



Hallsville ISD

DAEP

Disciplinary Alternative Education Program

HANDBOOK

2024-2025

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Staff Contact Information

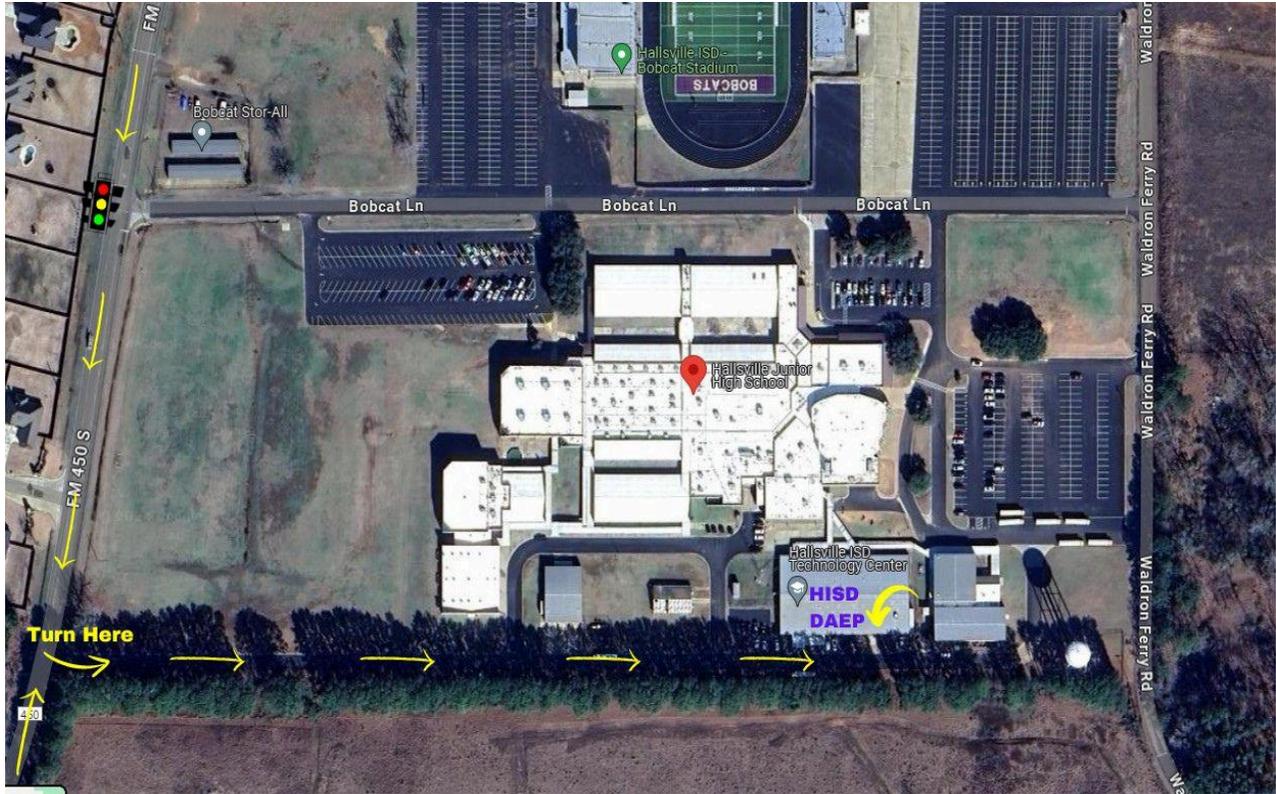
Administrator:	Sharmeca Harris	sharris@hisd.com
School Counselor:	Madeleine Harris	mharris2@hisd.com
Administrative Assistant:	Shyger Williams	swilliams4@hisd.com
School Nurse	Linda Harley	lharley@hisd.com
Teachers:	Doni Barrett Mike Goolsby Travis Carter Macie Madding Chris Whatley	dbarrett3@hisd.com mgoalsby@hisd.com tcarter@hisd.com mmadding@hisd.com cwhatley@hisd.com
DAEP Phone Number:	(903) 668-5990 ext. 2096 or 2138	

DAEP Location

1 Bobcat Ln., Hallsville, TX 75650

*Located behind Hallsville Junior High School

(Please enter the second driveway past the traffic light on Bobcat Ln. for drop-off and pick-up.)



BUILDING ENTRANCE - located at the back of the building



PURPOSE OF DAEP

The Student Code of Conduct, as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline. Students who are in violation of the district's Student Code of Conduct are sent to DAEP as an option in the disciplinary process. Placements in this program are from any of the district's campuses.

MISSION STATEMENT

Our mission is to create a positive, nurturing, and structured environment that will foster the development of appropriate social behavior, academic success, and personal integrity for all students. We will strive to achieve our mission by modeling respect and responsibility and by demonstrating genuine concern for the well-being of our students and staff. We will develop a collaborative team effort with all HISD campuses to promote student success.

GOALS

1. Ensure students feel safe and supported throughout the duration of their placement.
2. Encourage and support students in their academic pursuits and outcomes.
3. Empower students to leave the program better than when they arrived and inspire them to make better decisions.

OBJECTIVES

1. To provide an alternative educational setting for students who have committed persistent or serious violations of the student code of conduct.
2. To encourage students to take responsibility for their choices and to make positive choices and sound decisions.
3. To meet the academic needs of students and to maximize their time for academic achievement.
4. To provide social and behavior support to students through individual and group counseling
5. To foster positive and collaborative relationships with parents to aid in the effective and productive development of the student's well-being.

PROGRAM COMPONENTS

Each school district shall provide a disciplinary alternative education (DAEP) program that:

- is provided in a setting other than a student's regular classroom.
- is located on or off a regular school campus.
- provides for the students who are assigned to the alternative education program to be separated from students who are not assigned to the program.
- includes English language arts, mathematics, science, and history.
- focuses on self-discipline.
- provides for student's educational and behavioral needs.
- provides supervision and counseling.

HISD DAEP PLACEMENT PROCEDURES

Students who are found to be in violation of the district's Student Code of Conduct are removed from the regular classroom setting until a campus hearing date can be held. The hearing must be held within 3 days of the incident leading to the DAEP placement. The process prior to the DAEP placement is typically as follows:

- Campus Principal/Assistant Principals conducts DAEP hearing and makes determination on placement.
- Conduct MDR if applicable (504/SPED)
- Behavior Goal set for students being placed.
- Mentor assigned for students being placed.

If a parent/guardian wants to appeal a DAEP placement:

- First appeal by parent will go to campus
- Second appeal by parent will go to the Superintendent designee.
- Final appeal will go to the School Board.
- Placement starts while appeals are in progress.

LENGTH OF PLACEMENT

Length of placement is determined by the campus administration. Placement at DAEP is for a specified number of school days based on the seriousness of the offense, the student's age, student's grade level, the frequency of misbehavior, the student's attitude, and statutory requirements. **Days of Placement can and will be added for persistent misbehavior and/or lack of progress and productivity while in DAEP.** Return to regular campus depends on successful completion of days at

DAEP. Note - HISD will honor DAEP placements for students moving in from outside the district.

Transitioning to DAEP

- When a DAEP placement is made, the parent will receive a DAEP informational document from the campus with DAEP contact information and access to all DAEP information located on the website.
- The sending campus completes a student information form and sends it to the DAEP administrative assistant and administrator prior to the Intake meeting.
- The intake meeting will take place the morning of the student's first day following completion of the out of school suspension days.

INTAKE PROCEDURES

Following the campus hearing and completion of the campus assigned out of school suspension days:

- Parent/guardian and student will meet with the DAEP Administrator for an intake meeting the morning of the first day of the student's placement for ALL campuses.
- Intake meetings will begin at 7:30 a.m. on the first day of the placement.
- Students will report in the proper DAEP dress code and be prepared to start placement.
- The intake meeting will take approximately 15-20 minutes.
- Items covered during the intake meeting will include, but are not limited to:
 - Goals of the program
 - Expectations and rules
 - Q & A for parents/students
 - Contract signed

TRANSPORTATION

DAEP **does not** provide transportation for students. Transportation is only provided in situations mandated by state and federal law for eligible students. Otherwise, parents/guardians are responsible for transportation. Student drop-off and pick up are at the DAEP entrance located behind Hallsville Junior High School at 1 Bobcat Ln Hallsville, Texas 75650. Please enter the second driveway past the traffic light on Bobcat Ln. for drop-off and pick-up. **Students must be checked in each morning by a parent/guardian between 7:30 - 8:00 a.m.** Doors will be locked at 8:00 a.m. and students will not be allowed to enter the building, resulting in an absence and the day will not count towards their placement. In the event of an illness or other circumstance, the parent/guardian must contact the DAEP staff before 8:00 a.m. The phone number is (903) 668-5990 ext. 2096 or 2138.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians have the responsibility to transport their students to the DAEP building each day of school. Parents/Guardians must accompany students to the building and sign in with the student each day. **NOTE: There is no bus transportation.** If not a student driver, parents/guardians must escort their students to the DAEP facility. Students must enter the building immediately at the DAEP Entrance. Failure to comply with the rule will result in disciplinary action.

- Parents **MUST** report to HISD DAEP campus to pick up their student(s) between 3:00 and 3:15 p.m.
- The parent/guardian is responsible for notifying the DAEP staff when the student will be late or absent due to illness or court appearance. A written note from the parent/guardian/doctor/dentist is required for all absences and must be presented on the day a student returns to school. **All state and district guidelines will be followed for attendance.**

STUDENTS' RIGHTS AND RESPONSIBILITIES

All school personnel will enforce school policies and regulations. A student who refuses to comply with staff directions may be subject to disciplinary action. When instructions are given, students must follow all directions promptly and without argument. If the student needs further clarification, the matter may be discussed with the teacher and an administrator at the appropriate time.

Students are required to follow the rules of DAEP in addition to the rules set forth in the Student Code of Conduct. Student behavior will be monitored each day. DAEP instructors will model the appropriate examples of respect and teach social skills needed for them to experience success in a classroom and beyond. Ultimately, students have the responsibility of working with the DAEP staff towards their goals and learning to take accountability for their actions.

STUDENT DRIVERS/CARS

Driving is considered a privilege. Student drivers who are assigned to DAEP must show a valid driver's license and have a registered campus parking permit. All students shall arrive no earlier than 7:30 a.m. and no later than 8:00 a.m. Students arriving after 8:00 will need a written excuse and approval from the DAEP administrator to enter. Student drivers must sign themselves in and must park in the designated area. Vehicles parked inappropriately are subject to being towed at the owner's expense. Students may not hang out in the vehicles once arriving at school. Failure to meet daily academic and behavior expectations can result in driving

privileges being revoked at any time during the placement. **Please note - Any student that is placed in DAEP for possession of drugs, alcohol, or weapons will not be allowed to drive for the duration of their DAEP placement.**

ATTENDANCE REQUIREMENTS

Attendance is a very important component of student success. Regular attendance rules apply to DAEP. Parents are contacted if a student is absent numerous days consecutively. When a student is absent, it is the parent/guardian's responsibility to contact the DAEP office at (903)668-5990 ext. 2096. Upon returning to school, the student must bring a note from a parent/guardian. Please include the following information on the absence note:

1. Full name of the student
2. Home campus of the student
3. Date(s) of absence
4. Reason for absence
5. Parent name and contact number
6. Parent signature

Please be advised that when students are absent, those days must be made up to count towards their placement days served.

ACADEMIC REQUIREMENTS

- Students are assigned to a desk cubicle with a desktop computer.
- Two teachers/staff are assigned to each secondary classroom and monitor students and circulate the room during the school day.
- For 3rd-5th grade students, instruction and assignments are accessed and received through Google Classroom and/or assignments are sent from the student's home campus.
- For 6th - 12th grade students, instruction is accessed and received through the district approved and selected curriculum program, Edgenuity: Imagine Learning platform.
- Students who access the curriculum through Edgenuity will receive grades from that curriculum program, and grade reports will be sent to the respective campus teacher. When a student completes an assignment through Google Classroom or from the campus teacher, the assignment is submitted online or returned by office mail to the student's home campus.

- Students are expected to make adequate progress by completing assignments consistently and daily.
- Students are expected to complete one lesson cycle per class each day.
- The campus teacher is the teacher of record.
- Edgenuity grade reports will be sent weekly to campus teachers.
- Parents will be notified via email or given a weekly report from teachers regarding weekly academic, progress, and behavior reports.
 - Progress reports will be issued every 3 weeks from the student's campus.
 - Report cards will be issued every 9 weeks during the school year.

Special Program Students: The DAEP teachers will ensure that all provisions of applicable student's IEP, BIP, 504 plan are implemented. Resource and inclusion support are provided as needed.

DAEP POLICIES

Trespassing Policy

- Students assigned to DAEP have lost their privilege to attend any Hallsville ISD School function on any campus for the duration of their placement. If a student attends an event, Hallsville ISD police may issue a criminal trespass warning that could lead to detainment in a juvenile detention facility and other disciplinary actions.

Electronic Device Policy

- Cell phones, or electronic devices of any type are prohibited in the classroom.
- Cell phones are only permitted in the building if prior permission is given by the DAEP Administrator.
- If permission is granted for special circumstances (i.e. student walking home), the cell phone must be checked in at the front office with the administrative assistant.
- If an unauthorized electronic device is brought to the DAEP building, it will be confiscated and will only be returned to the parent/guardian.
- The school and staff are not responsible for any confiscated items.
- In the event of transportation or emergency issues, parents/guardians should contact the DAEP offices at (903)668-5990 ext. 2096 or 2138. Transportation arrangements should be made in advance.

Discipline Policy

Violation of the HISD Student Code of Conduct and/or persistent misbehavior while at DAEP could result in an extension of placement days or a recommendation for expulsion from school. Students will be held accountable for their actions. Students may be given up to three warnings. After the third warning and visit with the DAEP administrator, if behavior persists, the student will be suspended. At any time during a DAEP placement, the DAEP administrator may remove a student for that day and/or up to 3 days (suspension) if a student's behavior so warrants. **It is the parents/guardians responsibility to pick up their student from DAEP immediately upon notification of a suspension.**

ZERO TOLERANCE DISCIPLINE POLICY

Hallsville ISD and the DAEP program have a Zero Tolerance approach to discipline. If at any time a student's behavior warrants or falls within our zero tolerance behaviors, a suspension will be issued immediately, or law enforcement officials may be called. Examples of such behaviors could be, but are not limited to:

- **Blatant disrespect and defiance**
- **Fighting**
- **Bullying**
- **Assault**
- **Threats/Threatening another person**
- **Gang related activity**
- **Drug or alcohol possession or drug related items**
- **Under the influence of drugs or alcohol**
- **Criminal trespass**
- **Possession of weapons of any type**
- **Vandalism of school property**
- **Profanity toward staff/students**

Violations of these items could result in the following actions:

- Parents/guardians called
- Police called/charges filed
- Three (3) day suspension with recommendation for expulsion

Searches, Metal Detectors, and Cameras

- Students at DAEP are subject to searches under reasonable suspicion at any time.

- The DAEP campus uses a metal detector to help identify and ensure no illegal items are brought into the building.
- All students will walk through the metal detector each morning.
- Students should not have anything in their possession when walking through the metal detector. Students will be required to remove their belt before walking through the metal detector.
- Cameras are in each classroom, and teachers and students are monitored throughout the day.

Parents will be notified if money is confiscated. The school is not responsible for anything confiscated from a student. Confiscated items will be returned only to the parent. Searches of the student's outer clothing, pockets, and shoes using a metal detector or pat down may be conducted by the DAEP Administrator anytime during the school day if there is reasonable suspicion.

BREAKFAST/LUNCH

- Students have the option of purchasing breakfast and lunch from the school. Eligible students will continue to receive free or reduced meals at DAEP.
- Lunches brought from home are restricted to basic food items that do not require a microwave. Beverages other than water may be brought for lunch but only in a new, unopened, plastic container. If the seal on a drink is broken, it will be confiscated.
- Sealed bottled waters or empty clear drink containers with lids may be brought in to fill with water throughout the day.
- Individually wrapped food items only (no large bags of chips/cookies, etc.)
- Food cannot be brought in from restaurants.
- Students will eat meals at their workstation.

SUPPLIES

- DAEP will provide **all** necessary school supplies - notebook paper, pencils, and textbooks when applicable.
- Backpacks are not allowed.
- Students will be responsible for any supplies and textbooks issued to them while in DAEP.
- Some library books will be available for students in DAEP, but should not be removed from the building.
- Abuse or damage of school property (this includes vandalism of school furniture and equipment) will be the financial responsibility of the student and will result in behavioral consequences.

MEDICATION

A student who is on medication will turn his/her medicine into the nurse's office when the student begins their DAEP assignment. The prescription must be in the original labeled container with the physician's name and instructions for administration. A medication form must be on file in the DAEP office. The school nurse or school personnel will administer the medication as per the prescription. A parent will be notified when the prescription is near completion. Students who are ill should not come to school. Students who become ill will be evaluated by the school nurse, and the parent may be contacted to pick up their child. The DAEP nurse will adhere to all health/nursing requirements followed by HISD campuses.

DRESS CODE

Before entering the building students must be in compliance with the DAEP dress code guidelines. The dress code at DAEP is uniformed and is strictly enforced. Failure to comply with the dress code will result in disciplinary action. Any student arriving to the DAEP campus not in dress code will not be allowed to enter. Noncompliant dress code issues will need to be fixed in order to enter that same day. Absences due to not being in dress code are entered as unexcused absences and will count toward parents contributing to nonattendance (formerly truancy). The following dress code regulations are enforced at DAEP:

SHIRTS

- Must wear a white collared, polo type or button-down shirt.
- Short or long sleeved.
- All shirts must be long enough to be tucked in properly at all times.
- Solid or very minimal designed sweatshirts are allowed to be worn over the collared shirt with the collar of the shirt showing. (This is especially acceptable during the winter months.)

PANTS

- Pair of black, blue or khaki full length uniform type pants.
- Blue or black jeans without holes or rips are allowable.
- No cargo or side pocket pants are allowed

BELTS

- Black, brown, or gray belt must be worn daily
- No writing or design on the belt
- No belt buckles are allowed

SHOES

- Closed toe shoes are required to be worn at all times.
- No sandals, slides, house shoes, boots, or crocs are allowed.

JACKETS

- Light-weight jackets with no hoods are allowed
- Heavier coats are allowed during winter months

JEWELRY

- Small stud earrings are allowed
- Clear spacers for nose piercings are allowed

DAILY DRESS CODE EXPECTATIONS

- Shirts must be tucked in at the true waist at all times.
- Pants must be worn at the natural waist at all times (NO SAGGING)
- No hoodies or jackets with hoods are allowed (Jackets and coats only allowed as needed for weather conditions)
- No shorts, capris, joggers, leggings or sweatpants are allowed
- No headgear of any kind is allowed (i.e. hats, caps, bandanas, etc.)
- No hard metal or hard plastic hair clips are allowed
- No rings, watches, bracelets, necklaces, or large earrings are allowed
- Inappropriate tattoos must be covered
- Hair must be neatly groomed at all times.
- Hair colors or hair arrangements that are distracting are not allowed.
- Hair must be pulled back and out of eyes/face at all times.
- Mohawks or any distracting hair styles are not allowed.
- Purses, backpacks, bags, etc. are not allowed in the classroom. Feminine hygiene items must be checked in with the school nurse.
- Students may wear light, natural make-up, but may not bring make-up to school.

Prohibited items are not to be brought to the school. Items brought into the building will be confiscated and returned to parents. DAEP is not responsible for any items lost or stolen at school.

The DAEP administrator has the discretion to determine what is acceptable dress and grooming. Students must show up to the intake meeting in dress code in order to begin their placement the same day.

GENERAL EXPECTATIONS

All adults are the authority in the classroom. Good behavior reports and other rewards are earned based on the following guidelines:

On Task during Learning Times

- All classes will be taken on Edgenuity unless not available (6th-12th grade). Courses not available through Edgenuity will be via Google Classroom or from the classroom teacher (5th- and under).
- To successfully complete their placement, students will be expected to make adequate progress in each of their courses in Edgenuity or Google Classroom when applicable.
- Sit quietly in the assigned cubicle facing the front of the cubicle with a posture that promotes successful learning. Leaning back in chairs and learning against cubicle walls are not allowed. Cubicle and floor area must be kept in an orderly and neat manner at all times. Marking or defacing of cubicle areas is not permitted. Violations of this rule may result in removal from DAEP and/or payment for damages.

Complete Assignments Successfully

- Complete each assignment to the best of your ability.
- Complete all assigned work in a timely and cooperative manner.
- Emphasis should be placed on completing assignments correctly.
- Students should strive to finish assignments within the time they are assigned.
- Ask the teacher for help if needed. For teacher assistance, raise your hand. Do not seek assistance by speaking out. Speak quietly to the teacher only after being recognized by the teacher. Permission must be obtained before leaving or standing in cubicles.

Following Instructions

- Follow all verbal & written instructions without arguing or complaining.
- Comply with all requests immediately.
- Follow all routines and procedures the first time they are given.

Self-Control

- RESPECT IS OUR MANTRA. It is the expectation for all DAEP staff to treat students and staff with respect at all times. The expectation is the same for students to treat staff, other students and property with respect at all times. If

there is ever an issue with a DAEP staff member, report all concerns to the DAEP administrator.

- Treat computers with respect and in compliance with HISD acceptable use policy. Students are not allowed to use HISD devices to message other students, or outside parties. If students need to email a campus teacher, they must include their DAEP teacher in the email.
- No vandalism of any kind will be tolerated and students are financially responsible for any necessary repairs.
- Refrain from talking without prior permission. No communication or interaction of any type with other students is permitted during learning time.
- Keep hands and feet away from other students.
- Absolutely no profanity may be used.
- No gum chewing, no eating candy, no soft drinks, or any other edible items unless during lunch time.
- No sleeping permitted during learning times. If a student sleeps, the following steps will be taken:
 - **First time** student falls asleep: teacher will instruct student to wake up, stretch, or go to restroom
 - **Second time**: student will sit on a stool for a period of time and continue working
 - **Third time**: student will be asked to stand for a period of time

If sleeping persists or if a student is defiant with requests, the student is subject to further disciplinary action for blatant disrespect and defiance.

- Restroom breaks are at designated times. Emergencies are determined with the permission of the teacher and administrator.
- Remain in your assigned seat unless you have the teacher's permission to be out of your seat.
- Remain in the classroom unless you have the teacher's permission to leave.
- Do not open the classroom door unless you have the teacher's permission to do so.

- Lunch will be eaten at the cubicle. Only a school lunch or sack lunch from home is allowed.
- Students will be escorted to and from the classroom at all times including arrival, departure, and restroom breaks.
- Personal items: Car/house keys, cell phone if permitted by DAEP administrator must be checked in at the front office with the administrative assistant. Money, purses, wallets, makeup bags are not allowed.

The DAEP Administrator is the ultimate authority on what constitutes inappropriate behavior at DAEP and what disciplinary actions will be taken.

Emergency Drills

Students, staff, and other district employees shall participate in frequent drills of emergency procedures. When instructions are given or alarms are sounded, students must follow all staff directions quickly, quietly, and in an orderly manner. Students who fail to follow instructions will be subject to further disciplinary actions.

STAFF DEVELOPMENT

All DAEP staff will receive training in the following areas:

- CPI/Discipline Students with disabilities.
- De-Escalation techniques through Crisis Prevention Training
- Social /people skills for students to address diversity, dating violence, anger management.
- Conflict resolution to teach interaction with teachers, family peers, authority figures and the general public.
- Annual Training on reporting abuse, neglect or exploitation of students.
- Confidentiality training.
- Sexual Harassment training.
- All HISD required training.

DAEP OUTTAKE PROCEDURES

Transition Back to Campus

- Student has an exit interview with the DAEP administrator, school counselor, and parent/guardian.
- Home campus notified of the return date with final grades from Edgenuity.

- Student advised to report to the office on the first day of return to campus and must have form signed by a high school administrator.
- Student will meet with campus administration and other appropriate staff such as counselor/assistant principal upon return.

POSITIVE BEHAVIOR SUPPORTS

- Routine Check In/Check out with DAEP administrator or school counselor.
- Visits and healthcare information may be shared from the school counselor, nurse, community partners.

Transition Plan: Prior to DAEP students returning to their home campus, the student will participate in “Campus Transition Planning Meeting” to help ensure his/her successful return and progress. A meeting will be scheduled with the student’s parent/guardian prior to the student's last day of placement. The student will meet with the DAEP administrator, school counselor, and parent.