

Waxahachie ISD

Challenge Academy

Disciplinary Alternative Education Program (DAEP)

Quick Reference Handbook

Mission

The Waxahachie ISD Disciplinary Alternative Education Program (DAEP) is committed to:

- Guiding at-risk students in developing responsibility, social skills, and academic success.
 - Supporting student growth through responsible decision-making and successful reintegration into their home campuses.
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Academics

Curriculum

Students receive instruction in:

- Language Arts
- Mathematics
- Science
- Social Studies
- Character Education

Electives

- Elective coursework is provided by the student's home campus.
- Completed work is returned to the home campus for grading.

Counseling Services

- Academic, social, and personal counseling support is available.
- Parents are encouraged to contact counselors regarding student needs and concerns.

Report Cards

- Report cards are issued every six weeks by the student's home campus.
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Attendance

Arrival Requirements

- Students must arrive by **8:20 a.m.** to receive attendance credit for the day.
- Late arrivals require appropriate documentation.

School Hours

- School Day is from **8:10 a.m. – 3:40 p.m.**
- Students may not arrive before **7:30 a.m.**
- Students must be picked up no later than **4:00 p.m.**

Tardies

- One additional DAEP day may be assigned for every three tardies.
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Student Vehicles

- Student vehicles must be parked in the south parking lot, last row.
 - Unsafe driving or parking may result in loss of driving privileges.
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Meals

Breakfast and Lunch

- Breakfast and lunch are provided through our student nutrition program for the district just like on the students' home campus.
- Restaurant or fast-food meals are not permitted.

Approved Lunch Items

Students may bring:

- Sandwich
- Chips
- Fruit
- Sealed water
- Sealed Gatorade

All food items must be placed in a clear, labeled bag.

Prohibited Food and Beverages

- Soft drinks
 - Energy drinks
 - Candy
 - Gum
 - Opened beverage containers
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Behavior Expectations

Students are expected to follow all DAEP rules and the Waxahachie ISD Student Code of Conduct.

Unsuccessful Day Offenses

The following behaviors may result in an unsuccessful day:

- Possession or use of gum or candy
- Inappropriate body contact
- Sleeping during class
- Profanity
- Misbehavior during P.E. or personal time
- Graffiti or tagging (may result in an additional week of placement)
- Disrespect toward staff or others
- Violations of the WISD Student Code of Conduct
- Sagging pants (may result in suspension)

Earning days off DAEP Assignment

- Students may earn days off their assignment:
- Students may earn one day off their assignment per 5 days school week if they meet the following:
 - No absences for the week
 - No campus referrals for the week
- Students may forfeit days or a percentage of days earned if suspended.
- If a student has a review as part of their assignment, they are not eligible to earn days taken off.

Hallway Expectations

Students will:

- Walk in a single-file line
- Keep hands behind their backs
- Keep hands and feet to yourself
- Maintain two-tile or small spacing between students
- Remain silent while transitioning

- Be in dress code at all times
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Cafeteria Expectations

Students will:

- Speak only while seated at their assigned table with permission
 - Leave their seat only with permission
 - Dispose of trash when instructed by staff
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Restroom Expectations

- Students are provided with four scheduled restroom breaks daily.
 - Students may not use the restroom together.
 - Students must inspect the restroom upon entry to verify cleanliness.
 - Any damage or cleanliness concerns must be reported immediately.
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Medications and Health Services

Medication Requirements

- Medication may only be administered with parent and physician authorization.
- Medication must be in the original, properly labeled container.
- Only medications that cannot reasonably be scheduled outside school hours will be administered by a school nurse or designee.
- The school nurse or designee may refuse medication administration if it is not in the student's best interest.

Asthma Medication

- Students may self-administer asthma medication with appropriate authorization.

Illness

- Students with a temperature of **100.4°F or higher** will be excluded from school.

- Students must remain fever-free for 24 hours without medication before returning.
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Bullying

Bullying includes written, verbal, electronic, or physical actions that cause harm, intimidation, or fear.

Examples include:

- Hazing
- Threats
- Teasing
- Name-calling
- Rumor spreading
- Property damage
- Cyberbullying

Students should immediately report bullying to a staff member.

Retaliation against any person who reports bullying is strictly prohibited.

Discrimination, Harassment, and Retaliation

Discrimination and harassment are prohibited on the basis of:

- Race
- Color
- Religion
- Gender
- National origin
- Disability
- Any other protected classification

Sexual or Gender-Based Harassment

Prohibited conduct includes:

- Inappropriate touching
- Sexual advances
- Sexual comments or jokes
- Inappropriate relationships between students and employees

Retaliation against anyone reporting misconduct or participating in an investigation is prohibited.

Appeals

Appeals may be filed in accordance with Board Policy FNG (LOCAL).

Conferences and Visitors

Parent Conferences

To schedule a conference, call (972) 923-4695.

Staff members may request conferences regarding academic performance, attendance, or behavior.

Visitors

All visitors must:

- Enter through the front office
- Present a valid photo ID
- Obtain a Raptor V-Soft visitor badge
- Return the badge upon leaving

Student information will only be shared with authorized contacts listed in district records.

Emergency Procedures

Students must follow all staff directions during emergencies.

Fire Drills

- Conducted monthly
- Students must follow posted evacuation procedures

Tornado and Lockdown Drills

- Conducted periodically as needed

Telephones will not be available during emergency situations.

Mentoring Program

- Students select a trusted teacher from their home campus to serve as a mentor.
 - The mentor, Transition Specialist and DAEP Principal communicate with the home campus regarding the student's transition and success after returning to the home campus.
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Dress Code

Student Uniform Requirements

District issued student id will be turned in on first day of assignment and returned to student on the last day of DAEP assignment.

Shirts

Students shall wear solid-colored shirts according to grade level assignment:

- Grades K–5: Solid Green Shirt (non-fluorescent)
- Grades 6–8: Solid Black Shirt
- Grades 9–12: Solid Gray Shirt

Additional requirements include:

- Shirts must have a collar or a standard crew (round) neck.
- Shirts must have short or long sleeves.
- Scoop-neck shirts are prohibited.

- Shirts must be long enough to remain fully tucked in at all times.
- No logos, graphics, designs, lettering, or decorations are permitted.
- Shirts may not be worn inside out.
- Students may wear a maximum of two shirts.
- Undershirts must be solid white, black, or the same color as the outer shirt.
- For cold weather, only long-sleeve shirts matching the designated shirt color may be worn underneath. Hoodies may not be worn underneath.
- Undergarments must not be visible at any time.

Pants and Jeans

Students shall wear clean, plain blue denim jeans that meet the following requirements:

- Must fit properly at the waist.
- Must be worn with a plain black or brown belt.
- Belt buckles must be plain and no larger than two inches.
- Must include standard belt loops.
- Must not sag or be worn below the waist.
- Must not be bleached, faded excessively, torn, ripped, cut, patched, frayed, or altered.
- Must have no more than four pockets and one watch pocket.
- Carpenter loops, cargo pockets, side pockets, decorative stitching, laces, or built-in belts are prohibited.
- Pant legs may not be rolled, tucked, cuffed, or drag on the floor.

The following are prohibited:

- Shorts
- Athletic shorts
- Capri pants
- Dresses
- Skirts
- Skorts
- Overalls
- Coveralls
- Low-rise or hip-hugger pants
- Form-fitting or skinny jeans

Students may wear only one layer of undergarments. Additional garments such as basketball shorts, athletic shorts, or similar items may not be worn underneath jeans.

All undergarments must remain completely concealed.

Footwear

Students must wear:

- Black or white tennis shoes/sneakers only
- Matching black or white shoelaces made of standard shoelace material
- White or black socks at all times
- Shoes must remain properly tied throughout the school day.

Outerwear

Students may wear coats or jackets to and from school.

Upon arrival:

- All coats and jackets will be searched.
- Outerwear will be secured in a designated storage area.
- Coats and jackets may not be worn during the school day.

Students are responsible for retrieving their outerwear at dismissal. The school is not responsible for items left overnight.

Hoods may not be worn inside the building.

Head Coverings

Head coverings of any kind are prohibited unless required by law or approved by administration. This includes:

- Hats
- Caps
- Toboggans
- Bandanas
- Scarves
- Similar headwear

Athletic Wear

The following items are prohibited:

- Sweat suits
- Warm-up suits

- Sweatpants
 - Athletic shorts
 - Biker shorts
 - Spandex garments
 - Soccer shorts
 - Boxer-style shorts
 - Overalls
 - Coveralls
 - Pants with drawstrings
 - Elastic-waist athletic pants
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Grooming Standards

Students are expected to maintain a clean, neat, and professional appearance.

Hair

- Hair must be a natural hair color.
- Acceptable colors include black, brown, blonde, gray/white, and natural shades of red.
- Bright, fluorescent, unnatural, or multi-colored hair is prohibited.
- Hair that is long enough to be secured must be pulled away from the face and eyes before arriving at school.

Cosmetics and Nails

The following are prohibited:

- Makeup of any kind
- Drawn or enhanced eyebrows
- False eyelashes
- Fingernail polish
- Artificial nails
- Nails and artificial nails extending beyond the fingertip

Eyebrows

- Slits, designs, or decorative alterations in eyebrows are prohibited.

Tattoos

Tattoos displaying references to:

- Alcohol
- Tobacco
- Drugs
- Violence
- Vulgar or offensive language
- Gang affiliation
- Other inappropriate content must remain completely covered while on campus.

Jewelry and Piercings

Students may not wear or possess jewelry while attending Challenge Academy. Prohibited items include, but are not limited to:

- Rings
- Necklaces
- Bracelets
- Earrings
- Watches
- Facial jewelry
- Body jewelry

Students may not wear non-jewelry substitutes in body piercings. Items brought to school may be confiscated and returned at dismissal.

Searches and Security Procedures

To maintain a safe and secure learning environment, all students are subject to daily security screening upon entering the building.

Screening procedures may include:

- Walk-through metal detector screening
- Emptying pockets
- Removal of shoes and socks
- Visual inspection of clothing and personal belongings
- Student-assisted inspection of waistband and belt area

All searches and screening procedures will be conducted in accordance with district policy and applicable law.

Failure to comply with security procedures may result in disciplinary action.

Administrative Authority

The campus principal or designee shall have final authority regarding interpretation and enforcement of the Challenge Academy Dress Code. Students who fail to comply may be required to correct the violation immediately and may be subject to disciplinary consequences in accordance with campus and district procedures.

Supplies and Electronics

Personal Items

Students may not bring:

- Purses
- Backpacks
- ID badges
- Pens
- Markers

Electronics

Prohibited items include:

- Cell phones
- Headphones
- Radios
- Recording devices

Confiscated electronics will be held until the student's exit from DAEP.

Applicable fines may apply.

Exiting DAEP Challenge Academy

Before returning to the home campus:

- The student must receive an exit form signed by both the principal and the student.
 - The student must report to the home campus on the next scheduled school day with the signed form and wait in the front office for instructions to see their counselor or AP before proceeding to class.
 - The student will be expected to attend post DAEP check-in meetings with the transition specialist, AP or Counselor up to four meetings post DAEP return.
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Conduct Expectations

The WISD Student Code of Conduct remains in effect throughout DAEP placement.

- Class I, II, and III offenses may result in additional DAEP days.
 - Class IV offenses may result in expulsion.
 - Parents will be contacted and written notification will be provided regarding disciplinary actions.
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Program Goal

The goal of DAEP is to help students successfully return to their home campus as quickly as possible while demonstrating academic progress, appropriate behavior, and personal responsibility.