

San Augustine County DAEP Handbook



Participating District



Broaddus ISD

PROGRAM OVERVIEW

San Augustine DAEP MISSION

Our mission is to provide a high-quality education in a short-term, structured, and safe alternative education setting for at-risk students. We will assist students in modifying behavior in order to manifest constructive social skills and positive academic experiences upon returning to their home campus.

PROGRAM DESCRIPTION

The San Augustine DAEP is designed to provide a quality instructional program for students in need of a temporary alternative placement due to infractions of the San Augustine ISD Student Code of Conduct; hence, the SAISD DAEP is disciplinary in nature.

With a strong focus on academics and minimal social distractions and interactions, the program provides a self-paced curriculum for all core subjects, a counseling element, behavioral adjustment, credit recovery, and transition back to the home campus.

PROGRAM STAFFING

Certified Staff lead the school program at the San Augustine ISD DAEP.

CURRICULAR SCOPE

Students are provided a high-quality curricular program in language arts, mathematics, science, social studies, and character education. The instructional program is aligned with state and district standards.

DAEP Student Intake Hearing

The student and a parent/guardian must attend a DAEP intake hearing. The procedures for student placement are as follows:

Assigning Campus

1. The administrator or designee will email or fax the DAEP the following information after the removal hearing:
 - a. DAEP Referral for DAEP Offense
 - b. Parent Notification of DAEP Removal Conference
 - c. DAEP Removal Conference Report
 - d. Parent Notice of Removal Decision
 - e. DAEP Placement Form
 - f. Transcript
 - g. Current Schedule
 - h. Teacher Reports

As Applicable:

- i. IEP/BIP
 - j. ARD Committee meeting minutes noting the student's educational needs
2. The administrator or designee will provide parents with the DAEP Handbook and inform the student's parent/guardian of the intake dates and times. The administrator or designee and parents/guardian will contact the DAEP administrator to schedule an intake hearing within 24 hours of removal notice. Failure to contact DAEP promptly may result in unexcused absences and/or referral to the home campus Attendance Office, who will take action in accordance with the state attendance laws.
3. The assigning administrator or designee should provide a copy of the Notice of Removal Decision and the DAEP Intake Notice to the parent.

Note: Students will remain enrolled at the home campus for federal and state accountability purposes.

DAEP CAMPUS

1. The DAEP administrator will verify that all of the required documentation is available from the assigning campus. If not, the DAEP administrator will contact the assigning administrator immediately and request missing documents. Students will

not be scheduled for an intake hearing until all supporting documentation is provided.

2. The DAEP administrator will hold an intake hearing with each student and his or her parent/guardian at the DAEP. The handbook will be covered in detail.

STUDENT AND PARENTS

1. Individual intake hearings will be held with the DAEP administrator. Failure to arrive on time will result in a delay in starting the DAEP placement and potentially an unexcused absence.
2. Parent and student must sign the DAEP Handbook Contract.
3. ALL STUDENTS must be dressed according to SAHS dress code at the intake.
4. ONLY PARENTS OR GUARDIANS CAN ATTEND DAEP INTAKE HEARINGS-NO CHILDREN, OTHER FAMILY MEMBERS, OR FRIENDS PERMITTED.

INTAKE DATES

Intake hearings are scheduled Monday-Friday between the hours of 7:15AM-9:15AM. Parents are requested to allow at least 15 minutes for intake.

Unless an emergency placement is warranted, intake hearings will not be scheduled during the following times:

- Student/staff holidays
- Staff development days
- State testing days

Behavior Expectations

San Augustine DAEP believes that students can behave properly while at school and should follow all rules and procedures. No student will be allowed to disrupt the teaching and learning process without consequences. Students assigned to the DAEP have a mandated set of behaviors to follow. These behaviors are designed to assist students to modify their behavior and successfully return to their home campuses. A student may be recommended for expulsion if the student engages in serious and/or persistent misbehavior while enrolled in DAEP.

DAEP Student Rules:

The following DAEP rules are strictly enforced:

- Students must follow **FIRST DIRECTIVE** given in the classroom, office, and campus area.
- Students may not get out of their chair, turn around, lean, or sleep. Students are not allowed to lay their heads down on the desk or against the wall or partitions. After a second reminder to stay awake, the student will be required to stand up for a time period to help him or her stay awake.
- Students will not communicate with other students in any way.
- Students will speak only when spoken to by DAEP staff.
- Students will raise their hand for permission to speak.
- Students will not display disrespectful or disruptive behavior.
- No gum, candy, or soda.
- Students will eat only during breakfast and lunch periods.
- Students will not deface or destroy school property.
- Students will ignore other student's misbehavior.
- Electronic devices are strictly forbidden
- Students will not leave the DAEP campus without permission.

Dress Code

In addition to the San Augustine ISD dress code, the following restrictive dress code applies to DAEP students. DAEP dress code requirements are designed to support discipline, order, and safety.

- All students must wear blue jeans with no holes or tears.
- Plain long or short sleeve solid shirt (no V-necks, logos, writing, iron-on, decorations).
- Plain belt.
- **Only tennis shoes are allowed.**
- Students may bring a white or gray pull over sweatshirt to use if the room temperature is cold. No hoodies or thermals.
- Jewelry is not allowed, including decorative piercings.
- Tattoos must be covered up at all times.

- Hats and any type of head covering are not permitted.
- No backpacks.
- Small purses are allowed; however, they are collected and kept in a secured place where they are subject to inspection. Students may have access to their purses during break times and lunch (if using for personal reasons).
- Students must present a neat, well-groomed appearance.

Dress code violation will warrant the following consequences:

- One earned day will be lost for each dress code infraction.
- Dress code violations are recorded on the student's discipline tracking system
- Continued dress code violations will result in additional disciplinary measures to include but not limited to: (a) loss of successful days; (b) suspension, or (c) expulsion.

Disciplinary Consequences

Behavior infractions may warrant the following consequences:

- Redirection:

The student will be redirected and given an opportunity to comply.

- Parent Conference:

The principal will schedule a meeting with the teacher, parent, and student to discuss possible corrective supports and interventions.

Students who are serving a DAEP placement are not allowed on any SAISD properties at any time until the placement has ended.

Daily Expectations and Activities

Attendance

Students are expected to attend DAEP for the entire length of their placement. The San Augustine

DAEP administration will follow up on students' absences by phone calls, parent conferences and/or home visits.

Procedures for Absences:

- Parent/guardian should call the DAEP teacher to report the absence:
Elementary, Middle School and High School – Mr. Perkins (936) 275-9603 ext. 2513/
Mrs. Holloway ext:2510

- DAEP staff will contact the parent/guardian to determine the reason for an extended absence in the event the parent has not notified the DAEP office.
- The DAEP staff will contact the parent to verify the legitimacy of the note if need be.
- Official documentation for absences must accompany students on the RETURNING day to be EXCUSED.
- Excused absences will be approved if documentation is provided COURT, DOCTORS VISIT, and OR FUNERAL.

Procedure for Arriving Late:

- If a student arrives to school after 7:15 AM, the parent/guardian is required to escort the student into the building at the main entrance and sign the student in indicating the reason for being tardy.
- The administrator will give the student an Admit to Class/Tardy Permit and arrange for the student to be escorted to class.

Unexcused absences and tardies will warrant the following consequences:

- One successful day will be retracted for each unexcused tardy.
- Three unexcused absences and 3 unexcused tardies will be reported to the Attendance Office and will result in required parent participation. The San Augustine County DAEP administration will coordinate efforts to enforce the attendance law with the child's home campus. It will be up to the home campus administration to ensure that the proper documentation and charges are filed against the students and parents for truancy violations.

Procedures for Leaving Early:

- If a student is leaving school early, the parent/guardian must: Submit a note indicating the time, date, and reason for the early release.
- The note must also include who will be picking up the student, a phone number where the parent/guardian can be reached, and the signature of the parent/guardian.
- The DAEP staff will contact the parent to verify the legitimacy of the note.
- The parent/guardian designee must produce a valid driver's license prior to signing out the student.

Search and Seizure

STUDENTS WILL BE SEARCHED DAILY. Students will arrive promptly at 7:15 students will be checked before entering into classroom area by the assistant Principal and DAEP teacher.

Searches consist of the following procedures:

- Students will empty their pockets (dog ear), raise their arms, raise their pant legs, and un-tuck and lift their t-shirt.
- Students will take off their shoes for daily searches.
- Back pockets will be checked.
- Purses are searched daily.
- Each student will be scanned with a hand held metal detector

Not allowed at the DAEP:

- Belts with studs or big buckles.
- Jewelry, piercings, combs, brushes, accessories or makeup.
- Head gear (caps, bandana's etc...)
- Electronics (cell phones, pagers, CD players, etc.)
- Backpack

The DAEP is not responsible for items taken from students.

NOTE: Additional searches may be conducted with reasonable cause; if any illegal or prohibited items are found, legal authorities will be contacted.

Breaks

Student will be breaks at administrator's discretion.

Meals

Breakfast

Students are not allowed to bring any food or drink items for home, unless required for medical or religious purposes.

Breakfast is provided by food services at SAISD. Breakfast is free for all students. Breakfast is served at 8:00 AM.

During the breakfast period and lunch period, meals will be delivered to students and eaten in the DAEP classroom.

Lunch

Lunch will be served at 11:40 AM.

Academic Program

Classes

Students receive education from a comprehensive online learning curriculum, Odysseyware is an award winning, intuitive learning platform that gives students the ability to personalize learning with rigorous, standards-based core, elective, honors, and Advance Placement courses developed by education leaders. In addition to providing students with engaging, media rich lessons, Odysseyware also provides ample hands-on-activities and self-directed learning opportunities to ensure a well-rounded learning experience. In addition to Odysseyware, students assigned to DAEP will participate in a character education Program.

Assignment

Students will complete their core coursework electronically on the Odysseyware program.

Students will be enrolled in the Odysseyware Core Courses that resemble their school schedule.

Teachers will email assignments for the elective and AP courses not offered via Odysseyware.

In an effort to improve the quality of student work, DAEP teachers may ask students to redo

or enhance the work they complete before it is returned to the home campus.

If a student chooses not to do an assignment or assignments, parents/guardian will be

contacted and the issue discussed.

Technology

Students will have access to technology. The SAISD Technology Agreement is in effect and strictly enforced. Students will not be allowed on computers for free time or rewards. Students will be responsible for any inappropriate use or damage inflicted upon any technology device provided by the district.

Testing

Students assigned to DAEP during designated testing periods will receive administration on their home campus.

Point System

Students serving under a **Mandatory** placement (weapons, drugs, etc.) will **Not be** eligible for early release from the DAEP. Only students who have been placed for a Discretionary offense will be eligible to earn extra credit points toward early release. Students who have been placed at the DAEP must obtain the minimum number of points needed for release before they will be allowed to re-enter the regular classroom. For example, a student receiving discretionary 30-day placement must earn 90 points in order to be dismissed. A student shall remain in the DAEP beyond the initial placement assignment until the minimum number of point have been earned. **DAEP students with discretionary placement will be allowed to earn one (1) extra point per week to shorten their assignment by a number of days to be based upon the initial placement.**

Placements

The actual number of days served by the student will be multiplied by 3 in order to determine his/her necessary exit points.

Daily Points

The student will accumulate points on a daily basis in the following manner:

- One point for being on time, in possession of all necessary materials, and being neatly groomed
- One point by completing all assigned work (as it was intended) scheduled for the day
- One point for not having any discipline problems for the day

Extra Points

In order to earn early release, students may prove themselves by earning the extra points in the following fashion:

- Completing all assigned work for the week with no discipline problems for the entire week.
- Any other exceptional, out of the ordinary display of cooperation and diligence that indicates a positive change in behavior.

These points are acknowledged and awarded by the DAEP Coordinator.

By signing this sheet, I am verifying that I have received and understand all aspects of the 2019-2020 DAEP Handbook and I am agreeing to abide by its application.

Parent Signature_____Date_____

Printed Student Name_____

Student Signature_____Date_____

Campus Principal_____Date_____