

**2019-20 WHITEHOUSE ISD  
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM  
(DAEP) HANDBOOK  
(903) 839-5556**

**While placed in DAEP, students are subject to the District Code of Conduct, the home campus handbook, and the DAEP Handbook.**

**MISSION STATEMENT**

The DAEP is dedicated to preparing all students through the shared responsibility of teachers, students, parents, and community to live successfully in today's society.

**VISION**

It is the desire of DAEP to provide a structured, disciplined, safe, and caring environment that will allow students the opportunity and guidance to acquire the skills and knowledge to make better decisions in regards to their behavior and to demonstrate a strong work ethic that will allow them to be successful in their academic endeavors.

**VALUE STATEMENT**

With a consistent approach to the rules and daily operations, students will be able to learn self-discipline and experience academic success from a staff who is committed to a career that is centered on the needs of the students.

**DAEP OVERVIEW**

The Whitehouse ISD Disciplinary Alternative Education Program (DAEP) is a separate campus from all other district campuses and operates on the philosophy that this campus maintains a strict disciplinary environment with additional restrictions along with high expectations for academic success and proper personal behavior.

**School hours are 7:30-3:30.**

Students assigned to DAEP will receive the required foundation level of instruction and lessons from an online program called Edgenuity. DAEP students are required to constantly work throughout the school day on a computer, listening to lectures, taking notes, and completing assignments. A certified teacher will be on hand to supervise and assist where needed.

**DAEP students are expected to complete at least one lesson per period.** This will require the student to take notes, stay awake by sitting upright, and putting forth the proper attitude and work ethic to successfully complete all academic requirements before being allowed to return to their home campus.

## **PERSONNEL ROSTER**

The Whitehouse DAEP staff for this school year is comprised of the following:

|                |              |             |         |
|----------------|--------------|-------------|---------|
| Dr. Jacobs     | Director     | Mr. Foley   | Teacher |
| Ms. Carter     | Teacher      | Mr. Bush    | Teacher |
| Mr. Dornak     | Teacher      | Mr. Hooker  | Teacher |
| Ms. Lauderdale | Teacher      | Ms. Savallo | Teacher |
| Ms. Saylor     | Admin. Asst. |             |         |

## **DRESS CODE**

**Students will not be allowed to check in unless they are in dress code.**

Pants- Khaki colored with belt loops or an elastic waistband with a drawstring and must be worn at the waist. (No Sagging Allowed)

Belt- Black or Brown.

Plain white shirt. The shirt can be either long or short sleeve but not sleeveless. **Shirts are to be tucked in at all times.** There is to be no cleavage showing with the style of the blouse and no spaghetti style or thin shoulder straps.

Shoes must be gray, white or black colored tennis shoes or hard sole style.

Students are to be clean shaven-no facial hair, including beards, goatees, moustaches, etc.

Hair- Mohawk style, hair/eyebrow carvings, unusual/unnatural hair colors (pink, blue, green, etc.) or distracting hair length or styles are not allowed.

No jewelry, watches, or headbands

**REPEAT VIOLATIONS MAY RESULT IN EXTRA DAY(S) ADDED.**

**THE DIRECTOR HAS THE FINAL DECISION REGARDING DRESS CODE.**

## GENERAL INFORMATION

**Absences:** If a student is absent, the parent/guardian must notify our campus of the absence by phone call and the student must bring a written statement from the parent, doctor, court representative, etc. upon their return to school. If a student is absent from DAEP, that day does not count, even if the absence is excused. If a student leaves early, the student may not receive credit for the day unless attending their own doctor's appointments, court appearance, or excused by the director. Written documentation must be provided in order for the student to be given credit for that day's attendance.

**Personal Possessions:** No personal possessions will be allowed in DAEP. Students are to leave all items with their parent before checking in each morning. If personal items are found on a student, the Director will have the right to keep these items until the student completes his/her assigned placement at DAEP. The school is NOT responsible for personal items brought on campus.

**School Calendar:** The DAEP will follow the school calendar adopted by the Whitehouse Independent School District.

**Safety Drills:** Fire, tornado and crisis drills will be conducted on a regular basis in compliance with state-mandated guidelines.

**Telephone Use:** Staff members may receive and make all phone calls for the students. These are to be kept to a minimum and should be for emergencies only. All phone messages will be received by the staff and non-emergency messages will be given to the student at the end of the day.

**Textbooks/School Supplies:** School supplies will be provided to the student during their placement at DAEP. Textbooks that have been assigned to the student from the home campus should be left at the home campus.

**Visitors:** Only parents or guardians may visit during the regular school day. Students will remain in their regular daily schedule. Interaction between the student and parent will take place only in the principal's office. Probation officers, counselors, CPS officers, and/or police officers will be allowed to visit with individual students if necessary.

**Bathroom Breaks:** There will be a bathroom break mid morning, lunch, and mid afternoon.

## COMMUNICATION

**Grades:** Progress reports and report cards will be sent home with the student after the end of the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> weeks of each nine week reporting period. Parents can access student grades at any time through Edgenuity Parent Access or they can email a staff member.

**Grading Policies:** Grades will be determined by the staff and the home campus teacher and will follow home campus policies as closely as possible. **Refusal to do assignments may result in extended time in DAEP. Teachers will redirect the student to do the work to get the individual to make a better choice. A student may not be allowed to return to the home campus if he/she has not completed 100% of their assignments and is not passing ALL courses.**

**Sleeping in Class: Sleeping will NOT be allowed. Again, the teacher will redirect the student and if necessary, require the student to stand until he/she decides to make better decisions.**

**Conferences:** Parents or teachers may call a conference whenever necessary.

## SPECIAL SERVICES

**Counseling:** Home-campus counselors may provide counseling to their students in either an individual or group format as the counselor deems necessary. District counseling services will be available.

**Health Care:** A WISD nurse will serve on an “on-call” basis.

**Special Education:** Special needs students will receive the same services on this campus that are provided on the home campus in accordance with stated federal guidelines. The Admission, Review, and Dismissal (ARD) committee will schedule a Manifestation Determination Review (MDR) meeting to take place before or within the first 10 days of the DAEP placement. The DAEP staff will follow the Individual Education Plan (IEP) as sent by the home-based special education teacher(s) or special education staff members. Any other provisions and/or arrangements made on home campus can be provided on the DAEP campus.

**504:** Students assigned to DAEP will follow their home campus 504 guidelines.

## **PARENT DROP OFF & PICK UP PROCEDURES**

District transportation **will not be provided**. All students must be brought to school by a parent or legal guardian. The parent or legal guardian must accompany their student into the building and sign the student in each morning and if picking them up before 3:30, to sign them out. Students are to arrive on campus between 7:30 and 7:45 a.m. Students should be picked up between 3:15 and 3:30 p.m. daily. If transportation is not available after school is out at 3:30, students will be allowed to walk off campus at the end of the school day. DAEP students are not allowed to keep a vehicle on school property.

## **ATTENDANCE/TARDY INCENTIVE**

Each week that a student has been in attendance every day and who has logged on each day by 7:45 and not logged off until after 3:15, will have 2 hours of work removed at the end of that week from each of their Edgenuity classes.

## **FOOD SERVICE**

**Meals:** Breakfast and lunch will be offered through the junior high cafeteria. Meals will be consumed at DAEP. **No outside food/drink will be allowed.**

## **MEAL CHARGE AND COLLECTION POLICY / PROCEDURE**

### **TEXAS-HB3562 - CHARGE POLICY**

If a school district allows students to use prepaid accounts to purchase school meals, the district must establish a grace period during which a student is able to charge meals after the prepaid funds are exhausted. The school district must also notify the student's parent or guardian that the student's account balance is exhausted. The district is not allowed to charge a fee or interest in connection with meals purchased by the students during the grace period. When the school district notifies the student's parent or guardian that the student has a negative balance, the district may set a repayment schedule for the meal charges.

**Policy Communication:** Ensure this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. It also must be provided to all school staff that may assist students in need.

Policy will also be included in student handbooks and the Whitehouse ISD School Nutrition website.

### **GOALS:**

- To encourage parents to assume appropriate parental responsibilities.
- To treat all students with dignity about their meal account in the serving line.
- To create positive situations with district staff, district business policies, students and their parents.
- To teach students self-responsibility with appropriate policies.
- To establish a consistent district policy regarding meal charges and collection.

### **DISTRICT-WIDE POLICIES in effect until two weeks before school ends.**

#### **STUDENTS:**

Students are not allowed to charge snack items or a-la-carte items, only reimbursable meals. Once the maximum amount of \$6.50 has been met, the student will be offered an alternate meal until their balance is paid. The alternate breakfast meal may consist of up to two fruits or one fruit and/or juice, a graham cracker, and milk for all campuses. The alternate lunch meal may consist of a fruit, up to two vegetables, bread or dessert (if offered) and a milk at Elementary, Holloway, and Jr. High campuses. The alternate lunch meal at Whitehouse High School may consist of up to two fruits and/or vegetables, a dessert (if offered), and milk.

Every attempt will be made by the School Nutrition Department to avoid offering an alternate meal. Verbal reminders will be given discreetly reminding student to bring lunch money. Charge notices will be sent by email, mail, and via take home folders to all parents in an attempt to collect and keep parents informed. There are 3 methods of payment available to parents/guardians to keep accounts current; cash, check, or payment online. If paying online, visit the Whitehouse ISD website, under Departments select School Nutrition, select School Café on the right side of the page and follow the special instructions. This site allows many conveniences such as payment online, low balance email notices, ability to view purchases, and other advantages parents/guardians may choose to use.

#### **SPECIAL CIRCUMSTANCES:**

**If charges occur before the meal application is approved then charges must be paid as accrued.**

Parents may elect to deny their children charge privileges. In this event, a special note will be made in the Point Of Service computer. Every effort is made to feed our students. The collection of owed charges are aggressively pursued.

## **OTHER INFORMATION FOR PARENTS**

The Whitehouse Independent School District uses a computer system for student meal purchases. All students are assigned a personal Student ID # when enrolled.

All students have their own account and money may be deposited into it on a daily, weekly, monthly, or yearly basis. We encourage monthly deposits to help speed up the serving lines at mealtime. We appreciate our parents who prepay for meals. It helps the line move so much quicker, and also assures that your child will receive a meal without delay.

Parents may get information about their students eating habits anytime by using School Café, our online source, by contacting the school manager of your child's school or by calling School Nutrition office at 903/839-5658.

The sooner your child learns their id number, the easier it is to get lunch promptly. Parents, we will try and keep you informed of your elementary child's account balance but you can always check it using – **School Cafe** <https://www.schoolcafe.com/initial> Please refer to our Meal Charge and Collection policy listed for more details.

## **REMINDERS –**

- **Checks returned for insufficient funds will not be accepted for future payments and cash, money order or using School Café will be your payment options.**
- **Charges accrued before application approval must be paid.**
- **Credit Card Online Payment For Student Meals – School Cafe**  
<https://www.schoolcafe.com/initial> + \$1.75 fee
- **Parents are encouraged to set up a 'Low Balance Notice' through School Café.**
- **Meal Charges are not allowed the last two weeks of school so money must be on your student's account or alternate meal will be offered.**
- **Nonprofit School Food Service resources may not be used to cover costs related to Bad Debt arising from uncollectible accounts. These funds must come from the school district's general fund or non-federal source.**

## **Nondiscrimination statement reads as follows:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from

discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

## **CRIMINAL TRESPASSING**

**Students may not participate in or attend any public school activity while assigned to DAEP.** This includes activities that take place in the district as well as those that take place out of the district. **Students may not be on any other Whitehouse ISD campus for any reason while placed in DAEP.** If it is reported that a DAEP student has violated either rule, the student may face additional consequences which could be considered as criminal trespassing and the student could be cited for a Class C misdemeanor.

## **STUDENT CONDUCT**

Students will be expected to follow the District Code of Conduct, the Campus Code of Conduct as set forth by their home campus, and the DAEP rules. **Misconduct may result in loss of privileges, removal from class, days added, or suspension.** If persistent misbehavior occurs, an expulsion hearing may be held.

**Bullying** of any kind will not be tolerated. Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,



-Places a student in reasonable fear of physical harm or of damage to the student's property, or

-Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

## **RULES OF CONDUCT**

**Class Rules:** Students will do the following:

- Comply with dress code at all times.
- Report to and stay in their assigned seats.
- Use appropriate voice, tone, and language.
- Raise a hand for any request and wait until permission is given to proceed.
- Complete assigned work as instructed.
- Keep their heads up and stay alert.
- Stay awake.

## **CAMPUS BEHAVIOR COORDINATOR**

As required by law, a person at each campus must be designated to serve as the campus behavior coordinator. The designated person may be the principal of the campus or any other campus administrator selected by the principal. The campus behavior coordinator is primarily responsible for maintaining student discipline. The Director of Alternative Education serves as the campus behavior coordinator for the AIM Center.

## **Return to Home Campus**

After a student (grades 6-12) has attended a minimum of two thirds of the number of days assigned (20 for a 30 day placement and 40 for a 60 day placement), and who has completed all required coursework and is passing all of their classes, he/she may be allowed to return to their home campus. This is to encourage the student to come to

school, complete and pass the work, and then return to the home campus as soon as possible.

If a student has days added while placed at DAEP, the student will be required to serve all of the days assigned and is therefore not eligible for the above mentioned early release option.

Also, if a student is assigned longer than 60 days or to a second DAEP placement during the same school year, the early release option is not available.

**In all cases, students must complete 100% of all work assigned and pass all classes before being released from DAEP.**