



PARENT/STUDENT INTAKE INFORMATION

DAEP

Located at 1701 W. Eules Blvd., Eules, Texas 76040

Office # 817-399-2600

****NORTH ENTRANCE, Door D, adjacent to W. Eules Blvd.
(Hwy. 10)**

Students will be checked-in outside by an administrator. If parents have any questions, please speak with the administrator outside.

As a reminder, there is no district transportation provided to DAEP.

Daily Schedule

Staff on Duty outside	7:58
Check-in	8:00-8:25
Breakfast / Expectations	
/ Period 1	8:30-9:30
Period 2	9:30-10:30
Period 3	10:30-11:30
Lunch	11:30-12:10
Period 4	12:10-1:10
Period 5	1:10-2:10
Period 6	2:10-3:10
Closure	3:10-3:25

Students will be Supervise at the end of day
Students will enter and exit using the DAEP North Entrance
Bus Riders will wait By the DAEP North Entrance
*Students MUST be off campus by 3:30

DAEP Staff

John Adkins Principal	817-399-2600
Bart Weedman, Counselor	817-399-2567
Melanie Wood, DAEP Secretary	817-399-2600
Marianna Reyes, Attendance	817-399-2609
Deborah Holland, RN	817-399-2558

Amanda Howell-Martin , Science Teacher

Rachel Lomax, Math Teacher

Robert Jayroe, Social Skills Teacher

Julie Darter, English Teacher

Tim Scoggins, Electives Teacher

Mason Griffin, Social Studies Teacher

Julianne Richardson, Special Education Contact

DAEP Objectives

- Provide the opportunity for students in grades 7-12 to complete an appropriate consequence based on the offense committed
- Provide a safe and structured environment for all students
- Assist students with the responsibility of behavioral modification
- Maintain a focus on academic expectations
- Monitor progress as each student earns points to complete the assigned point contract
- Partner with parents to ensure student success

DAEP EXPECTATIONS

Students will:

- Be **RESPONSIBLE** for their own behavior
- Complete all Academic Expectations
- Attend school every day **READY** to learn
- Students will be treated with respect and in turn they are expected to treat everyone on campus with **RESPECT** at all times.

DAEP ATTENDANCE

Attendance is required by law

- Students are expected to be on time and in attendance every day
- When students are absent, they lose the opportunity to earn points
- Students who are tardy, after **8:25** AM, will lose 40 daily points
- Students who arrive after 9:00 AM, will lose all points, but can still earn ADA.
- District attendance policies will be followed
- Students must earn all contract points to return to home campus
- The better attendance, the better opportunity to earn points
- Must submit proper documentation to avoid point losses when missing class for court

Please call DAEP to notify of an absence by 9:00 a.m. (817-399-2609)

DAEP DRESS CODE

SHIRT

- Shirt must be a plain white shirt with sleeves (may have collar)
- Any undershirt must be solid white
- All shirts must be tucked in
- No logos, decorations, graphics, and/or pictures allowed
- Sweatshirt, Jacket or Hoodie will be checked in, searched, and returned at end of day
- Home Campus issued ID must be worn at DAEP
- No visible tattoos (visible tattoos are fully covered while on campus and during school hours)

Pants

- Must be blue **Blue Jeans**, appropriate size, traditional fit
- No shorts or layering of shorts under pants
- No logos, decorations or colored/decorative stitching
- No rips holes or tears
- Pants must be worn at waist (no sagging)

DAEP DRESS CODE

SHOES

- Standard sneakers or “tennis” shoes
- No boots, crocks, slides, or slip on shoes
- Not distracting or disruptive
- Must wear shoes at all times

EDUCATIONAL DEVICE

- HEB-ISD Laptop with power cord, for the student to complete all home campus assigned coursework

SOS Belt

- Student will be issued a colored belt each day, signifying their level at DAEP.
- Must be worn clearly visible at all times
- Belts will be turned in at the end of each day
- Defacing belt will result in loss of points

- Any items deemed disruptive by the DAEP Administration will not be allowed

DAEP DAILY CHECK-IN

To check in to DAEP, students will:

- Remove jacket or hoodie, hand to staff
- Remove items out of pockets, take off shoes, place **ALL** items in plastic bin
- Turn off and check in cellphone
- Clear the metal detector
- Complete exterior search by DAEP staff
- Retrieve items, move forward to reassemble into dress code
- All classrooms and hallways have video surveillance for campus safety and security



Technology Policy



- Students are allowed to bring a cell phone and/or earbuds to DAEP however;
- The devices must be turned off before it is checked in and locked up for the day.
- Devices will be returned to student upon departure.
- Bring technology devices at your own risk. DAEP is not responsible for lost or stolen items.

PROHIBITED ITEMS

Grooming Items

- Jewelry, Grills
- Makeup, Cosmetics, Lip balm
- Combs/Hair Picks, Hairbrushes, Scrunchies
- Hair Nets, Head Coverings, Bandanas
- Wallet Chains
- Eye Drops/Visine

All jewelry will be confiscated and must be picked up by parent.

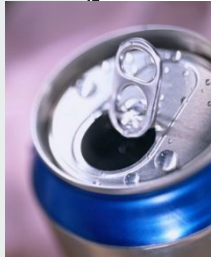
All other items are discarded.

School Items

- Backpacks, Purses, etc.
- Highlighters
- Markers/Pens
- Unapproved photos, artwork, written or published material

Food Items

- Open Items
- Metal/Glass Containers
- Candy
- Gum
- Carbonated Items



- Weapons
- Drugs
- Drug Paraphernalia
- Nicotine Products
- Vapes
- Lighters
- Matches
- Fireworks
- Pocket Knives
- Play Weapons

These items will result in disciplinary actions

DAEP Student Trespass Notice

District Expectation:

While assigned to DAEP, HEB ISD students are not allowed to be on any other HEB ISD property or at any district event. Any student that violates this trespass expectation will receive a consequence as follows:

Trespass Consequences

1st Offense:

**Up to 1 to 3 day suspension,
300 DAEP Daily Points lost**

2nd Offense:

**Up to 1 to 3 day suspension,
500 DAEP Daily Points lost**

3rd Offense:

**Up to 1 to 3 day suspension,
1000 DAEP Daily Points lost**

DAEP Daily Procedures

Point Contracts

Students are assigned a point contract, from their home campus administrator, based on their discipline infraction.

Earning Extra Points

Students can earn extra points by:

- Attending the drug & alcohol class weekly IF that is why they are assigned DAEP
- Earning 100 or more points 5 consecutive days with no absences
- Participating in the volunteer events at local food banks.

Daily Points

- Students have the opportunity to gain 110 points per day by
 - Being on time
 - In dress-code
 - no behavior issues
 - completing academic expectations for each class period

DAEP DAILY PROCEDURES

CHECK-IN PROCESS

- Check-in begins promptly 8:00 a.m. at North Entrance, Door D, and doors will be closed at 8:25 a.m. Students are expected to enter upon arrival. Once a student arrives on campus they are expected to remain on campus. Failure to remain on campus is a tardy offense and will result in a 40 point loss.
- If student does not enter by 8:25 AM, they will be counted tardy. Students lose 40 Daily Points for being tardy.
- After 9:00 AM, students may enter DAEP for attendance credit only but will not receive any daily points for the day.
- Students must be in dress code to begin their DAEP placement.

DAEP DAILY PROCEDURES

LEVEL ROOM EXPECTATIONS

- Sit and remain in assigned seat; only leave seat when permission is given
- Follow voice level rules
- Eat food in a timely manner, no food out of Level Rooms
- Follow directions of Level Room Monitor

TRANSITIONS

- Walk on right side of hall in single-file line
- Zero voice in hallway
- Keep hands/feet to self
- Remain in dress code
- Walk promptly

BREAKFAST

- Breakfast cart is available from 7:55 AM to 8:15 AM, students then move to Level Room to eat

RESTROOM BREAK EXPECTATIONS

- Opportunities for restroom are immediately upon check-in and specifically scheduled throughout the day
- Zero voice in RR and hallway
- Point card expectations in effect as well

DAEP DAILY PROCEDURES

TRANSITIONS

- Walk on right side of hall in single-file line
- Zero voice in hallway
- Daily Point Card visibly in hand, unfolded
- Keep hands/feet to self
- Remain in dress code
- Walk promptly with your group

CHECK-OUT PROCESS

- Leave closure when dismissed
- Remain in dress code until you leave building
- Wait on right side of hallway, single file, zero voice expectation until out of building
- Turn in DAEP belt during closure
- Pick-up cell phone and/or jacket at check-out table

Nurse at DAEP

- There is a nurse available at DAEP. If your student takes medication at school, it is the parent's responsibility to bring the doctor's orders and prescription medication to the nurse at DAEP.
- The DAEP nurse does work closely with each home campus nurse to learn of the individual medical needs while students are assigned to DAEP.
- Nurse may be reached at 817-399-2558



Social Skills Program

- Research-based Social Skills program
- Skills will be taught during Social Skills class each day
- Sample Lessons:
- Creating Good First Impressions
- Building Rapport with Teachers
- Using Active Listening
- Collaborating Effectively
- Valuing an Education
- Perseverance and Grit
- Being Aware of Our Emotions
- Managing Emotions
- Coping with Stress
- Developing Positive Relationships
- Empathizing with Others
- Responding to Conflict
- Dealing with Gossip
- Making a Sincere Apology

CONSENT FORMS

Purpose of Services

Your child may be referred for consultation by school district staff for the following reason(s):

A request has been made by school district staff to have the LSSP/LCSW provide consultation/counseling/problem solving/linking with outside services. Typically, school staff request consultation services to assist in identifying appropriate behavioral and/or social-emotional strategies.

Your child has threatened to commit a violent act or engages in behavior that appears to threaten what is termed “targeted violence.”

Confidentiality

Confidentiality about these services is protected, and sharing of information is limited to those school staff having a legitimate educational interest in your child. You have the right to view your child’s educational records. In addition, your consent is required to release information to others except for certain exceptions as specified in federal law. Psychologists practicing in a public school setting must comply with all applicable state and federal laws affecting the practice of school psychology, including but not limited to the Texas Education Code and the Family Education Rights and Privacy Act (FERPA).

There are some *limits of confidentiality*. For example, the law requires that suspected child abuse must be reported. Court ordered subpoenas might be used to obtain records. Unless there is a court order indicating otherwise, divorced parents have equal access to educational records. Additional limits to confidentiality (not all inclusive) include court orders, mandatory reporting requirements and the disclosure of records to schools to which the student is transferring.

Nature of Proposed Service

Consultation Services — Consultation typically involves campus based interview with your child, and observations, e.g. in his/her classroom, lunchroom, playground, etc. Also, the LSSP/LCSW will talk with school staff to gain a more complete understanding of the problem(s) that resulted in the request for their involvement. You may be asked to provide information regarding your child. You are entitled to a copy of any written consultation report that is prepared. In most instances, no formal report is prepared and the LSSP/LCSW simply shares recommendations verbally with school staff or with you. If no formal written report is prepared and you would like to know what recommendations the LSSP/LCSW has made to school staff, the LSSP/LCSW will, at your request, share the recommendations with you.

A **Threat Assessment** could be conducted when a student threatens to commit a violent act or engages in behavior that appears to threaten what is termed “targeted violence.” This assessment is utilized to determine the credibility of the threat or the likelihood of a serious threat.

Counseling Services (CAN ONLY BE MADE BY THE LSSP OR SOCIAL WORKER) —If it is determined that your child may benefit from short-term counseling within the school setting, the LSSP or a Licensed Clinical Social Worker will provide those services. The amount and duration of the proposed services will be projected at the outset of counseling. The LSSP and/or Social worker will update you regarding the progress of the counseling services.

- If a student is experiencing learning difficulties, his or her parent/guardian may contact their school counselor to learn about the school's overall general education referral or screening system for a full and individual evaluation.
- For questions or additional information, please contact the Special Education & Dyslexia @ 817-399-2046