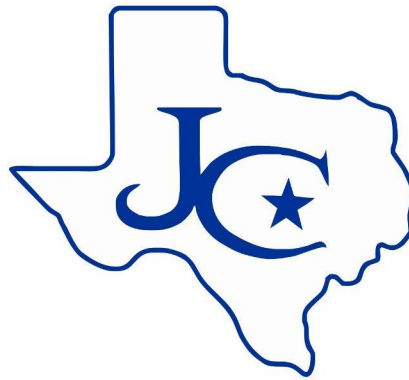


Discipline Alternative Education Program

Jarrell Independent School District



Parent & Student Handbook 2023-2024

DAEP Campus
312 N 5th St
Jarrell, Tx 76537
Office: (512) 746-4180
Hours: 7:30-3:00
Billy Madden, Administrator

Mission

This disciplinary alternative education program (DAEP) is committed to the belief that all students can learn and all inappropriate behavior can be modified to behavior that complies with JISD Student Code of Conduct.

Purpose

The primary focus of the DAEP is to address student behavior. The Programs at the DAEP are designed to help the student:

- (1) understand that placement is because of unacceptable behavior
- (2) investigate possible reasons for this behavior
- (3) learn methods for avoiding these behaviors in the future.

Through a system of highly structured intervention strategies, opportunities will be provided to enable the student to increase self-esteem, increase self-control, develop a positive attitude, and make necessary behavioral adjustments required for return to home campus.

The secondary focus of DAEP will be the completion of academic work. The classes offered will be

- Language Arts
- Mathematics
- Science
- Social Studies, and
- Other approved electives.

All grades are recorded by the home campus.

Admission Procedures

- An orientation session will be held prior to admission to DAEP campus.
- Parents are expected to attend the orientation session and to be involved in the student's activity at the DAEP. Parents and students will receive a copy of the handbook at the orientation.
- Admission is based on a campus referral and due process hearing with the JISD district hearing officer.
- A special education student may be assigned to DAEP by the campus principal or assistant principal on an emergency purpose for 10 days. The student may be placed at the DAEP for a longer stay after the manifestation determination of the ARD committee.
- A 504 student may be assigned to the DAEP by the campus principal or assistant principal on an emergency purpose for 10 days. The student may be placed at the DAEP for a longer stay after the appropriate manifestation determination from the 504 committee and due process hearing.

Grades and Course Work

The Jarrell DAEP will mirror a student's coursework as closely as possible with the home campus. The primary curriculum at DAEP is Google classroom and Edgenuity. Teachers will also have the option of sending work from the regular classroom assignments.

HB 37.008 requires students who are assigned to DAEP be given the opportunity to complete coursework that was otherwise missed while placed in DAEP. The completion of this coursework is of the district's selection and may include but not limited to correspondence classes, distance learning, and/or summer school. The parents of the student and the counselor of the home campus of the student will handle arrangements for make up work.

Seniors

Seniors who are placed in DAEP will be required to complete the DAEP placement when the placement exceeds the days remaining in the second semester if the placement is a mandatory placement as Outlined in the TEC chapter 37. Students who are placed on a discretionary placement will be given consideration for early dismissal by the High School principal and the DAEP principal.

General Information

- **School Day:** The school day begins at 8:30 AM and ends at 2:00 PM for the students. The building opens at 8:00 AM for students to enter. Parents or designee must drop off and pick students up at the door to the DAEP building. Students will be provided transportation home at the end of the day. Only adults age 21 and older listed on the designee sheet will be permitted to pick up the student. If the student is not picked up within 30 minutes of the school release time by the parent/guardian or designee, the DAEP Administrator may notify the Jarrell ISD Police Department. In the event of an emergency situation and the parents are running late the DAEP must be notified. DAEP students will not be allowed to ride the school bus unless directed to do so by the Sp Ed ARD or 504 committee as related service or by the district hearing officer. For students to walk home unsupervised, or drive their own vehicles, they must have permission from the DAEP Administrator and their parents.
- **Visitors:** Visitors are required to check in and obtain approval from the middle school and high school principal prior to visiting the DAEP campus.
- **When there is a change of home address or telephone, it is the responsibility of the parent/guardian to notify the DAEP Administrator.**
- **Medication:** The middle school nurse will administer all student medicine. A doctor's note is required for all prescription drugs and the prescription must be in the original container.
- **Attendance:** State law requires that all students must attend 90% of class days. The DAEP attendance will be reported daily. The placement time in DAEP may be extended and the student denied credit if not in attendance as required by the Texas Education law.
- **Tardy.** Students are tardy after 8:30 am. Students should bring a written excuse from a parent the same day as the tardy. The DAEP Principal will determine unexcused tardies. Three tardies may result in loss of privileges and/or an office referral.
- **Permission to Leave School:** Students may not leave the DAEP campus without permission from the DAEP Administrator. The parent/guardian must sign out the student before he/she is allowed to leave. In addition, the students must immediately leave JISD property upon dismissal from DAEP.
- **Campus Visits/Extracurricular Activities:** DAEP students are not permitted on any School property other than the DAEP facility. This includes all school campuses, parking lots, playgrounds, and playing fields. This regulation is in effect 24 hours-7 days a week. DAEP students may not attend any Jarrell ISD extracurricular activities (this includes out-of-town as well as in-town events). All students and parents in Texas will complete a Notice of Criminal Trespass form during the

DAEP orientation. Any questions from parents or the student may be addressed to the DAEP principal/teacher during the orientation.

- The DAEP Administrator is responsible for the overall operation of the DAEP. He approves changes in administrative regulations and makes decisions regarding disciplinary actions. He will receive daily reports on the progress of all DAEP students.
- Grading and Class Work: DAEP classes are designed to be self-paced and most students are able to complete at least one assignment per day in each subject. Most work is completed during school time. If an acceptable amount of assigned work is not finished in the allotted time a referral may be written for non-compliance if work is not completed.
- Grades: Students are required to make a "70" on all assignments (daily work or exams). If a student does not make at least a "70", he or she may be asked to redo the assignment. When a student returns to the home campus, DAEP grades will transfer to the student's home campus.
- Testing: Students will take all appropriate standardized tests while in DAEP.

Prohibited Items in addition to the JISD Code of Conduct:

Any communication devices or electronic equipment, and other items listed below are not allowed on the DAEP campus, this includes but is not limited to

- Cell phones
- Air pods/earbuds
- IPODS
- laser pointers
- Toys/Games
- Backpacks
- Cosmetics of any kind
- Jewelry
- Vapes
- Cigarettes
- Lighters

Prohibited items will be taken from the student and held until the completion of the DAEP stay. A daily search will be conducted before the student is allowed to enter the DAEP facility. Students will clear all lunch, library and textbook fines incurred at the DAEP before being allowed to return to the home campus.

Point System

- All students are required to follow the rules and maintain their academic work while assigned to DAEP.
- Students will have the opportunity to earn seven points a day in order to get credit for that day.
- Additional single points may be earned at the discretion of the DAEP Administrator.
- Any student earning all possible points may have their DAEP assignment reduced.
- Points are awarded for a student showing up on time, in dress code, completing a minimum of 4 assignments for the day, and being on their best behavior for the day.

Rules of DAEP

The students of DAEP must follow the Jarrell ISD Student Code of Conduct as well as the following:

- Dress Code compliance
- Beginning assignments promptly
- Remaining on task
- Following assignment instructions, whether written or spoken.
- Completing assignments- one per day per subject minimum.
- Must receive permission to talk.
- Refraining from physical contact or unauthorized physical activity.
- Showing respect to other students and instructors.
- Responding appropriately to authority.
- Being on time for school.
- Keeping walking/driving agreements
- No sleeping
- No unnecessary noises
- No miss-use of the computer

Transportation

Students come to DAEP by family/guardian or by JISD bus. There are 2 sites only for morning as well as afternoon.

104 Western Sky Trail (Jarrell Veterinary Clinic)

510 Sonterra Blvd (Sonterra Community Pool)

Morning Pick Up times

7:58 104 Western Sky Trail

8:05 510 Sonterra Blvd.

Afternoon Drop off times

2:11 104 Western Sky Trail

2:17 520 Sonterra Blvd

Times are approximate. Parents must get students to the pick up sites 5 minutes before the assigned time so the bus may bring them to school

Remember - transportation is a privilege and not a requirement.

Arrival at DAEP

- The student will be assigned to an individual study carrel.
- Interaction with others is not allowed.
- Talking is allowed with DAEP staff only after permission has been given.
- Four restroom breaks will be given a day.
- Failure to comply with any of the requirements listed previously could result in a loss of privileges or a loss of points.
- If no improvement is seen, the student will receive a discipline referral and could possibly be suspended or expelled.
- Once the student has returned to their home campus they will be placed on a 30 day probationary period.
- Upon return to the home campus, the student may serve a 3-5 day transition period in I.S.S.
- The student is subject to the expectations and requirements of the home campus.
- Any student who cannot behave during this transition period could return to DAEP without a due process hearing.

DAILY ROUTINE

- Students must report quietly and promptly to DAEP.
- Students will leave all books and assignments in the classroom.
- Students will follow the Code of Conduct including rules for DAEP.
- Students will complete and turn in all assignments in a timely manner.
- Students will raise their hand and be recognized prior to asking questions.
- Students may not speak unless given permission.
- Students may not place their head on the desk or sleep.
- Students may not get out of their seats unless given permission.
- Students may not communicate in any manner with other students either in DAEP or with students in ISS.
- Students may not chew gum, straws, paper, or any other objects.
- Students will have 20 minutes to eat breakfast and 20 minutes to eat lunch. Students may bring a “Sack” lunch from home, but it will be subject to search. The only drink allowed is an opened new drink.
- Desk will be checked at the beginning and end of the day for graffiti. Any graffiti in any form may result in expulsion.
- No personal grooming is allowed while in DAEP (hair, nails, etc).
- No disruptive sounds, including pen tapping, rolling fingers, clearing throat, foot tapping, or any other sounds that may disrupt DAEP.
- No excessive movements that may disrupt DAEP.
- Students must remain seated and face forward.
- Students must keep all four legs of the desk on the floor at all times. The student must remain upright when seated.
- Follow instruction promptly and without question or facial gestures.
- Permission must be sought for all actions in DAEP.
- Students may not be on any campus at any time, except when reporting to DAEP, serving in DAEP, or leaving DAEP. The student is only allowed in the AEP building or immediate area from vehicle to DAEP building.

DRESS CODE

Students entering DAEP will be required to follow the dress code as outlined. Failure to do so could cause students to be sent home for the day and not receive credit for the day.

- Boys will wear white or black shirts with sleeves and blue or black/dark jeans with a belt. Shirts must be a solid color with no pictures or writing on the shirt. Shorts are not allowed. Jeans must have a belt, no “sagging”. Jeans may not have holes in them above the student’s mid thigh area.
- Girls will wear white or black shirts with sleeves and blue or black jeans with a belt. Shirts must be a solid color with no pictures or writing on the shirt. Shorts are not allowed. No hair ornaments or bows can be worn. Shorts are not allowed. Jeans may not have holes in them above the student’s mid thigh area.
- All shirttails must be tucked in. The waistline of the pants must be worn at the student’s waist.
- Students are not allowed to wear caps, hats, bandanas, scarves, flip-flops, sagging pants, or clothes with holes.
- Students are NOT allowed to wear any jewelry or watches of any type. If one of these items is brought, the DAEP teacher will confiscate it and return the item at the end of the day.
- Students must remove jackets and coats when entering the DAEP. Jackets will be searched.
- In addition to the DAEP dress code, the District Dress Code outlined in the Student Handbook remains in effect.

Parent/Guardian Responsibilities

- Ensure your child complies with attendance requirements.
- Send signed parental/guardian note for absence or tardies promptly.
- If possible, call the DAEP teacher when you know your child will be absent (512-746-4180).
- Send your child to school alert, ready to work, and in the proper attire.
- Parents will have weekly communication with DAEP staff about his/her academic and disciplinary progress.
- Try to prepare your child emotionally and socially to be receptive to following the rules at the DAEP and completing academic assignments.
- Cooperate closely with the principal and DAEP teacher to achieve and maintain a quality program for your child.
- Provide transportation for your child to and from DAEP if required.
- Be on time to check in or out your student daily.
- Students will not be allowed to ride regular route JISD school buses unless directed by Special Education or 504 Committees.

- No student will walk home unsupervised or drive personal vehicles without DAEP principal authorization.
- Submit a signed statement of assurance that you have been given a copy of this handbook and have been given an opportunity to receive clarification regarding any matters you did not understand within it.
- Submit a signed statement of Criminal Trespass Notice on JISD property, that you understand this policy and ask questions/express concerns about this during the DAEP orientation or as the need arises.

**JARRELL INDEPENDENT SCHOOL DISTRICT
DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP)
DOCUMENTATION**

Consequences for failure to comply with the Code of Conduct and Rules

- Withhold points, credit lost for the day
- Extend the stay in DAEP to include restart from the beginning.
- Motion for expulsion.

A student who violates DAEP rules four times in one day or is severely disruptive will be removed from DAEP and parents will be called to pick up the students immediately

1st Removal: 3 day **SUSPENSION, 3 DAYS ADDED** to ASSIGNMENT

2nd Removal: 3 day **SUSPENSION, 10 DAYS ADDED** to ASSIGNMENT

3rd Removal: 3 day **SUSPENSION, set up expulsion hearing.**

TRANSPORTATION

Transportation will become the responsibility of the parent or guardian. Doors will open at 8:00 and students will be released at 2:00 for pick up.

I ACKNOWLEDGE THAT I HAVE BEEN BRIEFED ON THE RULES AND REGULATIONS AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS PLACEMENT INTO DAEP.

_____/_____
Student Signature Date