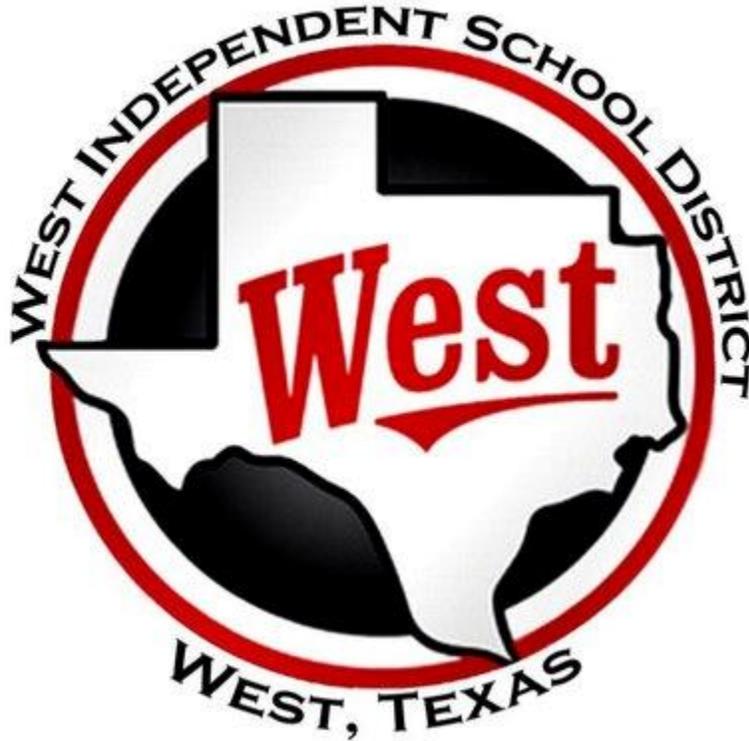


**West Independent School District
Discipline Alternative Education Program**



*With discipline, belief, and the right knowledge, we become the best we can be.
-Georges St. Pierre*

**Discipline Alternative Education Program (D.A.E.P.)
Parent/Student Handbook
2018-2019**

West ISD -DAEP
801 N. Reagan St.
West, Texas 76691
254.981.2000
254.826.3342
www.westisd.net/DAEP



West Independent School District

With Children as our First Priority

Dear Student/Parent/Guardian:

The West Independent School District's DAEP is an educational environment for students whose behavior has seriously or persistently violated the Student Code of Conduct.

The primary focus of the Discipline Alternative Education Program is to help guide students toward improved behavior, academic discipline and social skills so they may return to their main campus as a productive student and community member. It is our belief that all children can learn and progress at the highest level of their ability and that all inappropriate behavior can be modified through self-control, citizenship, individual responsibility and respect of self and others.

Accordingly, you and your child should read and discuss the contents of this Student Handbook and the Code of Conduct. Your child's successful completion of this assignment is contingent upon following the parameters contained within these documents.

With your support, our staff is committed to maintaining academic progress for each student within its restricted learning environment.

Sincerely,

**Don Snook
WISD Alternative Education Program Coordinator**

WEST I.S.D. ADMINISTRATION

| | | |
|-------------------|--------------------------|--------------|
| Mr. David Truitt | Superintendent, W.I.S.D. | 254.981.2000 |
| Mr. Chuck Klander | Principal, W.H.S./W.M.S. | 254.981.2050 |
| Mrs. Carrie Kazda | Principal, W.E.S. | 254.981.2200 |

INTRODUCTION

This handbook has been prepared to provide useful information to all persons who should know the policies and procedures of the West ISD Alternative Education Program.

The objective of the DAEP is to provide an atmosphere and environment conducive to learning. The information contained in this handbook should guide everyone toward accomplishing DAEP goals. These guidelines provide sufficient information to enable the student, the parents and school personnel to work together with complete understanding and harmony – assuming a cooperative attitude exist on the part of all people concerned.

It is hoped that parents, students and all staff members will become familiar with the contents of this publication.

All concerned with this handbook should recognize that it may become necessary during the school year to modify and/or change portions of this handbook to address new situations as they arise. Suggestions for improvement will be appreciated as periodic revisions are made.

The DAEP does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services. Mr. David Truitt, West ISD Superintendent has been designated to coordinate compliance with the nondiscrimination requirement of Title IX of the Education Amendments of 1972, as amended.

The DAEP does not discriminate on the basis of disability by denying access to the benefits of District services, programs or activities. To request information about the applicability of Title II of the American Disability Act, interested parties should contact the home school campus.

My child and I have received the STUDENT HANDBOOK for the DAEP. We understand the contents of the handbook and consent to the procedures and to the responsibilities and obligations set forth in the handbook. We further agree that my child shall be subject to all regulations.

Student Signature

Date

Parent Signature

Date

NOTICE TO STUDENTS AND PARENTS REGARDING

DRUG-FREE SCHOOLS

The DAEP believes that student use of alcohol, tobacco and other drugs is both wrong and harmful. Consequently, the District has established a code of student conduct that prohibits the possession, use, transmittal, or attempted transmittal of alcohol, tobacco, and other drugs to students or by students, and prohibits students from being under the influence of such substances while under district jurisdiction. Compliance with this code is mandatory and students shall be disciplined if they are found to have violated this code of conduct.

The Student Code of Conduct for West ISD provides a range of disciplinary sanctions for alcohol and drug related offenses. Procedural requirements for the imposition of these rules are included within the Student Code of Conduct Handbook. It is important to note, violations regarding drugs and/or alcohol will be reported to the West Police Department for enforcement purposes.

DRUG FREE SCHOOL NOTICE

My child and I have read the District's notice regarding drug-free schools and understand that my child will be subject to school discipline and possibly criminal prosecution if they are found to have violated the District's Code of Student Conduct. The Code of Student Conduct expressly prohibits the use, possession, sale, distribution or being under the influence of alcohol, tobacco or other drugs on any school property.

Student Signature

Date

Parent Signature

Date

GOALS OF THE WEST DISCIPLINE ALTERNATIVE EDUCATION PROGRAM

The West DAEP has been established to assist students to acquire skills necessary to be successful in a regular classroom setting. For many students this means some type of behavioral change must occur. In order to help students return to regular campus settings, the following goals have been established:

GOAL 1:

The student will fully understand how his/her actions led to placement within the DAEP.

STRATEGIES TO ACHIEVE GOAL:

Within the time span assigned to the DAEP, the student will:

- Meet with the Administrator and discuss cause-effect relationships.
- The student will document, in writing, the reason for his/her placement in DAEP and will provide documentation on improved decision making processes which will be used in the future.
- The Administrator will facilitate a meeting with the student to ensure their understanding.

GOAL 2:

The student will successfully complete all assignments from teachers/administrator while maintaining a positive attitude.

STRATEGIES TO ACHIEVE GOAL:

Within the time span assigned to the DAEP, the student will:

- Successfully complete all classroom assignments while maintaining a positive attitude.
- Focus on academic achievement and behavioral modifications.
- Receive positive reinforcement and encouragement by the faculty and staff as they work to promote student growth and development.

GOAL 3

The student, parents and staff will fully dedicate themselves to helping the student succeed in the school environment.

STRATEGIES TO ACHIEVE GOAL:

- The student will witness a collaborative effort between themselves, parents and staff to help ensure their personal success.
- Administration, parents and students will conduct all communications in a professional manner.
- The student will experience a positive classroom environment designed to promote student growth and success.

ADMISSION TO AND DISMISSAL FROM THE DAEP PROGRAM

Admission to the West DAEP is based upon the student's violation of the Student Code of Conduct. Students are assigned to the DAEP during a hearing at their home school.

Dismissal will be determined by the successful completion of the assigned number of days, successful behavioral performance, successful academic effort and achievement. The home campus principal/assistant principal will assist in setting up the intake appointment for the parents/guardians. **STUDENTS WILL NOT BE ALLOWED IN THE DDAEP WITHOUT THEIR PARENT/GUARDIAN ATTENDING THE INTAKE ORIENTATION.**

The intake orientation will serve the following purposes:

1. Set a positive tone for the student's placement at the AEP.
2. Review the reasons for the student's placement and what the student is expected to accomplish while assigned to the AEP.
3. Allow opportunities for determining what behavior management techniques are needed.
4. Identification of other available services each student may need.
5. Ensuring that all DAEP policies are communicated and understood.

The student must enroll within three (3) days of the date of the notice of assignment. Days beyond the three days during which the student is not in attendance will be considered unexcused absences and will result in the student and/or parent/guardian being filed on in the appropriate court for truancy. Students will begin DAEP on the first full school day after their intake orientation.

Before a student is dismissed from the DAEP, notification to the principal or designee of the student's home campus will take place to report attendance, behavior, academic achievement, point requirements and future expectations. If the student has not successfully met the above requirements, additional time will be assessed in DAEP. Parents will be notified of the results of the discussion with the home school principal.

THE WEST DAEP INSTRUCTIONAL PROGRAM

The West DAEP has been established to assist students in acquiring the skills necessary to be successful in a regular classroom setting. For many students this means some type of behavioral change must occur. In order to help students return to the regular campus settings, the following instructional program has been established. Please note, for the student to attain success, the student must show a willingness to make a serious effort to modify their behavior to coincide with acceptable standards. Strong emphasis will be placed on individual self-control.

Every possible effort will be made to assist students in academic areas where they are deficient. Teachers will employ a variety of techniques including computer modules, individualized instruction, and peer teaching or other efforts as needed.

CURRICULUM

The curriculum of the DAEP is designed to:

- Focus on English language arts, mathematics, science, social studies and self-discipline.
- Provide a setting for the student's educational and behavioral needs.

INSTRUCTION

Students placed in the DAEP will work on classroom assignments that are provided by their regularly assigned teacher(s). Each student's respective teacher will provide to the DAEP their lesson plans and classroom assignments on a daily and/or weekly basis. DAEP staff will facilitate completion of all assignments and returning completed work to the students' home campus.

GRADES

Grades earned in the DAEP will be derived by the students completing assigned work from their specific teachers. Students not having an appropriate level of productivity will have daily point penalties and they may have additional days of DAEP assigned.

CODE OF CONDUCT AND GENERAL GUIDELINES

ARRIVAL, DURATION AND DEPARTURE

- School starts promptly at 7:30 am and ends at 3:30 pm. Students are asked to arrive no earlier than 7:15 am to the DAEP campus.
- Students must enter the building upon arrival and will remain in the building until the end of the day. Upon entering the building, each student will be asked to remove shoes to be checked and to turn pockets inside out for checking. **All cell phones and electronic devices are prohibited.**
- They will report to the designated area immediately. A student is considered tardy if they are not in their assigned seat at 7:30 am.
- The school day at the DAEP campus ends at 3:30 pm.
- Parents/Guardians will be required to come into the DAEP building to sign their student in and out for the day.
- Students must be off all school property by 3:45 pm each day.

ATTENDANCE

Attendance is mandated by the State of Texas compulsory attendance law. Students must be in attendance at school at least 90% of the time that a course is offered, to receive credit for that course. Also, students do not make progress toward dismissal from the program when they are absent or tardy from school. Therefore, regular school attendance at DAEP is essential. Students are expected to be in attendance except in case of emergency. Every effort should be made to schedule all doctor/dental/legal appointments outside of the class time. Students leaving before 9:30 am or arriving after 9:30 am are considered absent for a

full day. Excessive absences will be reported to the West ISD truancy officer for appropriate action.*

The following steps must be followed when a student is absent or tardy:

1. The student's parent must phone the school EACH DAY prior to the beginning of the day. The phone number is (254) 981-2008.
2. Upon returning to DAEP, the student will present a written excuse signed and dated by the student's parent/guardian to the DAEP campus staff before class begins on the returning day.
3. Absences for doctor/dental appointment or court proceedings must be verified by an appointment card, citation notice, or written court documents.

**Excessive absences could lead to extension of placement. Unexcused absences will result in extension of placement and truancy being filed.*

A STUDENT ASSIGNED TO THE DAEP MUST MAKE UP ALL DAYS ABSENT.

- An absence of three (3) or more days in a row will require a note from a doctor or health caregiver.
- Disciplinary action will be taken for any unexcused absences.
- Excessive absences will result in the following actions:
 - Contact with parents/guardians
 - Contact with the home campus and/or
 - Contact with truancy officer, juvenile probation or appropriate court.
- The DAEP will uphold and enforce the state's compulsory attendance laws and will request assistance for the courts as needed.
- Attendance will be cumulative from each school attended for each semester and appropriate action will be taken based upon cumulative attendance (court action, appeals, etc.)

BREAKFAST/LUNCH

Students in DAEP will have meals provided by the West ISD Cafeteria. Students may bring money to be placed in their account. Students who qualify for the Federal Lunch Program can receive a breakfast and a lunch each day either for free or at a reduced cost. Breakfast and lunch will be eaten at their desk in the DAEP building. There will be no talking or interaction with other students during breakfast/lunch. Breakfast foods may not be brought into the building. Students are not allowed to have fast food delivered to class. No outside food or drinks will be allowed.

CELL PHONES

Cell phones are not allowed on campus under any circumstances.

CHEATING

Students are expected to do their own work. Copying from another student's work or sharing answers without the teacher's permission is cheating and will result in disciplinary action being taken. This applies to both written and computer work.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Students may be asked to sign an additional student agreement regarding appropriate use of computer resources, and violations of this agreement will result in disciplinary action.

CONDUCT

Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and district personnel. Student cooperation and respect for property and of others, including District property and facilities are essential to the maintenance of the facilities, safety, order and discipline. Attending classes, being on time, being prepared for class, using appropriate materials and completing assignments are minimum expectations. Students are to be well groomed and dressed appropriately.

As required by law, the District has developed a Code of Conduct that establishes behavior standards and consequences for failure to abide by the standards. Students and parents need to be familiar with these standards in order to avoid violations and subsequent consequences.

COUNSELING

Counseling is required for students assigned to the DAEP. West ISD will not be responsible for any costs incurred for outside counseling which may be secured by students and/or parents. In class counseling will be provided by WHS Counselors on an as needed basis.

DISCIPLINE

The Discipline Plan for the DAEP is as follows:

FIRST OFFENSE:

Student will be warned by teacher/staff and student action will be corrected immediately.

SECOND OFFENSE:

Student will be warned by teacher/staff. Student action will be corrected immediately and parent will be notified. **Additional days may be added to the students DAEP assignment.**

THIRD OFFENSE OR FIRST SERIOUS OFFENSE:

Student will be suspended at home for additional day(s). Parents and home campus will be notified. **Additional days will be added to the students DAEP assignment.** Parent/guardian and student will be required to attend a conference with the Principal before student is re-admitted.

SERIOUS OFFENSES AND/OR PERSISTENT NONCOMPLIANCE WILL RESULT IN STUDENTS BEING SUSPENDED, REFERRED TO HOME CAMPUS, AND HAVE A LETTER RECOMMENDING JJAEP PLACEMENT.

THE DAEP WILL UTILIZE THE STUDENT CODE OF CONDUCT OF WEST ISD. A COPY OF THE CODE IS ON FILE IN THE ADMINISTRATIVE OFFICE.

EXPECTATIONS/EXIT REQUIREMENTS/LEVEL SYSTEM

Students earn the privilege of returning to their regular home campus when their assigned time is earned. The DAEP staff will maintain a level system which consists of three levels. Students will have the opportunity to earn a maximum of 10 points per day, and a maximum of 50 points per week. Students must earn 100 points to move to the next level. Student behavior and work habits determine their points. On any level, students can move back a level or have additional days added to their placement. A weekly progress report will be sent home at the end of each week, and must be signed by the parent or guardian and returned by the student the following Monday.

STUDENT EXPECTATIONS/AREAS TO EARN POINTS

1. Students must be in DAEP classroom by 7:30 am.
2. Students will comply with district personnel upon entering by removing shoes and turning pockets inside out for checking. Student will also be checked with a wand for prohibited items.
3. Students are not allowed to have candy, gum, toothpicks, etc.
4. Students are not allowed to have straws except with a drink during breakfast and lunch.
5. Students are not permitted to have glass bottles or any type of drink container brought into the building. Any containers found will be thrown into the trash.
6. Students will not be allowed to talk, pass notes, or communicate with each other, in any way unless they are participating in a class discussion with a teacher or counselor's permission.
7. Students must raise their hand and wait for permission to speak, or get out of their seat.
8. Students should use the restroom before coming to school, and plan to have timely scheduled restroom breaks.
9. Students will not be allowed to draw, carve, or otherwise mutilate any part of their body, clothing or school property.
10. Students will not be allowed to use the phone except for emergencies as determined by district personnel.
11. Students cannot bring anything that is remotely capable of being used as a weapon or display questionable subject matter.
12. Students are not allowed to primp in class.
13. Students cannot bring purses, wallets, backpacks, notebooks, book satchels, etc.
14. Students cannot possess any kind of tobacco, drug, weapon, or related products, etc.
15. Students must not lay or prop their heads on anything.
16. Students must be alert at all times. If you are caught sleeping, additional days may be added to DAEP placement and credit for that day will not be given.
17. Students must sit at desks properly with feet and chair legs on the floor at all times.
18. Students must adhere to the DAEP Dress Code daily.

Administration has final authority on all dress code and rule violations by students in DAEP. Violation of any of these rules/expectations could result in the loss of a day of credit and additional days added. Persistent misbehavior and or committing a violation that requires mandatory DAEP placement while in DAEP will result in expulsion of student to JJAEP.

Area to Earn Points:

- Respect for self, peers and property.
 - No talking unless given permission.
 - Use of appropriate language and topics when given permission to speak.
 - Respect others when they are speaking.
 - No throwing of objects or horseplay.

- Respect for staff.
 - When asked to complete a task, student complies the first time, without arguing.
 - Use of appropriate language and topics when given permission to speak.
 - Be on time and prepared for the day.
 - Finish all assignments as assigned by teachers.

- Participation in class/activity.
 - Student is continuously working on assigned work during class period, from beginning to end of period.
 - Student is working to the best of their ability.
 - Student remains on task.
 - Participate appropriately in discussions when applicable.
 - No sleeping, student is upright and working at all times.

- Remain in seat and keep area clean.
 - Student will remain in seat, working, facing forward at all times.
 - Student will keep area clean and orderly.
 - No graffiti

- Remain in dress code.
 - Shirt tucked in at all times.
 - Pants must be worn appropriately at all times.
 - Head and arms must remain outside shirt at all times.
 - Tattoos must be covered.
 - No earrings or spacers.
 - No tight rolling pants.
 - No tucking of pants into socks or shoes.
 - Shoes must be work correctly at all times.
 - Student must wear belt appropriately at all times.

DRESS CODE AND GROOMING:

Since personal appearance has a direct bearing upon an atmosphere conducive to learning and appropriate behavior, and since propriety of dress and neatness in grooming is reflected in the general welfare of the school, students are expected to come to school appropriately dressed and neatly groomed in compliance with the dress code of the WEST ISD DAEP. Clothing should be clean and in good repair.

The student's dress and grooming must be in accordance with the policies of the DAEP. Students in the D AEP will be required to adhere to a stricter dress code than is required of their home campus.

DAEP DRESS CODE RULES:

- Males/female students are required to wear a white shirt and must be tucked in at all times. Blue jeans and slacks are allowed.
- Shirts may be a golf shirt or T shirt, however no colored stitching, logos and/or lettering of any type will be allowed. No shirts may be worn inside out and V neck shirts are not allowed.
- Jeans/slacks shall be regular fitting type. Baggy jeans, oversized pockets and any type of jean/slack with holes are strictly forbidden.
- Students must wear a regular fitting belt. Belts with oversized buckles are not allowed.
- Tennis shoes must be worn at all time. No flip-flops, boots, house shoes or open back sandals will be allowed.
- Tennis shoes made for shoelaces must have them and be tied at all times.
- No book bags or backpacks are allowed.
- Hoodies are allowed with the expectation that they will be worn correctly. The hood will stay off all day. Jackets and/or sweaters are allowed. All hoodies, jackets and sweaters will be thoroughly searched upon arrival to DAEP.
- Hats and/or caps are not allowed to be worn or brought to school property.
- Jewelry/accessories or personal items of any kind are not allowed in the building. This included necklaces, bracelets, watches and/or rings, wallets, keys, cell phones, armbands, bandanas, etc. Students must leave these items with their parent prior to entering the DAEP building. Items not permitted will be confiscated.
- Earrings or any other body piercings are not allowed.
- Mustaches, beards and goatees are not allowed and male students must be cleanly shaven on a daily basis.
- Students may not wear hairstyles which may cause undue attention (ex: designs cut in to the hair, spiked hair, and abnormal coloring). Hair must meet dress code standards of the home campus.
- No form of clothing or accessory that advertise or promote alcohol, tobacco, drugs, sex, gangs, hate groups or violence will be allowed.
- Permanent tattoos will be covered while on school property.
- Female students may bring a small purse to school but it is subject to search by school personnel at any time.
- Students may not have a wallet that has chains or attachments.

Exceptions to these rules will be made if an assigned student is prohibited from wearing requested attire due to religious doctrine.

ANY ITEM NOT CONDUCTIVE TO STUDENT LEARNING IS PROHIBITED.

Students who do not come to school in proper attire will be asked to:

- Fix the issue
- Have the day counted as unsuccessful.

EMERGENCY PROCEDURES:

From time to time, students and staff will participate in drills of emergency procedures. During such drills, students should follow the direction of teachers, or others in charge quickly, quietly and in an orderly manner.

EXTRACURRICULAR ACTIVITIES:

Students who are assigned to DAEP may not return to their home school or be on any other school campus or school property before or after school for any meeting, rehearsal or extracurricular activities. Example: football practice, band practice, pep rallies, drama rehearsal, games, etc. **IF STUDENTS ARE FOUND ON ANY SCHOOL PROPERTY OTHER THAN DAEP THEY CAN BE ARRESTED FOR TRESPASSING!**

FIGHTING:

For our purposes at the DAEP, fighting will be defined as a “mutual combat that results in physical contact, bodily injury, or where ever one student knowingly and intentionally assaults another student.” The principal or designee may contact the West PD when a fight/assault occurs. Once the West PD has become involved, it will be the discretion of the officer who responds as to whether an arrest should be made. Regardless, West ISD disciplinary actions will be enforced.

GANG AND GANG ACTIVITIES:

The presence of gangs and/or gang activities can cause a substantial disruption of, or material interference with school and school activities. A “gang” is defined in this policy as any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for purposes of this policy, a “gang” is a prohibited fraternity, sorority, or society as defined by Texas Education Code 4.20 and 4.21. Youth gangs are often loose knit groups of individuals who associate with each other on a continuous basis. By this policy, the Board acts to prohibit existence of gangs and gang activity at school.

Prohibitions:

Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school sponsored activity, or on a school bus.

Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
3. Promoting the interest of any gang or gang activity, including but not limited to: soliciting others for membership in a gang, requesting any person to pay protection or otherwise intimidating or threatening any person, threatening any person, engaging in concert with other in intimidating, fighting, assaulting or threatening to assault others.

Any student in violation of this policy shall be subject to disciplinary action. Suspension and expulsion will be the two means of punishment.

GOVERNMENTAL AUTHORITIES:

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal or designee will ordinarily make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

STUDENTS TAKEN INTO CUSTODY:

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe that the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody
- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order under the conditions set out in Family Code relating to the student physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal or designee will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the Superintendent of the student's home school and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

ILLNESS OR INJURY:

In case of serious injury or illness of a student during the school day, reasonable attempt will be made immediately to notify the parent/guardian. If a parent/guardian cannot be reached and the student appears to be seriously ill or injured, the school will get immediate medical attention for the student. If an ambulance is necessary, the parent/guardian will be responsible for the total cost.

INTERROGATIONS AND SEARCHES:

Searches of student and/or property of the student may be conducted based on a reasonable suspicion of an item violating Board policy, the Student Code of Conduct, or criminal law, and that the search could reasonably be expected to produce evidence of that violation. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntary given. Vehicles on school property are subject to search under the same standard.

Lockers and/or storage areas are property of school and remain under school jurisdiction when assigned to an individual student. The school reserves the right to inspect all lockers and similar storage areas at any time. Searches may be conducted at any time there is reasonable suspicion to do so whether or not the student is present.

Searches of a student's outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all, of the examples of circumstances supporting reasonable suspicion:

- Smell of alcohol on breath
- Present inability to communicate coherently
- Dilated pupils
- Odor of marijuana
- Habitually sleeping in class
- Bloodshot eyes
- Canine alert of one's locker, desk, books, vehicle, etc.

STUDENTS WILL BE CHECKED AT THE BEGINNING OF EACH DAY WHILE ASSIGNED TO THE DAEP.

LEAVING CAMPUS:

If a student needs to leave the DAEP during the school day for any reason, the parent/guardian or authorized individual must come to the office and sign the student out. A student who leaves campus without permission will be subject to disciplinary action.

LUNCHES:

- DAEP students are not allowed to bring breakfast, lunch or any type of drink.
- Students may purchase either a school breakfast and/or lunch from the school cafeteria.
- Students will eat lunch at their assigned desk. Students may have a break at lunch if the teacher determines they have earned the privilege.
- Students will not be allowed to talk during lunch.

- Students are expected to maintain a clean, neat and orderly eating area. Discipline will be assigned for a student's area being left untidy.
- Lunch is restricted to 30 minutes.

REPORT CARDS AND PROGRESS REPORTS:

Grades are derived from the student's home campus. The home campus will prepare and issue progress reports and report card. A weekly information report will be provided to the parent/guardian each Friday from DAEP personnel to be signed and returned on Monday.

RESPECT FOR AUTHORITY:

Each staff member's authority extends to all areas of the school. Students must comply with any reasonable request. All staff members are to be treated with courtesy and respect. In turn, all students will be treated with courtesy and respect.

RESTROOM USAGE:

There are restrooms in the classroom facilities and will be available at scheduled times during the day. Emergency usage of restrooms will be dealt with on an individual basis and upon information available to the teacher. Misuse of these privileges may result in disciplinary action being taken.

SEATING ARRANGEMENTS:

All students will be assigned an area in which to work. They will remain seated at all times, unless directed differently by a staff member. Failure to follow this directive will result in being punished. Persistently not following this directive could result in suspension or expulsion from school.

SNIFFER DOGS:

In accordance with West ISD's policy, dogs will be brought onto the campus on a random basis to search for illegal drugs. In the event that the dog alerts to illegal materials, the police will be notified. Once the police department has been notified by the school, it will be the discretion of the officer who responds as to whether an arrest should be made. Parent and the home school campus officials will be notified.

STUDENT ASSIGNMENTS:

Students will receive basis assignments from their home campus. Any help needed with assignments will be given by the DAEP staff, the student's specific teacher and/or their designee. Assistance given by another student without permission may result in both students being disciplined and/or losing credit for work done. Grades are determined by teacher standards for each class.

SUPPLIES:

Students assigned to the DAEP will be furnished with the necessary supplies to complete their assignments. No other materials should be brought to school by the student without specific permission. Ink pens and markers are not to be brought without specific

permission. Understand that all extra materials and personal items will be forfeited as they enter the classroom. iPads are allowed for use in accordance with teacher lesson plans.

TARDINESS:

Any student who is not in their assigned seat by 7:30 am will be considered tardy and will be subject to disciplinary action.

TELEPHONE USE:

The school telephone is for business purposes only. Students may use the telephone for emergencies only. Telephoning for a ride is not considered to be an emergency. Parents are asked not to call students unless it is absolutely necessary. **Cell phones are not to be brought to the school under any circumstances.**

TESTING:

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests. Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. Assignments to the DAEP does not exempt a student from required state assessment tests unless the student is otherwise exempt for reasons stated above. Students will be notified of state assessment testing dates and locations.

TRANSPORTATION:

West ISD will not provide transportation to and/or from the AEP. The transportation of students to and from the DAEP will be the responsibility of the parents/guardians. Students will not be able to transport themselves to the alternative school.

TRESPASSING NOTIFICATION:

Once a student is assigned to the DAEP and enrolled as a student, he/she is not to be **on the campus of any other school**. Students are not to be **on or about any school district property or to attend any extracurricular activities before or after school**.

If a student violates the above directive, he/she jeopardizes his/her chances of being successful in the DAEP and charges may be filed against him/her for trespassing, a Class B misdemeanor.