2026-2027

D.A.E.P. HANDBOOK

If you have difficulty accessing the information in this document because of a disability, please email mike.pope@commerceisd.org

Our Mission

Commerce ISD will maximize educational opportunities for all students through excellence in teaching and education.

Procedures and Responsibilities

Students and their parent(s)/guardian(s) are required to attend an intake orientation meeting with the DAEP Administrator prior to the student attending the program. To schedule an appointment, please call (903) 886-3755. Meetings are scheduled between 8:30 A.M. and 2:45 P.M. Monday through Friday. During this meeting, procedures and rules will be explained. This meeting gives the student and parent(s)/guardian(s) the opportunity to have any questions or concerns answered so there is no confusion about expectations and responsibilities.

DAEP Personnel

DAEP Administrator/Teacher……. …….Brad Swain

CISD Chief of Police ……..... Seth McDaniel

Please fill out and bring it to the intake meeting.

Student Emergency Card

Date_____ Home Campus_____

Student ID#_____ Grade_____ Birth Date_____

Student's Name_____
(Last) (First) (Middle)

Address_____ Student Phone_____

City, State, Zip_____ Student Cell_____

Student School Issued Email_____

TO PARENT OR GUARDIAN: To serve your child in case of an accident or sudden illness, it is necessary that you furnish the following information:

Mother /Legal Guardian Name_____

Home Phone #_____ Work Phone #_____

Cell Phone #_____ Email_____

Father/Legal Guardian Name_____

Home Phone #_____ Work Phone #_____

Cell Phone #_____ Email_____

HEALTH INFORMATION: List any health conditions, such as heart disease, diabetes, epilepsy, severe allergies, eye or ear problems, or any other chronic condition, etc.

Please explain_____

Name of Family Doctor_____

I hereby authorize the release of this confidential information to professional (CISD) personnel, only if appropriate.

Parent/Guardian Signature_____
I, the undersigned, do hereby authorize officials of Commerce Independent School District to contact directly the persons named on this card, and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of the child.

In the event physicians, other person named on this card, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child,

I will not hold the district financially responsible for the emergency care and/ or transportation for the said child.

_____
Signature of Parent/Guardian

_____
Signature of Student

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Mission Statement

The Commerce ISD Discipline Alternative Education Program will:

- Provide a highly structured program
- Demonstrate to students the benefits of prosocial behavior
- Demonstrate the rewards of academic achievement

So the student may be **successfully** returned to his/her home campus prepared to academically excel and display positive behavior in the learning environment.

Student Code of Conduct

The CISD Discipline Alternative Educational Program has developed policies and procedures that work in conjunction with CISD's Student Code of Conduct. The principal or other appropriate administrators will consider the circumstances of each disciplinary situation, including the following factors:

1. Seriousness of the offense
2. The student's age.
3. The frequency of misconduct.
4. The student's attitude.
5. The potential effects of misconduct on the school environment.

Any situation not specifically addressed in the Student Code of Conduct will be interpreted and enforced by administration.

State law requires certain disciplinary actions for certain offenses. TEC Chapter 37.007(a) requires expulsion for the following offenses:

1. Using, exhibiting, or possessing a firearm, prohibited knife, club or prohibited weapon.
2. Conduct containing elements of aggravated assault, sexual assault, aggravated sexual assault, arson, murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, conduct specified under 37.006 (A), (3), (4) related to alcohol or drugs that is punishable as a felony.
3. The campus will expel a student for retaliation against an employee involving any of the offenses listed above. A student may be expelled for violations specified in TEC Chapter 37.007 (B) (C) that violates the Student Code of Conduct. This includes, but is not limited to, continued serious misbehavior while at the DAEP.

General Information

Disciplinary Alternative Education Program
The CISD Disciplinary Alternative Education Program provides students experiencing serious or persistent misconduct an alternative setting to improve their behavior and remain on their appropriate academic level.

DAEP Campus Location
The CISD Disciplinary Education Program (DAEP) is located at 3315 Washington St. Commerce, TX 75428. Students enrolled in the DAEP must enter through the side doors of the CAB building. All DAEP students sign a Criminal Trespass Notice which prohibits them from being on ANY CISD property with the exception of the DAEP building.

School Opening/Closing Information
The DAEP classroom hours are from 8 A.M.- 3:15 P.M.. Students are not permitted anywhere but the DAEP rooms and may not enter any part of the CAB building unless they are escorted by a teacher or administrator. No student should arrive on campus prior to 7:50 A.M.. **Students must leave campus immediately after they are dismissed.**

School Day Schedule
For attendance purposes, the school day at the DAEP is from 8 A.M. - 3:15 P.M.. All students are required to be regular and punctual in their attendance. The DAEP will adhere to all holidays, early releases, and workday schedules (see district calendar).

Daily Security Check-in
In the interest of promoting student safety and attempting to ensure schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Students at the DAEP, upon arrival, will be required to put their phones in a lock box and then pass through a metal detector. If they cannot clear the walk through metal detector after multiple attempts, and if the administration cannot determine what is setting off the walk through metal detector, then the administration will wand the student with a hand held detector to see if the metal object can be detected. If we are still unable to determine the object that is setting off the alarms, the CISD Chief of Police will be called to search the student. All students must go through a daily security check. If a student leaves campus for any reason, he/she must go back through the same process of clearing the metal detector upon return to DAEP.

Daily Dismissal
At the end of each day, students will clean up their assigned area. Books and materials must be in a neat stack on their desk. Books and other supplies are not to be stored on the floor. All trash and food containers will be thrown away after each meal. Trash will not be allowed to accumulate on the desk. Any borrowed materials will be returned to its original spot. Students will stay seated until 3:15 P.M. or when the teacher dismisses each student.

Students' Desk and Cubicles
Students' cubicles/desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned cubicles/desks. Searches of cubicles/desks may be conducted at any time there is reasonable cause to believe that students are in possession of articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any items are found around the student's cubicle/desk.

Transportation
CISD will not provide transportation for students assigned to DAEP. It is the parents' or guardians' responsibility to ensure that students are dropped off and picked up at the DAEP on time.

Vehicles on Campus
High school students may drive a personal vehicle unless privileges are revoked due to disciplinary issues at or prior to being placed at DAEP. If driving privileges are revoked, it is the parents'/guardians' responsibility to ensure their child arrives and picked up on time. Parking is available at a designated area. Vehicles parked on school district property are under the jurisdiction of the school. School officers may search any vehicle any time there is reasonable cause to do so, with or without permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the ***Student Code of Conduct.***]

Trained Dogs
The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. Such visits to school shall be unannounced. At any time, trained dogs may be used around campus and the area around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom or a vehicle to which a trained dog alerts may be searched by school officials.

Books and Materials
The home campus administration will secure books and folders necessary to complete their assignments and send them to the DAEP campus prior to and during the student's placement in DAEP.

Online Classrooms
All students are assigned to a DAEP google classroom by their regular home campus teachers until they return to their home campus. Edgenuity Program may be utilized as well.

Supplies
Supplies such as loose-leaf notebook paper, plain pocket folder, #2 pencils, and a pair of earbuds or headphones are available, while supplies last, at the DAEP. If a student needs anything else or in the case that supplies run low at the DAEP, the student is responsible for bringing materials from home.

Bags and backpacks are not permitted in or around the DAEP building. Approved items must be checked in with the supervising teacher or administrator.

Cell phones, iPod's, iPad's, Nooks, etc., are not permitted at any time in the DAEP classroom and such items will be confiscated and returned at the end of the student's DAEP placement. Electronic devices must be checked in at the waiting area and will be returned at the end of the day. Refusal to hand over devices will result in additional disciplinary actions taken by the administration (per offense). Student Chromebooks used to do assignments are permitted and must be used as such. A locked box is used for personal electronic devices/items.

Other
Students must maintain an alert attitude in class by sitting upright with hands on desk, facing forward in their cubicle/desk, along with having their feet and chair flat on the floor. Students are not allowed to lay their head on the desk, slump over the desk or **SLEEP**. Students must raise their hands to speak or get out of their seats.

Students who sleep or appear to sleep will be sent home and not earn credit for the day. Administrators will make periodic judgment decisions for unique cases.

Students who sleep or appear to sleep on a daily basis will be sent home and lose credit for the day and additional days may be added.

Students must remain seated in their desks at all times unless given permission from the staff.

Students must remain quiet at all times; no social talking is allowed.

Use appropriate language: **NO** profanity or vulgarity spoken or written will be tolerated.

Stay on task and complete assignments appropriately and in a timely manner.

Absolutely no note writing or passing of notes--electronic, paper, or otherwise.

Restroom Breaks
Students are given a restroom break at mid-morning and mid-afternoon; however, DAEP staff will be sensitive to the needs of the students. Breaks are timed and exceeding the time limit will result in disciplinary action.. Privileges will be denied for students who constantly abuse breaks. Students who do not respect the bathrooms and leave them clean, or deface any surface will be given consequences. Please provide documentation from your physician if there is a medical condition that needs to be considered.

Breakfast & Lunch:

- Students must eat breakfast and/or lunch through the school cafeteria.
- Student account numbers and account balances will roll over from the home campus.
- No outside food or drink will be allowed.
- Students may bring a container for water or unopened water bottles. A water cooler is available.
- Students are not allowed to socialize during lunch.

Entry Requirements
The following items must be completed prior to enrollment in DAEP:

1. DAEP placement orders will be issued by the home campus after a conference with student and parent is held at the home campus.
2. Administrators from the home campus will complete an intake checklist and submit required paperwork to the DAEP administrator before the student's arrival.
3. The student's parents must call the DAEP administrator to set up an intake conference time between 8:30 A.M. and 2:45 P.M. Monday-Friday. Both the student and parent must be in attendance.
4. At the intake, the DAEP administrator, the student and a parent/guardian will review the DAEP handbook.
5. After a student has completed the necessary paperwork and intake conference, he/she will be admitted to DAEP.

Periodic Placement Reviews
The District and home campus will review a student's DAEP placement and academic status if longer than 60 days. In the case of a high school student, the student's progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons for a student's return to the regular classroom or campus. All SPED students will receive a review when they have **successfully** completed half the assigned placement days.

Exit Requirements
Students earn the privilege of returning to their home campus when their assigned time is **successfully** completed. DAEP placements may be lengthened by DAEP staff due to any violations of the policy, procedures or guideline of DAEP and/or the Student Code of Conduct or at the administrator's discretion. **Note: The Assistant Superintendent may deny entry to DAEP at any time. Such denial may result from the facility reaching maximum capacity (fifteen students total for the district per staff member), notable conflict of interest, and/or the last 14 instructional days of the school year.**

Attendance

Home Campus Absences and Tardies
The attendance policy of CISD will be followed, requiring documentation for absences.

All home campus attendance policies and guidelines will be enforced. Any student who does not arrive at or before 8:00 A.M. to DAEP will be tardy. After 5 tardies, an additional day of DAEP will be added. All absences require a note for documentation. Attendance is compiled daily and sent to the student's originating home campus. DAEP will coordinate with the originating home campus to handle all absences, early checkout and truancy issues. Compulsory attendance is enforced, and absences will extend the student's time at the DAEP. Please be aware that any student who leaves school early for a reason, (sickness, doctor, or court appointment, etc.), and does not submit sufficient proper documentation will not be given credit for that day. Please make sure to submit doctor's notes, etc.. upon returning to DAEP.

DAEP Daily Credit
Time assigned to DAEP must be served. Any absence from DAEP, whether by dismissal at the parents' request or other identified absence must be made up. For each absence or early release, the student will not earn his/her day and the missed day will have to be made up. The following steps must be followed when absent:

1. The student's parents must phone the DAEP school each day prior to 8 A.M. The phone number is 903-886-3755. Leave a voicemail if there is not an answer.
2. Upon returning, submit your sufficient proper documentation, signed and dated by the students' parents to the supervising teacher or administrator.
3. Absences for doctor/dental appointments or court proceedings must be verified by an official appointment card, citation notice, or signed court document.
4. Students on the high school work program must provide an official work schedule signed by the employer each week to the DAEP supervising teacher. Without the work schedule, students will not be released early to go to work.

Note: DAEP credit is calculated as an actual "<u>full successful day"</u> served, meeting guidelines established for the DAEP program.

A student who becomes ill during the school day should notify the DAEP Principal or his designee, then it will be determined if a nurse needs to be called to come to the DAEP to check out the student and the nurse will determine if the student is fit to remain at school or sent home.

Students will only be dismissed to non-parents if they are listed on the emergency list for pick-up, a phone call to the DAEP Administrator, or a handwritten note signed by the guardian is given to the DAEP Administrator. The person picking up any student must present a valid picture ID/Driver's License. Probation Officers will also be notified for lack of attendance, continued class disruption and/or persistent misconduct.

Counseling Services

One component of the Disciplinary Alternative Education Program is to emphasize and reinforce appropriate social skills and character development. Home campus counselors will come to DAEP weekly to visit students. Attending group sessions bi-weekly is a mandatory requirement of the DAEP program. Individual counseling is available upon request or referral. Students who do not comply will not receive the designated points for that day. Services will be provided by each home campus and may also be provided by interns from Texas A&M University-Commerce.

Dress Code and Grooming

Hygiene and Hair
Students will come to DAEP every day in clean clothes and properly bathed. Hair will be neatly groomed and not present an untidy appearance.

Wearing of Jewelry

The wearing of jewelry is not authorized. However, medical alert bracelets are authorized with proper documentation. **Basic earrings only**. No loops or dangling earrings. Tongue rings, lip rings, nose rings, eyebrow rings, belly button or any other ring that pierces the body are prohibited.

Pants

Students are allowed to wear blue jeans that fit with no belt, but jeans should not sag or be excessively tight. There should be no skin showing in rips or tears two inches above the knee.

Students are allowed to wear loose fitting sweatpants or joggers. Pants must fit the student according to size of waist and length. Pants must be worn properly at the waist, not below as to hang from the buttocks. Front and Back pant pockets must be able to be turned completely out for security check purposes.

Students must wear appropriate undergarments at all times.

The student cannot wear shorts or skirts.

Shirts
Shirts must fit properly and be conservative in nature, not showing too much skin or being too form fitting. There should not be any logos that contain alcohol, drugs, or profanity. Only one shirt may be worn under the regular school shirt. Students may keep one plain sweatshirt or hoodie at their desk, but cannot wear the hood inside the building. The Administrator will make judgment decisions on hoods being worn due to extreme temperature.

Shoes
Students can wear low quarter shoes, crocs or slip on shoes as long as they have a heel strap and it is worn. Boots, work boots, and other high topped footwear is not allowed.

Head Coverings
Caps, hats, or bandanas or any other head covering devices are not allowed to be brought or worn to school. Head bands are allowed with administrator approval. Toboggans may be allowed at times of cold

weather with administrator's approval. As the temperature requires, the student will be allowed to wear a jacket, hoodie, and/or toboggan, but all jackets and head coverings will be searched and must be surrendered at the door at check in time, and must go through the metal detector.

Violation of dress code

Any violation of the dress code will result in no-credit given for the day toward time served in DAEP. The student will have to be in dress code within a reasonable time in order to receive credit for the day.

Note:
Students are not allowed to wear any metal in the DAEP. Any student who comes to school consistently in violation of the dress code may be sent home at the discretion of the DAEP administrator and will receive an unexcused absence for the day, which may lead to a compulsory attendance violation. All dress code rules are subject to the discretion of the DAEP Administrator. Rules will and can be updated throughout the year.

Dress Code is not optional. It is a requirement and mandatory. If there is a question about Dress Code, Board Policy states the Administrator will make the final judgment about what is appropriate for the DAEP. The decision will be based on safety, and what will cause the least amount of disruption and focus on student learning.

Computer Use

Students may use computer resources under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of technology resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students will not be allowed to use email except to email teachers for assignments. The Internet may be used only for the purpose of completing assignments unless students have permission from the instructor. Please be aware that electronic communications, including email, using the District computers are not private and will be monitored by district staff at any time. Also, students are responsible for the care of the headphones issued to them; damage will result in a replacement fee. Students are allowed to bring their personal headphones from home.

Student Contract

In order to attend the CISD Discipline Alternative Education Program, I agree to the following expectations: (Check each item to verify understanding and agreement)

- ☐ I will be on time and come to school daily unless physically ill.
- ☐ I will follow the rules, policies, and procedures of the CISD Discipline Alternative Education Program and the CISD Student Code of Conduct.
- ☐ I will attend and participate in individual and group counseling and PE (if on schedule).
- ☐ I will do all my class assignments. I will ask for assistance when needed and email my teacher(s) if I need specific help with an assignment.
- ☐ At the end of every day I will clean up my assigned area. Books and materials will be neatly stacked on my desk. I will throw away all my trash and food containers after each meal. Once a week I will clean my area according to the teacher's directive.
- ☐ I agree to searches by the DAEP Administrators and SRO, if necessary.
- ☐ I have received a copy of the rules and requirements and will be prepared the first day of attendance.
- ☐ Attendance of the number of days assigned must be "successful" days. Successful days are days where all rules are followed and appropriate work is completed.
- ☐ I understand that I can be disciplined for any misconduct which violates the school rules of CISD Commerce Alternative Education Program when the misconduct occurs anywhere on District property, or anywhere any CISD school is a participant.
- ☐ I understand that I am not to be on any other District campus where CISD Schools are a participant while in the Disciplinary Alternative Education Program, this includes before and after school. Trespassing charges will be filed on a student who violates this procedure.
- ☐ I understand that I am not to bring personal belongings to school,(phone, jewelry, brush, etc).
- ☐ I understand that I am only allowed to bring lunch money on campus, a small wallet, house/car keys and a college textbook which will be placed in a basket (searched) as I am being searched.
- ☐ Understand that any violation of the law may lead to expulsion or other discipline according to State and Board Policy FOC and FOB (Legal).
- ☐ I understand that I am required to sit face forward with my feet in front of me under my assigned desk. I will keep the legs of the chair on the floor. I will not get out of my chair without permission, turn around, lean or sleep. I will keep my entire body and all objects in my possession.
- ☐ I will not deface or destroy school property, which includes writing on or around my desk.
- ☐ I will not display disrespectful or disruptive behavior.
- ☐ I understand that I may be put on a Weekly Alternative Point Sheet every week if I do not follow rules and procedures.
- ☐ I will follow **ALL** staff directives the first time they are given.
- ☐ I understand that failure to comply with any of the above expectations may result in expulsion from the CISD Discipline Alternative Education Program.

_____ _____

Student Signature Date

_____ _____

Parent/Guardian Signature Date

_____ _____

DAEP Administrator Date

Parent(s)/Guardian(s) Contract

Student's Name_____Parent's/Guardian's Name_____

It has been recommended by the Administration from _____ (home campus), that your child be placed in the CISD Discipline Alternative Education Program. The purpose of this program is to provide an education alternative for:

- Students who may present a clear, present and continuing danger of physical harm to himself or to other individuals.
- Students who have engaged in serious or persistent misbehavior that threatens to impair the educational efficiency of the school.
- Students whose behavior violates specific, published standards of the school district's student code of conduct.

(INITIAL/CHECK EACH ITEM TO VERIFY UNDERSTANDING AND AGREEMENT)

_____ My child will follow the rules, policies and procedures of the CISD Discipline Alternative Education Program.

_____ I will be familiar with and support the teachers and administrators in enforcing the rules, policies and procedures of the CISD Discipline Alternative Education Program.

_____ I will come to school for conferences with teachers and/or administrators when required. If I request a conference, I understand I will need to set up a time to meet with the DAEP administrator between 2:30-3:00 P.M.

_____ If requested by the CISD Campus administrator, I will come and pick up my child for **immediate removal** from school and/or sign the permission slip for them to walk home.

_____ I understand that my child will eat a regular school breakfast and lunch and no food or beverages are to be brought to the school or in the school.

_____ I understand that when my child is absent or leaves early, I will bring sufficient proper documentation.

_____ I understand and consent to the use of the behavior management program in place in the CISD Discipline Alternative Education Program.

_____ I consent to the use of restraint with my child if he/she presents a danger to him/herself or others.

_____ I understand that my child can be disciplined for any misconduct which violates the school rules and when that misconduct occurs anywhere on CISD district property.

_____ I understand my child has been assigned to the CISD Alternative Education Program at Commerce ISD as a result of disciplinary infractions which occurred at my child's home school, or as mandated by Senate Bill I.

_____ I understand that the administration's recommendation is for placement of my child in the CISD Discipline Alternative Education Program. I agree that my child should remain in DAEP until he/she has **successfully** completed the appropriate level of the discipline system and has earned the right to return to their home school.

_____ I understand that my child is not allowed to participate in any activity, be on any other District campus, or be at any function in or out of town where CISD students are participating while in the CISD Discipline Alternative Education School. I understand that my child can be written a citation for trespassing or additional days assigned for this infraction/offense, including before and after school.

_____ I understand that any violation of the law may lead to expulsion or other discipline according to State and Local Board Policy FOC and FOB (Legal).

_____ I understand that failure to comply with any of the above may result in my child's expulsion.

_____ I understand that my child may be videotaped for security and safety purposes.

_____ _____

Parent/Guardian Signature #1 Date

_____ _____

Parent/Guardian Signature #2 Date

_____ _____

DAEP Administrator Date

DAEP Internet/Technology Agreement

I have read the District's Student Handbook. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system or technology items. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

Student Signature _____ Date: _____

Parent/Guardian signature _____ Date: _____

DAEP Handbook Signature Page

I have read the Commerce ISD Disciplinary Alternative Education Handbook concerning _____'s placement. I agree to all DAEP rules and regulations. Further, I understand that transportation will not be provided to and from DAEP, and will abide by time limits and absence regulations set forth in the DAEP handbook.

_____ _____

Parent/Guardian Signature Date Administrator's Signature Date

_____ _____

Student Signature Date Interpreter's Signature Date

CRIMINAL TRESPASS NOTICE

Date: _____

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Estimated Release Date:_____

Due to past and current behavior in regards to my property, you are hereby prohibited from entering all property controlled by me, said property to include:

- Commerce High School, 3800 Sergit Dr, Commerce, Texas 75428
- Commerce Middle School, 606 Culver St, Commerce, Texas 75428
- Commerce Elementary School, FM 3218 at FM 4421, Commerce, Texas 75428
- The Former A.C. Williams Elementary School, 3315 Washington St, Commerce, Texas 75428
- A.C. Williams Elementary School, 615 Culver, Commerce, Texas 75428
- Central Administration Office, 3315 Washington St, Commerce, Texas 75428
- Curriculum and Technology Center, 606 Culver St, Commerce, Texas 75428
- ALL athletic fields/events operated by Commerce ISD
- Any other CISD property not included above:

Not to include:

- The CISD Discipline Alternative Education Program, specifically the DAEP located at the former Central Office building at 604 Culver Street.

You are hereby given written notice that your presence in the above described property, or any other property under my control, will constitute a violation of the Texas Penal Code, Section 30.05 (a) (1) (A). Formal charges of Criminal Trespass will be filled with the Hunt Country Attorney's Office in Greenville, Texas, if you continue to disobey this lawful directive.

Respectfully,

_____

DAEP Administrator/ Date

_____

Signature of person being warned/ Date

Cc: Chief Seth McDaniel, Commerce ISD Chief of Police
Cc: County Attorney, Joel Littlefield, Hunt County Texas

Student Behavioral Expectations

The DAEP handbook serves as a supplement to the Student Code of Conduct and the Student Handbook. As well, the following general rules and discipline plan will also apply to DAEP students.

1. Students will be respectful at all times.
2. Students will sit in their assigned seats facing forward at all times.
3. Students will not communicate with other students in any way or at any time while in DAEP unless given permission.
4. Students who have questions or need something must raise their hand and wait for the teacher to respond. Students must remain quiet at all times.
5. Students must work quietly at all times, being careful not to disturb others in any way, including but not limited to; singing, humming, tapping pens or pencils, drumming on the desk at any time.
6. Students will not sleep or rest their head on any part of the desk at any time.

Failure to comply with these requirements will result in documentation on the Weekly Alternative Points Sheet and may result in the loss of credit for the day or the addition of day(s) and potentially be sent home if needed to correct the behaviors.

DAEP Discipline Plan

*(Violations not listed are subject to disciplinary action or days added under the Student Code of Conduct. The administrator has the authority to suspend a student if necessary to maintain control of the DAEP)

DAEP Violations Resulting in Loss of Earned Day and/ or Additional Days Added

Warning Violations (include but are not limited to) - 3 of any combination of warnings or violations in one day will result in the loss of an earned day.

- Excessive Noise - any unnatural sound, beating, drumming, thumping, singing, etc.
- Talking to others without permission.
- Improper handling of objects or others.
- Slow movement while walking.
- Communicating to others through notes, signs, pictures, etc.
- Excessive movement in and out of the desk or walking around the room without permission.
- Improper use of time or off task behavior.
- Leaving a mess around the work area.
- Personal grooming without permission.
- Looking through doors and windows of another room or building.
- Throwing objects such as, but not limited to, paper, erasers, pencils, etc.
- Running on school grounds.
- Tardy (on the 5th tardy, a student will receive an additional day in DAEP)

Minor Violations - No warning have to be given; automatic loss of earned day with one day added.

- Dress code violation.
- Negative, rude, disrespectful, or discourteous behavior directed at anyone.
- Not having proper materials when you attend class, or arrive in the morning.
- Non-educational use of computers (may also result in loss of computer privilege).
- Failure to turn in Daily Behavior Form signed if one has been assigned.
- Possession or consumption of food or drink outside designated time or place.
- Sleeping during time assigned to DAEP. (Continual Sleeping may result in suspension for the remainder of the day)

Intermediate Violations - No warnings will be given, resulting in an automatic loss of day earned with three days added. Ticket may be issued by CISD Student Resource Officer

- Use of profanity or profane gestures.
- Insubordination.
- Failure to tell the truth.
- Use of gang signs, drawings, logos, or apparel.
- Throwing an object that would cause harm to others.
- Possession of items not allowed in the Student Code of Conduct. Leaving the assigned area without permission.
- Horseplay.

Major Violations - No warning will be given, resulting in an automatic loss of earned day with five days added with possibility of out of school suspension for up to three days. Tickets may be issued by the CISD Student Resource Officer.

- Defiant outburst in response to a warning.
- Threatening DAEP staff or others.
- Agitation of others by using physical or verbal actions to elicit a response of another.
- Truancy.
- Possession of Vapes/tobacco or tobacco related products (Each occurrence will result in additional 5 days added, For example, first offense = 5 additional days, Second offense = 10 additional days added..
- Vandalism.
- Trespassing or being on another CISD campus or at any school-sponsored or school-related
- Fighting.

NOTE: If a student exhibits behavior, that if continued, will hinder the ability of the DAEP to run smoothly, or if the behavior of one student provokes the others to misbehave, the DAEP Administrator can suspend that student for the remainder of the day in order to prevent further problems with that student and/or the other students.

The DAEP administrator will review students' progress in increments of 30 days. Reviews are based upon attendance, work ethic and behavior. Any violations of the DAEP rules/policies could result in review denial. If the review is satisfactory, the DAEP administrator will contact the home school administrator and give positive feedback on student progress. If at that time the home administrator wants to take days off students' length of stay or bring the student back to the home campus, the DAEP administrator will be in agreement.

Students are held accountable for all classroom materials issued. Students will be held responsible for restoration or restitution for damages to any school property that has been defaced or damaged.

Inappropriate conversations (bragging, swearing, or talking about alcohol or drugs and assignment to DAEP) are forbidden. Students are not to talk without permission, or make unnecessary noise or disturbance.

Students are not allowed to sleep at any time. Sleeping and not completing work will be considered insubordination and defiance of authority and will result in disciplinary consequences, **and may also result in the student not receiving credit for the day and being sent home. The DAEP Administrator can use judgment when it comes to students sleeping as long as students will complete assignments when directed.**

Electronic Surveillance

Electronic surveillance may be used to monitor student behavior and school-owned property for purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses in accordance with the Texas Education Code Section 26.009. Student behavior recorded on

electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

Permission to Walk Home in an Emergency

I understand that at times, my student may be asked to leave the DAEP immediately, during the school day, as a result of breaking the rules and/or not following DAEP policies and procedures. In such instances, parents will receive notification by phone and be asked to come pick up their student. In some cases, students live close enough to walk home.

I give my student _____ permission to walk home from the DAEP if needed.

I do NOT give my student _____ permission to walk home from the DAEP if needed.

_____ _____
Parent/Guardian Signature Date

_____ _____
Student Signature Date

_____ _____
Administrator Signature Date

Pledges to the Flags

The Pledges of Allegiance to the United States Flag and Texas Flag are recited each day over the announcements. Students are asked to stand. The expectation at the DAEP is for all DAEP students to stand at the time when the pledges are being recited. The students at the DAEP will not be required to say the pledges or put their hand over their heart, but will be required to stand at that time and remain standing through the moment of silence.