	12
Academics.....	13
Student Conduct.....	13
Discipline Management Plan.....	13
-All Levels.....	14
-Level I.....	15
-Level II.....	15
-Level III.....	15
Automatic Level I Offenses.....	16
Repeat Offenders.....	16
Disciplinary Action.....	16
Fighting.....	17
Sexual Harassment.....	17
Searches.....	17
Expulsion.....	17
Law Enforcement Involvement.....	17
Campus and Activity Restrictions.....	17
Withdrawal Policy.....	17
Exit Criteria.....	18
Transitioning back to Home Campus.....	18
Parent Assurance and Receipt of DAEP Handbook.....	19
SpEd Information for Parent to Request Evaluation.....	20

Disciplinary Alternative Education Program

PREFACE

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

This handbook has been specifically prepared for students assigned to the Lone Star Academy *Disciplinary Alternative Education Program*, to provide you and your child with information that is essential for a successful school year. The contents of this handbook will be reviewed with you and your child during the intake conference before student begins attendance at the Lone Star Academy. Please review this handbook with your child periodically to discuss rules and regulations. If you have a question or need clarification about the contents of this handbook, contact a DAEP staff member at (915) 877-7677.

In order to provide the district with assurance that an explanation of the handbook was conducted, you, your child, and the DAEP staff member processing the intake will be required to sign and date the last page of this document. You will be provided a copy of the handbook for your records.

MISSION STATEMENT

Our mission is to ignite renewed purpose and potential in every student by creating a safe, structured, and supportive learning environment rooted in restorative values. Through community-building practices, academic guidance, and meaningful accountability, we empower students to take responsibility for their actions, rebuild relationships, and thrive. We support students in achieving academic growth, character development, and personal responsibility—preparing them to return to their home campus and community empowered to succeed.

VISION STATEMENT

To inspire transformation by nurturing resilient, respectful, and responsible individuals through compassion and high expectations. We envision every student developing the social and emotional skills needed to resolve conflict constructively, embrace responsibility, and contribute positively to their school and community.

TELEPHONE DIRECTORY

Student Support Services

Student Support Services Executive Director-----877-7650
Dr. Monica Reyes

Administrative Assistant----- 877-7650
Araceli Cangas

Lone Star Academy Coordinator ----- 877-7677
Salvador Garcia

Lone Star Academy Counselor----- 877-7678
Robert Radecki

Nurse Coordinator----- 877-7659
Jennifer Carrera

District Social Worker-----877-7653
Leah Lopez

Prevention Specialist-----877-7657
Jesus Juarez

Central Office

Interim Superintendent-----877-7444
Dr. Jesica Arellano

Administrative Assistant-----877-7444
Adrian Cerros

Associate Superintendent-----877-7475
Dr. Debra Kerney

Administrative Assistant-----877-7475
Christine Hernandez

SCHOOL SCHEDULE

Monday- Thursday

7:45 AM - 8:15 AM (Journaling)

1st- 8:15 AM - 9:00 AM

2nd- 9:03 AM - 9:48 AM

3rd- 9:51 AM - 10:36 AM

4th- 10:39 AM - 11:24 AM

11:27 AM - 11:57 AM (LUNCH)

5th- 12:00 AM - 12:45 PM

6th- 12:48 PM - 1:33 PM

7th- 1:36 PM - 2:21 PM

8th- 2:24 PM - 3:09 PM

3:12 PM - 3:30 PM (Wrap-Up/Tutoring/Student Dismissal)

Friday PLC/SEL

7:45 AM - 8:15 AM (Journaling)

1st- 8:15 AM - 8:50 AM

2nd- 8:52 AM - 9:27 AM

3rd- 9:29 AM - 10:04 AM

4th- 10:06 AM - 10:41 AM

5th- 10:43 AM - 11:18 AM

11:20 AM - 11:50 PM (LUNCH)

6th- 11:52 AM - 12:27 PM

7th- 12:29 PM - 1:06 PM

8th- 1:08 PM - 1:43 PM

1:45 PM - 3:10 PM (PLC/SEL)

3:12 PM - 3:30 PM (Wrap-Up/Tutoring/Student Dismissal)

LONE STAR ACADEMY PERSONNEL

Monica Reyes, Administrator; Executive Director, Student Support Services
Salvador Garcia, Administration/Coordinator
Robert Radecki, Counselor
Antoinette Knerl, Social Studies Teacher
Lorenzo Melchor, Science Teacher
Sara Pugh, Math Teacher
Barbara Salais, English Teacher
Maria Marquez, Special Ed Teacher
Guadalupe Leyva, Instructional Assistant

SCHOOL HOURS

- 7:45 AM - 3:15 PM

STUDENT CODE OF CONDUCT

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

To view or download the Student Code of Conduct, go to
http://www.canutillo-isd.org/policies/student_code_of_conduct

SPECIAL EDUCATION

A parent or guardian has the right to request a special education evaluation at any time. It is best to submit this request in writing to your school's principal or to the school district's special education director.

DRESS CODE POLICY

Upon arrival, each student will undergo a dress code inspection conducted by a DAEP staff member to ensure full compliance with the mandatory dress code. The dress code will be strictly enforced daily, without exception.

Students must keep their hands out of their pockets at all times.

Students who are not in full compliance with the dress code will not be admitted until they meet the dress code standard.

Note: Shirts must remain on and tucked in at all times while on campus until they exit the gate.

APPROVED ATTIRE

TOPS AND COLORS:

- Students are required to wear a solid white button-up dress shirt (polo shirts are not permitted).
- A black tie, bowtie, or brooch must be worn with the shirt.
- A plain, neutral-colored undershirt (black, white, gray, or brown) with sleeves—or a camisole—**MUST be worn underneath**.
- No colored bras.
- Undershirts must be free of any words, designs, or logos.

BOTTOMS AND COLORS:

- Students must wear Docker-style dress slacks in solid khaki (tan) or black only.
- Pants must be of a classic straight-leg style—not tight-fitting, low-rise, or wide-leg.

BOTTOM RESTRICTIONS:

- Jeans, corduroy pants, sweatpants, shorts, joggers, or any type of athletic wear are not allowed.
- Slacks must not be oversized, baggy, sagging, or “skinny” style. Pants must be cuffed or hemmed and should fall naturally at the top of the shoe.
- Overalls, workman’s pants, painter’s pants, or any pants with extra pockets are not permitted.
- Undergarments must not be visible at any time. **Pants are expected to be worn at the natural waist line.**
- An approved belt—plain black or brown leather with a standard buckle—is required if a belt is worn. Military-style belts or belts with initials or large buckles are not allowed.
- Students may not wear any additional garments underneath their slacks (e.g., shorts, sweatpants, leggings, pajamas, or additional pants).

FOOTWEAR POLICY

Students must wear shoes that are solid brown, black, gray, or white in color. Shoes must be free of written words, drawings, patterns, or any additional colors. All footwear must be appropriate, closed-toe, and adhere to the guidelines to ensure safety and uniformity.

- Only white, black, or gray socks are permitted
- Stuffing socks inside shoes or shoe inserts is not allowed
- Writing or markings (pen, marker, etc.) on shoes is prohibited

The following footwear is **not permitted under any circumstances**:

Sandals

Nike Cortez

Steel-toed boots

Open-toe shoes

House slipper

Flip-flops

Heels

Any type of boot

PROHIBITED ITEMS AND APPEARANCE STANDARDS

The following items and grooming choices are strictly prohibited and non-negotiable, regardless of whether they are covered or concealed:

Accessories and Personal Items

- Watches, jewelry, or body piercings of any kind (no exceptions)
- Jackets or sweaters of any type
- Caps, hats, bandanas, hairnets, or any form of head covering

Body Markings and Grooming

- Tattoos and hickies must remain completely covered at all times
- **Shaved eyebrows are not permitted** and must be filled in prior to arrival
- Makeup of any kind is not allowed
- Fake eyelashes are prohibited
- Nail polish and artificial nails are not permitted
- Long pinky nails or nails extending past the fingertip are prohibited
- Pimple patches are not allowed

Hair and Hair Accessories

- Distracting hairstyles or colors are not allowed, including but not limited to:
 - Spiked hair
 - Mohawks
 - **Shaved designs**
 - Styles that cover the face or eyes
 - Obvious or unnatural hair color
- Hair extensions and accessories (e.g., clips, bobby pins) are not permitted.

Students with long hair are allowed one **black or brown hair tie** to secure their hair in a single ponytail worn to the back of the head. Hair must remain down during pat-down procedures, after which it may be tied back.

STUDENT ARRIVAL AND DEPARTURE

7:45 AM – 8:05 AM ARRIVAL

3:15 PM – 3:30 PM DEPARTURE

BREAKFAST ELIGIBILITY

Students who wish to receive breakfast **must be signed in by their parent or legal guardian between 7:45 AM and 8:05 AM** and must be physically present inside the DAEP building within this time frame. Breakfast will not be provided to students who arrive after 8:05 AM.

DRESS CODE AND BEHAVIOR UPON ENTRY

Once a student has entered the DAEP building, they are subject to disciplinary consequences for any violations of dress code or behavior expectations. This includes, but is not limited to:

- Untucked shirts
- Wearing jewelry or piercings
- Chewing gum
- Use of cell phones
- Loud or disrespectful conversation

Prior to entry: Students must be in full compliance with the following dress and grooming standards:

- Sleeves must be rolled down
- Tie must be worn correctly
- Pants must be worn at the waist and secured with an approved belt
- All tattoos and hickeys must be fully covered with appropriate bandages
- Shaved eyebrows must be filled in
- No makeup

DRESS CODE VERIFICATION AND SEARCH PROCEDURES

DAEP staff and security personnel will verify dress code compliance prior to any search or admittance to the classroom. **No student will be allowed to proceed to class until they are in full compliance.**

If a student is unable to meet dress code requirements and DAEP staff must provide appropriate clothing, **one additional day will be added to the student's DAEP assignment.**

A search will be conducted in the presence of the student's parent/legal guardian or designated adult. This search may include, but is not limited to:

Pat-down

Emptying pockets

Removing shoes and socks

The purpose of the search is to ensure that the student is not in possession of prohibited items, including but not limited to:

- Notebooks, backpacks, wallets, purses
- Makeup, jewelry, piercings, chapstick, gum
- Keys, watches, money, pens, pencils
- Cell phones, electronic devices, food
- Illegal substances or any item prohibited by DAEP policy

Parents or designated adults must remain present until the search is complete.

Items confiscated during the search will **not be returned**. If items are:

- Non-violative but found in pockets: 1 additional day will be added to the student's DAEP stay.
- In violation or intentionally concealed: 5-15 additional days will be added.
- Illegal: Items will be turned over to Canutillo ISD Police Department with 20 days added.

Any item discovered in the classroom after the search will result in a **5-20 day extension** of the student's DAEP assignment.

SIGN-IN AND SIGN-OUT REQUIREMENTS

Students must be signed in and out daily by a parent, legal guardian, or designated adult.

- Self-sign-in or sign-out is not permitted, even for students aged 18 or older.
- At a minimum, a parent or guardian must be present for either sign-in or sign-out each day.
- This daily contact allows DAEP staff to discuss student behavior and academic progress.

Signing out a student during school hours for non-medical or non-emergency reasons may result in make-up time.

- For every **4 accumulated hours of missed class time**, **1 day** will be added to the student's DAEP assignment.

Arrival and Departure Times

- Students must arrive between **7:45 AM and 8:05 AM**.
 - **Both the student and the parent/guardian must be in the DAEP foyer before 8:05 AM** to be considered on time.
- Students must be picked up between **3:15 PM and 3:30 PM**.

Tardiness and Late Pick-Ups:

- Three tardies = 1 day added to DAEP assignment
- Three late pick-ups (between 3:31 PM and 3:45 PM) = 1 day added
- Pick-up after 3:45 PM = 1 day added

Attendance Incentive:

- **Ten consecutive days** without tardies or late pick-ups = **1 day deducted** from the DAEP assignment

If you anticipate being late for arrival or pick-up, please notify DAEP staff at **(915) 877-7677**.

ATTENDANCE POLICY

In accordance with Texas state law, students are required to attend school daily unless otherwise exempted by statute. All school personnel are responsible for investigating and reporting violations of the state's compulsory attendance laws. This requirement applies fully to students enrolled in the DAEP (Disciplinary Alternative Education Program).

DAEP students **must not exceed the number of absences allowed** under their assigned placement. All absences—whether excused or unexcused—**must be made up in order to complete the full number of days assigned** to DAEP.

GENERAL ATTENDANCE GUIDELINES

- Students are expected to attend DAEP every scheduled day.
- DAEP staff will take daily attendance, document absences, and report them to the student's home campus.
- Parents/guardians must notify DAEP by 8:15 AM on the day of a student's absence by calling the campus office.
- Upon return from any absence, a written note must be provided within two school days. The note must:
 - Be from a doctor, school nurse, or
 - Be a parent-written excuse describing the reason for the absence.**(We will only take 3 parent-written notes)**
- All documentation will be submitted to the student's home campus for review.

Failure to provide a written excuse within two days of the absence will result in one day being added to the student's DAEP assignment.

EARLY SIGN-OUTS

- If a student is signed out early (e.g., for a medical appointment), the student must have completed a minimum of four hours of instructional time to receive credit for the day.
- A written excuse must be provided at the time of sign-out.
- For every **4 accumulated hours of missed class time**, **1 day** will be added to the student's DAEP assignment.

Students may not use the phone to request an early pickup.

The DAEP staff or nurse will contact parents directly if early dismissal is warranted due to illness or emergency.

EXCUSED VS. UNEXCUSED ABSENCES

- Excused absences include:
 - Personal illness (with documentation)
 - Family emergencies (with parent explanation)
- All other absences will be considered unexcused unless otherwise approved under district policy.
- **Regardless of the reason, all absences—excused or unexcused— must be made up to fulfill the student's DAEP assignment.**

CONSEQUENCES FOR ABSENCES

- Each unexcused absence will result in:
 - Five (5) days added to the student's DAEP placement
 - Student will restart at Level 1, Day 1
- Attendance Incentive:
 - Students who maintain ten (10) consecutive days without an absence will have one (1) day deducted from their DAEP assignment.

ENFORCEMENT AND SUPPORT

The DAEP coordinator, instructional assistants, home campus administrators (principals, counselors, attendance clerks, and teachers) will collaborate to enforce attendance policies.

If a student accumulates excessive absences, the school may conduct **home visits** and pursue **legal action** in accordance with district policy and state law.

COMPUTER USAGE POLICY

Students are permitted to use computers and the internet **only under the direct supervision and instruction of a DAEP staff member**. Access is limited strictly to the specific websites and applications approved by the teacher for academic purposes.

Prohibited Computer Activities

Students are **not permitted** to engage in the following activities:

- Printing any documents without prior approval from DAEP staff
- Accessing personal or school email accounts without explicit permission
- Visiting any website not expressly authorized by a staff member

CONSEQUENCES FOR COMPUTER MISUSE

Violations of the computer usage policy may result in the following consequences:

- Suspension of access to the computer and/or internet
- Revocation of computer system privileges
- Disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws
- Extension of DAEP assignment
 - Each violation will result in one (1) additional day being added to the student's DAEP placement
(e.g., *sending 3 unauthorized emails = 3 days added*)

Students are expected to use technology responsibly and in alignment with all DAEP rules and the district's acceptable use policy.

COUNSELING SERVICES

All students assigned to the DAEP are required to participate in **group and/or individual counseling sessions** as part of their placement. Participation in these services requires a **signed parent/guardian consent form**.

PARENT ENGAGEMENT AND SUPPORT

Parents/guardians of repeat offenders or families with multiple students placed in DAEP during the current school year will be invited to attend a series of parenting support meetings. These sessions are designed to provide practical parenting strategies and support.

INCENTIVE FOR PARTICIPATION

Parents/guardians who provide **proof of attendance and active participation** in the scheduled parenting classes may be eligible for a **reduction of one (1) to two (2) days** from their child's originally assigned DAEP placement.

These counseling and support services are integral to promoting positive behavioral change and fostering student success both in and out of the classroom.

ACADEMICS

Students enrolled in DAEP (Disciplinary Alternative Education Program) are expected to **complete all assigned work in all core subject areas**, including:

English/Language Arts

Mathematics

Science

Social Studies

Instruction and academic support for these subjects will be provided by DAEP staff and faculty.

HANDWRITING REQUIREMENTS

All written assignments must be completed using standard print or cursive handwriting. The use of non-standard handwriting styles, including graffiti-style writing, tagging, or any writing suggestive of gang affiliation, is strictly prohibited. Violation of this policy will result in 10 additional days added to the student's DAEP placement.

ASSIGNMENT COMPLETION POLICY

Timely completion of all assignments, including classwork and homework, is required. Failure to complete any assigned work will result in **one (1) day added** to the student's DAEP placement **per incomplete assignment**. Academic success is a core component of the DAEP program. Students are encouraged to stay focused, take responsibility for their learning, and utilize staff support as needed.

ELECTIVES

Students are responsible for monitoring and completing all elective course assignments as part of their academic requirements. Elective coursework will be provided through **remote learning platforms** determined by the student's home campus, which may include **Google Classroom, email, or district mail**.

It is the student's responsibility to stay current with all assignments, meet deadlines, and maintain communication with their home campus elective teachers as needed.

STUDENT CONDUCT EXPECTATIONS

All students assigned to DAEP are expected to demonstrate **responsible, respectful, and appropriate behavior** at all times. Students must adhere to the following conduct standards:

- Attend DAEP daily and arrive on time
- Be prepared for each class with required materials and completed assignments
- Report promptly to class or designated areas when directed
- Comply fully with the DAEP dress code
- Demonstrate respect toward peers, staff, and the learning environment
- Refrain from all behaviors that violate DAEP rules and expectations
- Follow all school and safety rules at all times
- Cooperate respectfully and honestly with staff during any investigation related to disciplinary matters

Adherence to these expectations is essential to maintaining a safe and structured learning environment and may directly impact the student's progress and duration in the DAEP program.

DISCIPLINE MANAGEMENT PLAN

Students assigned to the Canutillo Independent School District Disciplinary Alternative Education Program (DAEP) are required to follow all rules, procedures, and behavioral expectations established by DAEP staff and security personnel. Upon entry, each student will be placed in a leveled discipline management system, which is designed to promote positive behavior and accountability. Progression through the levels is based on the student's consistent compliance with DAEP policies and appropriate conduct.

BEHAVIOR MONITORING AND INTERVENTIONS

DAEP staff and security will document all incidents of inappropriate or problematic behavior. When necessary, staff will conduct **parent conferences** either:

- At morning sign-in, or
- During student sign-out at the end of the day

During these conferences, the **student, parent/guardian, and DAEP staff** will review the behavior, discuss concerns, and determine appropriate disciplinary actions or interventions.

SERIOUS MISCONDUCT

A student may face expulsion from the district if they engage in documented serious misbehavior while placed at DAEP, despite prior interventions and behavior support. Such decisions will be made in accordance with the Student Code of Conduct and district policy.

The Discipline Management Plan is a key component of the DAEP structure, intended to promote a safe, respectful, and supportive learning environment for all students.

All Levels Expectations

- Students will remain in individual cubicles throughout the day.
- Meals will be eaten at their assigned cubicle.
- Permission is required to leave the cubicle for any reason.
- Computer use is for assigned tasks only.
- Workspaces must be kept clean and organized.
- Students must raise their hand and wait to speak.
- Proper manners are expected at all times.
- Students must sit upright with feet flat and back against the chair—no leaning or resting hands on face.
- Food or drink deliveries by parents are not permitted.
- No interaction or communication between students is allowed.

Level I Expectations

- Students remain on Level I for a minimum of 10 consecutive days.
- Internet use is restricted to Edmentum and elective assignments only.
- The following items are **not allowed** at desks unless approved by the teacher or Coordinator: scissors, colored pencils, markers, and sharpeners.
- A Behavior Reflection Form must be completed and signed by both student and parent/guardian during intake.
- After completing 10 consecutive days without additional infractions, students will advance to Level II and have one day deducted from their DAEP placement.
- Any added day while on Level I will result in a restart of Level I.

Level II Expectations

- Students may use the computer for academic tasks (e.g., PowerPoint, research).
- The following items **are permitted** at the desk: scissors, colored pencils, markers, and sharpeners.
- Participation in group activities and classroom labs/projects is allowed.
- Approved downtime activities include puzzles, coloring, and word searches.
- After 10 consecutive days without added days, the student advances to Level III and earns 1 day deducted.
- If 1 day is added, Level II restarts.
- If a second day is added, the student returns to Level I, Day 1.

Level III Expectations

- Students may use a padded chair.
- Approved craft activities are permitted if all work is complete.
- Students may assist classroom staff.
- Computer access to coolmathgames.com and nitrotype.com allowed after completing assignments and electives (30 minutes daily).
- Mechanical pencils will be provided.
- Blue or black jeans are allowed on Fridays.
- MP3 players permitted during study hall.
- Students can earn day reductions based on **report card grades**:
 - Passing all core classes = 1 day deducted
 - All A's and B's = 2 days deducted
 - All A's = 3 days deducted
- One added day results in returning to Level II, Day 1.
- A second added day results in returning to Level I, Day 1.

Behavior Threat Assessments (BTAs) may not allow for reduced days.

AUTOMATIC LEVEL I OFFENSES

- Refusing to sign a warning sheet: 2 days added and reset to Level I, Day 1.
- Arrival via Sheriff/Police officer: 5 days added, counted as tardy, reset to Level I, Day 1.
- Misbehavior during fire drill/lockdown: 5 days added, reset to Level I, Day 1.
- Throwing objects, standing without permission, or gang/drug-related behavior (writing, gestures, speech): 10 days added, reset to Level I, Day 1.
- Suspension while in DAEP: 10 days added, reset to Level I, Day 1.
- Leaving class without permission: 15 days added, reset to Level I, Day 1.

REPEAT OFFENDERS

Students, who are serving their second stay at DAEP, during the same school year, cannot attain Level III status. Students, who are serving their third stay at DAEP during the same school year, are not eligible for early release and will remain on Level I for the duration of their stay.

DISCIPLINARY ACTION

Disciplinary measures will be used as needed to ensure safety, protect property, and maintain order. All actions will be fair and based on the circumstances.

Disciplinary options include:

- Written warnings for minor infractions (e.g., talking, gum, not sitting properly)
 - *3 warnings = 1 day added to DAEP placement*
- Major infractions (e.g., defiance, aggression, disruption)
 - *Immediate day(s) added to placement*
- Level cycle back in the behavior system
- Referral to law enforcement
- Temporary removal to a safe setting
- Suspension or possible expulsion

SPECIAL EDUCATION & PROBATION NOTIFICATION

*For students receiving special education services, disciplinary action will only be taken after all interventions outlined in the student's **IEP** and/or **Behavior Intervention Plan (BIP)** have been implemented. Ongoing behavioral concerns may require an **ARD meeting** to review and adjust supports, including the **FBA**, **BIP**, and related services.*

Note: Students on **juvenile probation**—any disciplinary action will be reported to the appropriate **probation officer** by DAEP staff.

Fighting

Fighting is a severe, disruptive activity and is prohibited. Charges can be filed with the proper authorities on any fight. There will be zero tolerance on this issue.

Sexual Harassment

Students must not engage in unwanted/unwelcome verbal or physical conduct of a sexual nature directed toward another student or an employee. This prohibition applies whether the conduct is by word, gesture, picture, electronic communication, or any other sexual conduct, including requests for sexual favors.

SEARCHES

If any situation warrants a more extensive search, the DAEP staff/security member and the legal guardian will do so together.

EXPULSION

Expulsion, putting a student out of the district, is always the last response. It is our belief that each student requires an education. However, if a student engages in documented serious misbehavior while in DAEP, he/she may be recommended for expulsion.

LAW ENFORCEMENT INVOLVEMENT

Sheriff or police intervention may occur in the following situations:

- Verbal or physical assault
- Possession of a weapon
- Drug or alcohol possession, use, or distribution
- Leaving campus without permission
- Theft or destruction of property
- Sexual harassment
- Any incident deemed necessary by DAEP staff or administration

CAMPUS AND ACTIVITY RESTRICTIONS

While assigned to DAEP, students are prohibited from entering or being near any CISD campus and may not attend any school-related or school-sponsored events.

Violation = 15 days added to DAEP placement and reset to Level I, Day 1.

WITHDRAWAL POLICY

Students who withdraw or drop out before completing their assigned DAEP days must complete the remaining days upon re-enrollment in Canutillo ISD—whether in the current or following school year.

EXIT CRITERIA

To be eligible for exit from DAEP, the following requirements must be met:

- **Exit Essay:** The student must complete a written reflection addressing:
 - Lessons learned from past decisions
 - Personal growth and changes made
 - Appreciation for support received
 - Plans for making positive choices in the future
- **Academic Standing:** The student must be **passing all DAEP core classes**.
 - If not passing at the time of the scheduled exit, the student will remain until academic criteria are met.
 - For **special education students**, an **ARD meeting** will be held if academic goals are not met.
 - Students with exit dates falling during **state testing** may need to remain until testing concludes.
- **Behavioral Standing:** Students **must not be on Level I** at the time of exit.
 - *Exception: Third-time DAEP offenders may exit while on Level I.*

Transitioning back to Home Campus

Upon completion of the DAEP placement, the student will receive an exit sheet, including current grades. The parent and student must report to the home campus the next morning for a meeting with the Principal or Assistant Principal.

The DAEP Counselor will coordinate with the home campus counselor or at-risk coordinator to support the student's successful transition, addressing any concerns related to academics, attendance, and social-emotional needs.

I was given an explanation of the DAEP Policy and Procedures Parent/Student Handbook as part of the intake process.

The following topics were presented:

- DAEP Mission/Vision
- Telephone Directory
- DAEP School Schedule
- DAEP Personnel
- Student Code of Conduct
- Special Education Evaluation/Eligibility Notice
- Dress Code and Supplies
- Arrival & Departure Procedures
- Attendance
- Computer Usage
- Counseling Consent Forms
- Academics
- Homework
- Conduct
- Discipline Management Plan
- Searches
- Expulsion
- Sheriff's Dept./Police Intervention

I have received a copy of the Canutillo Lone Star Academy (**DAEP) Policy & Procedures - Parent/Student Handbook**. I have also been offered the option to receive a paper copy of or to electronically access the Student Code of Conduct through the following website: **<http://tinyurl.com/CISD-StudentCode-of-Conduct>**. **In addition, I have received a hard copy of the Updates to Special Education/IDEA Eligibility.** My signature indicates that I understand and agree to all rules/regulations of DAEP.

Parent
Signature _____ **Date** ____/____/____

Student
Signature _____ **Date** ____/____/____

Staff
Signature _____ **Date** ____/____/____

Translator Signature _____ **Date** ____/____/____

Updates in Special Education



Contact Person for Special Education Referrals

School:
CANUTILLO ISD

Contact Person:
Elvia Moreno

Phone Number:
915-877-7450

To begin the special education process for your child:



Resources for Families

TEA has created topic specific information for families. Scan the QR code or use the link to access these resources.



direc.to/dVYo

Family members can call or log on to find answers to their questions as well as general information about special education.

 SpEdTex.org

 1.855.773.3839



Beginning with the 2017 school year, the Texas Education Agency (TEA) changed the way it reports special education enrollment in school systems. TEA no longer includes a target for a school system's total numbers of students in special education as part of state monitoring.

For special education representation, TEA only reports on over-representation within certain race, ethnicity and disability categories, as required by federal law. **School systems cannot use this reporting data to delay, deny or prevent a referral for an evaluation for special education services.**



Special education/IDEA eligibility:

The Individuals with Disabilities Education Act, also known as IDEA, is a federal law that gives eligible students with disabilities the right to receive special education services and assistance in school. **To be eligible for special education services, a student with a disability must need instruction that is specially designed to meet the student's unique needs based on that disability.**



Who can request an evaluation for special education?



Parents or Guardians:

A parent or guardian has the right to request a special education evaluation at any time. It is best to submit this request in writing to your school's principal or to the school district's special education director. If your child is pre-school age and not yet enrolled in school, send the letter to the district's special education director.



School:

If the school knows or has reason to suspect that the student has a disability and a need for special education services, the school must refer the student for a special education evaluation.

More information on evaluation timelines can be found at: direc.to/dVYR

A parent or guardian has the right to request a special education evaluation at any time.



TEA.Texas.gov/TexasSpEd

