

Crystal City Independent School District

Alternative Education Center

**Disciplinary Alternative Education
Program (DAEP)**



Student Handbook

2018-2019

**Crystal City ISD Alternative Education Center
Disciplinary Alternative Education Program (D.A.E.P.) Policies and Procedures**

INTRODUCTION

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Crystal City Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and requisites stated in this handbook.

Students and parents also need to be familiar with the students' home campus' handbook—Student Code of Conduct (SCOC)—as this DAEP handbook serves as a supplement to the SCOC handbook while the student is placed in the DAEP.

Frequent reference to this handbook will acquaint you with the functions of our school. Please feel free to confer with the teachers, counselors, and administration when you deem it necessary.

Throughout the handbook, the term "the student's parents" is used to refer to the parent and/or legal guardian.

To the Parents/Students

The home is the greatest influence upon the child during the formative years, from these influences the child develops his/her first habits and obtains most of his/her ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child.

PHILOSOPHY

The mission of the CCISD'S DAEP is to provide a positive, yet disciplined alternative educational program to meet the needs students whose unacceptable behavior at the various CCISD's school settings has warranted removal, under the provision of the Texas Education Code, Section 37.007. The DAEP is dedicated to the dual purpose of training minds to acquire the academic and behavioral skills and knowledge necessary for future success in less restrictive educational settings as well as instilling attitudes and decision making practices consistent with healthy life choices.

- It is the philosophy of the AEC school staff that all students have a right to learn and teachers have the right to teach in a safe and orderly environment. Therefore, the DAEP school program provides a highly structured and controlled academic setting with an emphasis on core curriculum, life/coping skills, self-discipline, and an opportunity for students to work with highly skilled professional staff members.

STAFF

Ms. Imelda R. Salinas, Superintendent of Schools
Mr. Dante Delgado, Superintendent Designee for Discipline
Ms. Dina Briones, AEC Administrator
Mr. Norberto Cardona, Teacher
Ms. Cassandra Mata, Teacher
Mr. Isidro Rios, Paraprofessional
Mr. Jesse Tapia, Paraprofessional

PROGRAM OBJECTIVES

It is the goal of the AEC to provide an academic and self-discipline program that leads to graduation and includes instruction in each student's currently enrolled foundation curriculum necessary to meet the student's individual graduation plan, including special education services. These services include distance learning opportunities and/or summer school. [TEC 103.1201 \(f\) \(1\)](#)

Additionally, students will participate in social skills and problem-solving skills that addresses diversity, dating violence, anger management, and conflict resolution to teach students how to interact with teachers, family, peers, authority figures, and the general public. [TEC 103.1201 \(f\) \(2\)](#)

RESTORATIVE PRACTICES

In compliance with the [Texas Education Code Section 103.1201\(f\) \(2\)](#), the AEC has adopted and is implementing the use of restorative practices to help us focus our attention on the quality of relationships between all members of the school community, including the home campus. These practices help students repair the harm they inflicted on themselves and/or others and forces all stakeholders to learn from the experience that has led to the conflict and examine attitudes, beliefs, and behaviors which have contributed to the conflict. It is our belief that this challenging of mindsets is where true behavioral modification begins.

While we highly encourage all students to participate in the restorative process, it is not a requirement. Students may opt out of participation without penalty.

ENTRY REQUIREMENTS

Students will be assigned to the DAEP in accordance with the discipline management plan procedures contained in the Student Code of Conduct (SCOC). Each respective home campus will determine the length of placement at the DAEP. An ARD committee must meet and make a recommendation before a Special Education student may serve more than ten (10) days in the DAEP setting. Likewise, an ARD committee must convene and determine re-entry to the home campus upon completion of a DAEP placement. Only an ARD committee can determine that a DAEP assignment is not an appropriate placement for students with special needs. With the exception of the latter statement, these same practices will be employed for students that are Section 504 participants.

ENTRY PROCEDURES

All administrative personnel who are referring a student to the DAEP must submit a Placement Order form via email to the AEC administrator who will then schedule the required intake conference with both the parent(s) and the student.

Intake conferences are held daily each afternoon beginning at **2:30 PM**. Intake conferences must be scheduled ahead of time by the home campus. Parent(s)/students who fail to attend the required in-take conference will have to reschedule the conference. As is required by law, students will not be allowed entry at the DAEP until the required in-take conferences is completed.

As part of the transition into the DAEP, the administrator or his/her designee will review:

- the student's academic record
- the student's disciplinary record, including all intervention techniques used and other attempts made by school officials to redirect inappropriate and/or unacceptable behavior,
- the student's attendance record, including all interventions used by the home campus to ensure compliance with compulsory attendance,

- the DAEP dress code to ensure that both parent(s) and student understand that there is a clear distinction between the acceptable dress at each respective campus and the dress code at DAEP,
- the daily instructional schedules, including arrival and dismissal procedures, grading and transportation procedures, provisions for breakfast and lunch, and
- the discipline and intervention measures that the AEC will use to prevent and intervene against unsafe behavior.

The DAEP handbook will also be reviewed.

With the exception of a mandatory emergency placement, the student will begin their placement the day after the entry in-take.

APPEALS PROCESS

Students and parents have the right to appeal teaching and administrative decisions when they believe that decisions are unjust or have not followed proper procedures. When unusual circumstances exist concerning absences not covered by the above rules, parents should contact the campus administrator. Upon notification of the failure to meet the attendance policy, the student/parents have five (5) days to file a written appeal to the campus administrator. The administrator reserves the right to use discretion in all situations regarding the attendance policy and will make every attempt to see that the attendance is applied fairly and consistently for all students. Students who lose credit by going beyond ten (10) absences in a class may make up the days by serving Saturday school after filing their written appeal. If they fail to serve the Saturday school assignment, they will lose the opportunity to earn credit those classes.

EXIT REQUIREMENTS

All DAEP placements orders will be reviewed at half-time to determine if a student is eligible for early entry to the home campus. In order for a DAEP review to be granted, a student must:

- be in compliance with compulsory attendance requirements (90% attendance or better),
- achieve acceptable scores for each day assigned to the DAEP,
- satisfactorily complete all work assignments,
- maintain textbooks and assigned supplies neat and graffiti-free,
- maintain a neat and orderly work station, and
- demonstrate an understanding of the self-discipline process.

Major offenses committed against the school or personnel may result in a denial of a review.

The number of days assigned to the DAEP may be lengthened or reduced by the DAEP administrator(s). The home campus will be notified of the date the student will return to the home campus.

TRANSITION TO HOME CAMPUS

The AEC will facilitate an effective and comprehensive student transition from the DAEP back to the home campus.

The transition process is as follows:

1. Schedule an exit conference (from AEC) with both parent(s)/guardian and student. All exit conferences will be conducted at the end of the instructional day.
2. Schedule a re-entry conference with the designated administrator.

3. During the re-entry conference, a discussion of overall student performance both academic and disciplinary will occur. Additionally, written contracts between student, parent(s)/guardians, and the AEC administrator will be agreed upon to formalize expectations while at the home campus, and individual plans for success will be established. The final transition plan will be finalized at this time.
4. Once both conferences are successfully completed, the AEC administrator will lift the criminal trespass warning issued to student.

In some instances, students will not make a full transition back to the home campus until he/she shows that the compliance to school-wide behavioral expectations will be met and the SCOC will be adhered to.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

COMPULSORY ATTENDANCE

Age 19 and Older

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing [See policy FEA]

Between Ages 6 and 19

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

EXEMPTIONS TO COMPULSORY ATTENDANCE

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. If the student comes to school

or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and

- For students in the conservatorship (custody) of the state,
 - An activity required under court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

CHILDREN OF MILITARY FAMILIES

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

SECONDARY GRADE LEVELS

In addition a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA (LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such as visit, and makes up any work missed.

An absence will also be considered an exemption if a student 17 years or older is pursuing enlistment in a branch of the U.S armed services or Texas National Guard, provided the absence does not exceed four days during the period the student is enrolled in high school and the student provides verification to the district of these activities.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA (LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

FAILURE TO COMPLY WITH COMPULSORY ATTENDANCE

All Grade Levels

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

STUDENTS WITH DISABILITIES

If a student with a disability is experiencing attendance issues, the student's ARD committee or Section 504 committee will be notified, and the committee will determine whether the attendance issues warrant evaluation, re-evaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

Age 19 or Older

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior management plan.

Between Ages 6 and 19

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor the student's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social service(s). Any other measures considered appropriate by the district will also be initiated.

A court of law may also impose penalties against a student's parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12-19 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

As part of Truancy Prevention measures, the AEC participates in Truancy Court on a monthly basis.

Attendance is taken daily and reported to the home campus. Excessive absences and tardies may result in a delay of a student's return to their home campus and a hold on academic credits.

The CCISD's Attendance Handbook will be reviewed during the intake conference.

ABSENCE VERIFICATION

To verify an absence, the school shall require for the parent/guardian the following information: pupil's name, name of person and relationship of person verifying the absence, date of absence (verification), and reason for absence. An absence may be verified through a phone call and a note from the parent/guardian.

CHECKING OUT/ILLNESS at SCHOOL

The school is liable for students during the school day, therefore, students leaving during the school day for any reason must check out with the campus administrator. Any student who becomes ill at school and must go home shall report to the administrator's office. The school will contact the parent/guardian to arrange transportation.

TARDINESS

A tardy is defined as being late without a valid excuse at any time during the school day. Detention time and make-up work will be assigned to classroom students for tardiness. If a student is not present within 30 minutes to the start of class, he/she is considered to be either truant, absent, or tardy, and the parent will be notified.

MAKE-UP WORK

Classroom students who have an absence will be required to complete missed assignments. This also applies to out-of-school or in-school suspension. It is the student's/parent's responsibility to contact his/her teacher(s) within three days to make arrangements for making up missed assessments, tests, etc.

If a student is absent, the parent must notify the DAEP by calling 830-374-2341 Ext. 278/279. The student must submit a note from their parent explaining the reason for the absence upon return to the DAEP.

A student is required to make-up all absences before returning to their home campus. Unexcused absences will result in the student making up days missed plus 1 added day for each unexcused absence.

Daily attendance does not equal a completed day. Students must adhere to all policies and procedures to receive credit for a successful day.

CONFIDENTIALITY

Confidentiality is mandatory. A discussion about other students with staff is inappropriate.

EMERGENCIES

All visitors must report to the AEC administrative office. Students will be notified and brought to Unit 6. Visitors are not allowed to go the classroom without administration approval or without a designated escort.

SCHOOL HOURS/THE ROUTINE DAY

The normal day follows the routine outlined below:

- Once arriving on campus, no later than 7:50 AM, the student will immediately enter his or her unit. Any student entering the AEC after 8:00 AM will be considered tardy and will earn no credit for the day.
- Each student will be screened for compliance with the dress code. Parents will be notified of the violation and student will have to change into attire that is deemed appropriate. Students will not be allowed in their unit unless he/she is in compliance with the dress code.
- Students will wait patiently while security procedures are observed.
- Breakfast is served immediately after each student clears safety procedures.
- Classroom instruction will begin at 8:15 AM. Once at their desk, students will immediately begin to work on the goals and objectives as outlined on their daily schedule.
- Students are given a restroom break at mid-morning and mid-afternoon. Students are expected to leave the restroom in a tidy state. Failure to do so will result in a discipline referral.
- Lunch is thirty minutes in length. Students will eat their lunch in their classroom/cubicle. The meal is a school lunch obtained through the CCISD's central kitchen. Soft drinks, snacks, and/or gum are not allowed.

- Students will be dismissed one at a time. Each student will hand to his/her teacher his/her completed assignments and his/her behavior log. After submitting assignments and logs, students will learn if they have received credit for the day.
- Students are normally dismissed from the DAEP at 3:30 p.m. and are required to be off school property by 3:45 p.m., unless court-ordered to remain on site until 4:30 PM. Students are not allowed back on any home campus without prior approval and written permission from the DAEP staff.

CLASS SCHEDULES (Secondary Grade Levels Only)

The AEC operates on a rotating block schedule. Students will be enrolled in the classes provided by the student's home campus, as indicated by the placement order.

NOTE: The following statement applies to students that are in AP or Pre AP courses and sent to the DAEP: If the AP or Pre AP class(es) can be supported at DAEP, as to maintain the rigor, integrity, labs, assignments, class discussions, or tasks, the student will continue the course at DAEP. If the course cannot be supported at DAEP in a way that the integrity and level of rigor is maintained, the student may be dropped from AP/Pre AP class(es).

MEDICINE AT SCHOOL

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plans for a student with disabilities.

Students who are in possession of an illegal, prescription, and over-the-counter drugs will be suspended or expelled from the DAEP depending on the intent of the possession. A citation will also be issued.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the CCISD has made a substantial investment in computer technology for instructional purposes. Use of these devices is restricted to students working under a DAEP staff member's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding the use of these technological resources; violations of this agreement may result in the withdrawal of privileges and other disciplinary action.

TRANSPORTATION

Students assigned to the DAEP will not be permitted to drive their vehicles to school. Should exceptional circumstances exist, these must be discussed with the AEC administrator, who may make special arrangements at his/her discretion.

Transportation to and from the DAEP is the responsibility of the students' parent /guardians. Transportation will not be provided unless mandated by an ARDC decision or if the DAEP is located more than ten (10) miles from the student's residence.

A student may be granted permission to walk to school or from school at the request of a parent/legal guardian. This request must be in writing and specify whether the request should be granted each day the student will be attending the DAEP or whether it will be a request made for a specific day only.

STUDENT RECORDS

DAEP students must have the following records on file (home campus):

- MPP Card
- Emergency Health Card
- Lunch Application
- Special Education information and Psychological Files
- Academic Files
- Placement at a Juvenile Justice Center

VISITOR GUIDELINES

The following procedures are implemented for parents/visitors in order to provide safety, security, and confidentiality for students at the DAEP.

1. All parents and visitors are required to be cleared by the Administration and indicate the reason for visiting the campus. Proper identification is required.
2. Parents/Visitors are also required to sign out prior to leaving the campus. Upon signing-in, all parents/visitors should receive a Visitor's pass. The DAEP is a closed campus and all visits must be scheduled. Visitors are required to give a 24 hour notice of their request.
3. All visitors must wear a name tag or identification card provided by DAEP. The name tag must be worn so it is clearly visible to all staff.
4. Classroom observations must be scheduled and approved by the DAEP principal.

WITHDRAWAL FROM SCHOOL

When it becomes necessary for a student to withdraw from school, parents/guardians/adult students need to report to the office and make the request with the registrar at the home campus. DAEP students will remove all articles from their desk/cubicle and return all textbooks and any other items belonging to the DAEP or home campus. Failure to return books will delay the student's transcript being sent to other schools.

Students who enroll in CCISD before completing a DAEP assignment in a prior Texas district shall complete the assignment upon enrollment at CCISD, unless otherwise determined by the home campus.

RESIDENTIAL TREATMENT

Students who withdraw from school to enroll in an intensive residential substance abuse treatment center or in an acute psychiatric treatment facility may reduce their assignment time in the DAEP on a day-to-day basis, with the district's approval. Verification of successful completion of an individualized program will need to be submitted to the DAEP principal in order for consideration to be given.

ACADEMIC POLICIES AND PROCEDURES

CURRICULUM AND INSTRUCTION

Students will be instructed in their core curriculum classes while enrolled in the DAEP. They will be offered a variety of opportunities to complete work within their core curriculum classes. DAEP personnel may work with students individually or in class settings, using computer-guided instruction, as well as conventional teaching strategies to complete the designated curriculum. DAEP personnel will work in conjunction with the home campus teachers to attempt to keep the student on pace to help facilitate an easy transition to the home campus.

After school tutorials may be an option for some courses, but must be approved by the home campus administration, the teacher providing the tutorial, and the DAEP administrator.

Students assigned to the DAEP will have the opportunity to participate individually and/or in small group in our social skills curriculum. This curriculum defines the positive alternatives to many of the maladaptive and self-defeating behavior patterns in which students might engage. It is intended to serve as an effective resource and tool for the DAEP staff.

The DAEP Social Skills Curriculum is task-analyzed into specific behaviors; skills are parried with specific skill types—social, emotional management, academic, ethical/moral, and independent living—and character traits, and categorized according to behaviors and situations in which they can be used to address problems or enhance a student's abilities.

The DAEP staff will determine if there is a need for other topics, such as drug and alcohol education, to be introduced and explored.

ASSESSMENTS

Students are required to take all benchmark assessments, state assessments, and end-of-year exams on designated testing days. Additional assessments may be required by the student's home campus.

Students placed at the DAEP during the testing period will be expected to test in their home campus. Immediately after completing their exams, campus police will return students to the DAEP.

SUMMER SCHOOL

As per HB 146, CCISD may serve DAEP students in summer programs that also serve other students. At the end of the regular school year, the DAEP administrator will develop a behavioral contract for each DAEP student in need of credit recovery or its equivalent. Students not adhering to the behavioral contract may risk being dropped from the summer program.

At the discretion of both the home campus and the DAEP administrators, a student attending the summer program may be given day-to-day credit for the successful completion of daily assignments or have the remainder of their placement suspended, if and when, their summer intervention plan is successfully completed.

GRADING GUIDELINES

Credit will be given for all acceptable work completed at the DAEP. Grades for work done at the DAEP will not replace previous grades, but will be averaged with grades earned at the student's home campus. At times, during a DAEP placement, a student may be assigned homework from a DAEP instructor.

Progress reports are mailed to parents/guardians on the same frequency and timing as the home campus. Report cards are distributed for each six weeks on the same schedule as the home campus.

The DAEP staff works closely with the home campuses to ensure that each student has work to complete each day and material assigned is similar to material being covered on the home campuses.

EXTRA-CURRICULAR ACTIVITIES

As per Section 30.05 of the Texas Penal Code, students assigned to the DAEP are restricted from attending any school related functions on or off any CCISD campus while enrolled at the DAEP. Students are not permitted to visit any of the campuses in the district in which they receive their educational services until they have successfully completed their DAEP assignment and have been reinstated in good standing with their home campus.

If a student should be on any CCISD property or appear at any event, he/she may risk the possibility of further disciplinary action or law enforcement involvement.

CRIMINAL TRESPASS WARNING

The following criminal trespassing warning is issued to all students in the DAEP. It reads as follows:
"A person commits an offense if he/she enters or remains on property or in a building of another without effective consent and he/she:

1. Had oral or written communication by someone with apparent authority the entry was forbidden, or
2. Received notice to depart, but failed to do so.
3. An offense under this section is a Class B misdemeanor unless it is committed in a habitation or a shelter center or unless the actor carries a deadly weapon on or about his/her person during the commission of the offense, in which event it is Class A misdemeanor". [\[Texas Penal Code Section 30.05\]](#)

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than the end of the day except with permission from the DAEP principal and according to the campus sign-out procedure. A student who will need to leave school during the day must bring a note from his/her parent that morning. Unless the principal has granted approval because of extenuating circumstances, a student will not be released before the end of the instructional day.

A student who becomes ill during the school day should notify the principal or his/her instructor. A DAEP staff member will decide whether the home campus school nurse needs to be notified and consequently, be sent home.

Students will be required to make up all absences or time missed from the DAEP.

SUPPLIES

The required supplies for each student assigned to the DAEP will be provided by the home campus. All other supplies, including paper and pencil will be provided by the DAEP.

TEXTBOOKS

All textbooks are the property of the State of Texas. The use of state-owned textbooks is the right of every child in Texas, but this right carries with it the basic responsibilities of proper use and good care.

Students will be issued a textbook for each subject they are taking if a textbook is needed. The book will have a number, and it is the responsibility of the student to take excellent care of the textbook(s). Any damage to books will result in a fine. If a student is unable to locate or return any textbook, he/she will be required to pay for it before a second textbook is issued.

CCISD utilizes a bar code tracking system for textbooks. When textbooks are checked out, a link is established between the textbook and the student. When a textbook is turned in, credit will be given to the student who the textbook was originally issued to. If the bar code is unreadable, the student returning the textbook will be liable for the full price of the text book.

Students should know where their books are at all times. It is poor practice to permit other students to borrow textbooks, especially since students are responsible for the condition of their own books and any damage which may occur.

Calculators which are issued to students for their personal use are District property. If a calculator is damaged or lost, the student is responsible for the repair or replacement fee.

TITLE I COMPACT RESPONSIBILITIES OF SCHOOL COMMUNITY MEMBERS

Each DAEP participant has rights and responsibilities for establishing and maintaining good discipline in our school. During the intake conference, the AEC administrator or his/her designee will review these responsibilities and expectations.

STUDENT BEHAVIOR and DISCIPLINE

Crystal City ISD has adopted a Student Code of Conduct. Its purpose is to:

1. describe behavior that promotes a positive environment for learning,
2. describe behavior that is expected of all students,
3. describe specific examples of student misbehavior,
4. define consequences that may be imposed for student misbehavior,
5. provide for district-wide uniformity in dealing with student discipline,
6. define the rights and responsibilities of each member of the school community,
7. communicate policies of the Board of Trustees regarding appropriate student behavior.

STUDENT CONDUCT

The overall DAEP program is designed to support its behavior management system. Features of the program that are unique to the DAEP include:

1. Trained and certified staff to work with special student population,
2. Low teacher to student teacher ratios for maximum supervision, support, and guidance,
3. Self-contained classrooms,
4. Experienced instructional assistants to support teachers and students, and
5. Discipline level systems.

The DAEP requires reasonable order and classroom decorum. Necessary steps are required to protect the best interest of staff and students, and the educational climate of the DAEP.

The conduct of students shall be that which contributed in positive and constructive way to the improvement and development of the learning situation in which the school is involved. Students shall be held responsible for their conduct at the DAEP.

Any student who comes to the DAEP campus after having consumed alcohol, marijuana, hallucinogenic drugs or narcotics of any kind is subject to severe disciplinary action.

Abusive or vulgar language or actions are never appropriate and are subject to disciplinary action.

Disruption of the school process will not be tolerated. Any student who participates in any form of disturbance will be subject to disciplinary action.

Possession of lighters and matches/cigarettes are also prohibited at the DAEP. These items will be confiscated and destroyed. Citations will be issued for possession of tobacco products.

Any weapon or item that may be considered dangerous to students will be confiscated and the student in possession will be subject to severe disciplinary action.

RULES FOR BEHAVIOR

GENERAL INFORMATION

The responsibility for maintaining a school environment that maximizes learning opportunities and minimizes distractions rests with the DAEP principal and his/her staff. When distractions or disruptions do occur, the DAEP principal is authorized to take the necessary steps to correct any interruptions of the normal educational activity.

When students violate the rules, regulations or policies of the school and/or the district, they will be subject to various discipline management techniques. The techniques utilized should be chosen to modify or correct the improper behavior.

STANDARDIZED DRESS/GROOMING

All students must be in dress code BEFORE entering the AEC.

Any student who reports to the DAEP out of compliance with the prescribed standardized dress code will not receive credit for meeting the criterion of being "In Dress Code" for the first monitoring period.

If the AEC administrator determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or guardian brings an acceptable change of clothing to the AEC. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Students who are new to the campus or with extenuating circumstances will be expected to be in compliance after a reasonable grace period.

COLORS FOR STANDARDIZED DRESS CODE

TOPS	kelly green
BOTTOMS	solid khaki

The intent of this dress code is to instill discipline.

SHIRTS

Acceptable	Unacceptable
<u>kelly green</u> (long or short sleeve, cap sleeves, button-up)	<ul style="list-style-type: none"> holes, tears, or frayed
<ul style="list-style-type: none"> Buttons/Snaps (white or pearl only) 	<ul style="list-style-type: none"> logos, cuffs, or logos
<ul style="list-style-type: none"> Snaps (white or pearl—silver background is allowed) 	<ul style="list-style-type: none"> sleeves hanging below the wrist
<ul style="list-style-type: none"> Must be tucked in at all times, with belt loops visible 	<ul style="list-style-type: none"> tube tops, open mid-riffs, see through, spaghetti straps, low cut
<ul style="list-style-type: none"> White undershirt may be worn. It must also be tucked in. 	<ul style="list-style-type: none"> undergarments cannot show bra or straps may not show outside of the shirt
	<ul style="list-style-type: none"> cleavage, even if undergarment is worn.
	<ul style="list-style-type: none"> tight or snug fitting shirts

PANTS

Acceptable	Unacceptable
<ul style="list-style-type: none"> full length khaki pants worn at natural waistline 	<ul style="list-style-type: none"> shorts or capris
	<ul style="list-style-type: none"> belts
	<ul style="list-style-type: none"> pockets bigger than 7X7
	<ul style="list-style-type: none"> rolled or cuffed pant legs
	<ul style="list-style-type: none"> oversized pants
	<ul style="list-style-type: none"> carpenter style pants with multiple pockets on the legs
	<ul style="list-style-type: none"> low rise or overly baggy appearance at crotch, hips, and thighs
	<ul style="list-style-type: none"> painting, vinyl decorations, embroidery work/design that represent symbols, pictures, or logos
	<ul style="list-style-type: none"> underwear should not be visible above the top of pants. Gym shorts, leggings, and other garments may not be worn under uniform dress pants (layering is prohibited)
	<ul style="list-style-type: none"> cut or unhemmed pant hems
	<ul style="list-style-type: none"> logos above the pocket
	<ul style="list-style-type: none"> ink/pencil drawings
	<ul style="list-style-type: none"> holes, tears, unraveled or tattered pant hems
	<ul style="list-style-type: none"> skinny jeans (tight fittings from waist to ankle), leggings, jeggings

	<ul style="list-style-type: none"> • split/cut pant hems or elastic hems
	<ul style="list-style-type: none"> • no denim, sweat pants, wind pants, or athletic type pants
	<ul style="list-style-type: none"> • trench coat or duster

FOOTWEAR

Acceptable	Unacceptable
<ul style="list-style-type: none"> • lace up shoes ONLY 	<ul style="list-style-type: none"> • boots
<ul style="list-style-type: none"> • socks must be visible at all times 	<ul style="list-style-type: none"> • untied shoelaces or unfastened Velcro straps
<ul style="list-style-type: none"> • shoes must be tied at all times (laces must be white or black) 	<ul style="list-style-type: none"> • socks not visible above the shoe at all times
<ul style="list-style-type: none"> • all Velcro straps must be fastened 	<ul style="list-style-type: none"> • unacceptable logos, pictures, designs, or symbols
	<ul style="list-style-type: none"> • colored shoe laces
	<ul style="list-style-type: none"> • shoes which can be easily slipped off
	<ul style="list-style-type: none"> • slip on- open toe, flip-flop, sandal, clogs, or any shoe types other than lace-up

COATS/JACKETS

Acceptable	Unacceptable
<ul style="list-style-type: none"> • Coats and/or jackets must be of one solid color and must not have a hood 	<ul style="list-style-type: none"> • hoods, hoodies, beanies
	<ul style="list-style-type: none"> • unacceptable logos, pictures, designs, or symbols

JEWELRY and ACCESSORIES

Any confiscated contraband will be retained until the student either completes his/her DAEP placement or is removed from DAEP. Items will only be returned to parent.

Acceptable	Unacceptable
<ul style="list-style-type: none"> • one loose key (not on a key chain or key loop) 	<ul style="list-style-type: none"> • nothing that can be pinned, clipped or otherwise attached to you
<ul style="list-style-type: none"> • medical ID bracelet (as approved and verified by school nurse) 	<ul style="list-style-type: none"> • scrunchies, rubber bands, bobby-pins, barrettes, or other hair accessories
<ul style="list-style-type: none"> • parent note(s) to AEC 	<ul style="list-style-type: none"> • dangling or loose items (including gum wrappers, chains, etc.)
	<ul style="list-style-type: none"> • jewelry of any kind
	<ul style="list-style-type: none"> • wallets, billfolds or money clips
	<ul style="list-style-type: none"> • cell phones
	<ul style="list-style-type: none"> • ink pens, markers or mechanical pencils
	<ul style="list-style-type: none"> • detached hoods, caps, hats, beanie, scarves, bandannas
	<ul style="list-style-type: none"> • sunglasses

PERSONAL HYGIENE

Acceptable	Unacceptable
<ul style="list-style-type: none"> hair must be of a natural hair color. 	<ul style="list-style-type: none"> ANY distracting hair style, including highlights
<ul style="list-style-type: none"> Girl's hair must be worn in a bun at all times. If hair is shoulder length, hair must be worn down. 	<ul style="list-style-type: none"> side-burns below the middle of the ear
<ul style="list-style-type: none"> Bangs must be kept out of student's face and are not to extend below the eyebrows 	<ul style="list-style-type: none"> gang related hair styles or eyebrow designs
<ul style="list-style-type: none"> Boys must be clean shaven at all times. 	<ul style="list-style-type: none"> long nails
<ul style="list-style-type: none"> Boy's side-burns may not go below the middle of the ear. 	<ul style="list-style-type: none"> fake nails or fingernail polish
<ul style="list-style-type: none"> Boys hair must be cut above eyebrows, around and over ears and above bottom of shirt collar 	<ul style="list-style-type: none"> visible tattoos (All tattoos must be covered with Band-Aids or medical grade tape. No ace bandage, athletic or elastic wraps, etc.)
<ul style="list-style-type: none"> Eyebrow designs must be covered with medical grade tape or filled in with matching eyebrow pencil (color) 	<ul style="list-style-type: none"> mustaches, soul patches, goatees, or five o'clock shadows for boys are unacceptable.
<ul style="list-style-type: none"> Fingernails must be trimmed to a reasonable length and evenly cut. 	<ul style="list-style-type: none"> make up is not allowed.
<ul style="list-style-type: none"> ear piercing (one) 	<ul style="list-style-type: none"> body piercings of any kind
	<ul style="list-style-type: none"> visible hickies (All hickies must be covered the Band-Aids or medical grade tape.)

MATERNITY UNIFORM for DAEP

1. Solid khaki (tan) maternity pants.
2. Solid green polo or button-down shirts with collar.
3. All other DAEP dress code rules apply.

Violations of these provisions of the standardized dress will result in confiscation of prohibited item(s) for release to the parent or guardian. Items must be claimed within five (5) school days to ensure their safe return. Items left for an extended period of time will be considered abandoned and will be donated to charity.

The above information is subject to change as new trends in gang related activities or other societal clothing concerns need to be addressed. Final determination of acceptable dress or grooming rest with the AEC administrator and cannot be appealed. The standardized dress code supplements the CCISD's dress code for the duration of a student's assignment to the DAEP.

Parents will be notified should their child arrive at school and not be in compliance with the school's standardized dress code.

The AEC is not responsible for any LOST or STOLEN items.

PROHIBITED ITEMS

Radios, walk-mans, disc-mans, portable CD players, beepers, cell phones, headphones, I-pods, MP3's, or any electronic materials are not allowed in the school building at any time during the school day. Any item not specifically used for schoolwork will be considered prohibited. All prohibited items will be confiscated.

Backpacks/book bags/binders with closures and/or pockets/compartments are not permitted at the DAEP. Lockers are not provided to students at the DAEP. These items pose problematic issues and are unnecessary given the size of the DAEP, its self-contained classroom areas, and the provision of door transportation for DAEP students. A confiscation fee of \$15.00 will be charged for the return of a confiscated item.

DAEP DISCIPLINE LEVEL SYSTEM

The intent of the DAEP discipline system is to develop in the assigned students the ability to maintain self-control and follow rules while maintaining academic progress in their courses. Students are expected to follow rules and guidelines, be respectful to the DAEP staff and other students, and follow all directions from the DAEP staff at their first request. Minor infractions to the given expectations and rules are tracked on a daily discipline log sheet. On the third minor infraction, an official warning is issued resulting in a 15 minute after school detention that day. On the fourth minor infraction, an official Second Warning is issued resulting in a 30 minute after school detention that day. On the fifth minor infraction, an official Third Warning results in a two day suspension. Students are notified on any minor infractions and counseled at each warning. Parents are notified on the second (fourth minor infraction) and third warnings (fifth minor infraction). Home campus principal(s) are also notified on second and third warnings.

The referral procedure mentioned above is for minor violations only, major discipline violations will be dealt with more punitively.

The Discipline System is composed of two levels—Level I and Level II. A new student to the DAEP is assigned to Level I, which is the most restrictive level; with less student privileges. Students can earn or lose points to move to the next level in the following categories: punctuality, completion and passing of all academic assignments, behavior documented by the daily discipline log sheet, and meeting other specific requirements. Level II students have fewer restrictions and more privileges. Students should be in Level II for consideration to move back to the home campus.

Final decisions to move a student out of the DAEP and into the home campus is made by both the DAEP and home campus principal(s), and/or Superintendent of Schools.

THE LEVELS

Student's progress while they are assigned to the DAEP will be monitored. It is our desire that students learn to be responsible for their own actions. Consequences naturally will follow various inappropriate choices or poor decisions while student will earn the rewards when he/she has made more appropriate choices and demonstrated the ability to successfully function within a structured school setting. Failure to follow the DAEP rules could result in detention, suspension, additional placement at DAEP, or expulsion.

LEVEL I—Students in Level I are not allowed to have contact with any other students during normal DAEP school hours and must get permission to talk to the DAEP instructors. Level I students are not allowed to get out of their seats without first getting permission from a DAEP instructor. Level I students are the last to receive permission to get their breakfast and lunch, and the last to be dismissed at the end of the day. Level I students are supervised at all times. Level I students can move to Level II by earning sufficient points through good behavior and following all DAEP rules. On average, students will spend at least five consecutive days in Level I.

LEVEL II—Students in Level II gain the privilege of being able to talk quietly to other Level II students. These students are supervised from a distance. Other privileges may be granted as appropriate. All other Level I rules apply to Level II students. A Level II student must earn a specified number of points each week to remain in Level II. Failure to earn the required number of points in a week, a suspension, or any other inappropriate behavior will result in the student moving back to Level I. A student, then, must earn their way back to Level II through the accumulation of required number of points for good behavior.

Level I and Level II students must follow the DAEP handbook, SCOC, and all behavioral expectations. General DAEP classroom rules include, but not limited to the following:

- Be respectful to all DAEP staff members, other students, and visitors and/or guests (persons, property, space, etc.) at all times.
- Have all necessary materials and be ready to start on time.
- Remain on task and stay focused on goals throughout the day.
- Raise your hand and wait in an appropriate manner until your request is received and considered and you have received permission to move away from their designated area or ask a question/make a comment.
- The SCOC and Dress Code of the DAEP will be strictly observed.

The items listed below are the criteria that will be used to determine reduction of days at DAEP:

- Attendance
- Conduct
- Academics
- Dress code
- Exceeding goals

Students can earn the right for a half-time review and the opportunity for early dismissal from the DAEP and back to their home campus if the student has perfect attendance, shows good behavior, and successfully completes all academic assignments.

DISCIPLINE MANAGEMENT TECHNIQUES & PROCEDURES

If a student's behavior while he/she is receiving their educational services at the DAEP so warrants, law enforcement officials will be called. Violations of this nature might include, but are not limited to:

1. Using, exhibiting or possessing a weapon,
2. Committing violent offenses,
3. Sexual misconduct,
4. Drug offenses,
5. Retaliation, and
6. Other misconduct.

Students who violate the SCOC shall be subject to any or all of the following disciplinary actions:

1. mandatory counseling by teachers, special services agencies, or the DAEP principal;
2. student-parent conferences;
3. time-out;
4. behavioral contracts;
5. assigned school duties other than classroom tasks;

6. verbal correction;
7. temporary confiscation of items that disrupt the educational process;
8. withdrawal of privileges;
9. referral to the office;
10. detention;
11. probation;
12. rewards or demerits;
13. referral to an outside agency and/or authority for criminal prosecution in addition to disciplinary measures imposed by the district;
14. in-school suspension;
15. out-of-school suspension;
16. expulsion,
17. emergency expulsion; and
18. judicial proceedings.

SUSPENSIONS

The intent of the suspension policy and procedure is to provide for the safety of the student(s) involved, other students, and staff; protect the integrity and environmental conditions of our educational programs and support areas (i.e. classroom, offices, and other work areas); and protect the due process rights for students, parents, and staff.

The suspension of a student should occur only for reasons in Chapter 37: Education Law and Order and the Student Code of Conduct. In situations involving progressive discipline measures, suspension should be a final recourse. The maximum suspension implemented by the DAEP administrator is for three consecutive days.

CLASSROOM SUSPENSION PROCEDURES

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

ROUTINE REFERRAL

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

FORMAL REMOVAL

A teacher or administrator **may** remove a student from class for a behavior that violates this SCOC to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Texas Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator shall schedule a conference with the student's parent, the student, the teacher, in the case of removal by a teacher, and any other administrator.

At the conference, the appropriate administrator shall inform the student of the misconduct for which he or she is charged and the consequences. The DAEP administrator shall give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- another appropriate classroom,
- in-school suspension,
- out-of-school suspension, or
- DAEP.

CLASSROOM SUSPENSION PROCEDURES

1. The staff will escort the student to the DAEP administrator's office. The teacher will complete a disciplinary referral form for students being recommended for removal.
2. The student will be given the opportunity to prepare a written statement in response to the removal.
3. The staff will contact the parent/guardian to inform him/her of the removal and to determine how the student is to leave campus.
4. If the parent cannot be contacted, the student will remain in the administrator's office until 30 minutes after his/her school day has ended.
5. If the parent or guardian gives permission for the student to leave campus, the staff will note that information on a **PARENT CONTACT LOG** located in the administrator's office.
6. If a parent conference is required, the parent and the student must be present before the student can return to school. The AEP administrator will attend this conference if requested by either party, or if the administrator determines his/her presence is appropriate.

ADMINISTRATIVE STUDENT SUSPENSION PROCEDURES

1. A staff member will escort the student to the administrator's office and notify the administrator.
2. The teacher will give the administrator, police officer, or probation officer (when applicable) on site a disciplinary referral form that details behavior interventions attempted. If the situation persists, the student will be asked to write or state his/her perspective of the incident.
3. If the student is disruptive or uncooperative in the office, additional days of suspension may be given. If the student continues to be disruptive or disorderly, campus police officers will be contacted to have the student removed from the campus.
4. The administrator will contact the parent/guardian/probation officer (when applicable) to inform him/her of the suspension and to determine how the student is to leave the campus.
5. If the parent cannot be contacted, the student will remain in the administrator's office until 30 minutes after his/her school day has ended.
6. If the parent/guardian gives permission for the student to leave the campus, the administrator or the probation officer (when applicable) will note that information on the **PARENT CONTACT LOG** located in the administrator's office.

The administrator will contact the parent/guardian/probation officer (when applicable)/teacher (and others as needed) to attend a conference before the student may return to school.

When imposing disciplinary actions, district personnel and the DAEP principal shall adhere to the following guidelines: discipline consequences will be administered when necessary to protect students, school employees, or property and maintain essential order and discipline; students shall be treated fairly and equitably; discipline shall be based on a careful assessment of the circumstances of each case; factors to consider shall include the seriousness of the offense, the student's age, the frequency of the misconduct, the student's attitude, the potential effect of the

misconduct on the school environment, other pertinent factors such as self-defense, and the requirements of State law and the SCOC. A disabled student's Individual Education Plan (IEP) which addresses the student's special needs will be reviewed prior to determining disciplinary action.

The DAEP will use the Texas Education Code (TEC) Chapter 37—Safe Schools: Law and Order Unit and the SCOC—to determine the appropriate disciplinary responses to offenses committed both on and off campus.

DISCIPLINE FOR SPECIAL EDUCATION STUDENTS

Students identified as disabled pursuant the Individuals with Disabilities Education Improvement Act (IDEIA) will be disciplined in accordance with federal and state law as set forth in the Special Education Standard Operating Guidelines and procedures developed by the administration.

REPORTS TO LOCAL LAW ENFORCEMENT

The DAEP principal or a person designated by the DAEP principal shall notify the CCISD police department if he/she has reasonable grounds to believe that any of the following activities occur in school, on school property, or at a school sponsored or school related activity on or off school property, whether or not the activity is investigated by the school police officers:

1. Conduct that may constitute an offense listed under Section 8 (2) Article 42.18, [Code of Criminal Procedures](#);
2. Deadly conduct under Section 22.07, [Texas Penal Code](#),
3. A terroristic threat under Section 22.07, [Texas Penal Code](#),
4. The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana under Chapter 481, [Texas Health and Safety Code](#);
5. The possession of any of the weapons or devices listed under Sections 46.01 (1) – (14) pr. Section 46.01 (16), [Texas Penal Code](#),
6. Conduct that may constitute a criminal offense under Section 71.02, [Texas Penal Code](#).

Because school discipline is independent of criminal proceedings, disciplinary consequences may not be postponed pending the outcome of any criminal proceeding or affected by the outcome of any criminal proceedings.

CRYSTAL CITY POLICE DEPARTMENT

The CCISD Police Department works closely with the surrounding police departments to assist all CCISD schools and functions. The CCISD Police Department investigates acts that would be considered a violation of the law or harmful to CCISD schools or students. CCISD police officers are commissioned and have the authority to arrest violators of the law both on and off District property. They may also issue citations for violations of the [Texas Penal Code](#).

USE OF TRAINED DOGS

Trained dogs' sniffing of cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker, vehicle, or any personal item not in the student's immediate possession provides reasonable cause for a search reasonably reliable in indicating that contraband is currently present.

INTERROGATIONS AND SEARCHES

Securing order and safety is a vital part of the educational program offered at AEC. To that end, daily searches are conducted as students enter the AEC and additional searches may be conducted at any time appropriate school

personnel conclude there is a reasonable suspicion to conduct a search. During all daily searches, the following procedures may be used as a guide:

- Males will be searched by males and females will be searched by females.
- Students will take all items out of their pockets and place on a table to be searched.
- No personal items will be retained by students such as makeup, wallets, keys, brushes or combs, etc. These items will be placed in an envelope and kept by the AEC administrator. Any prohibited item found will be confiscated and not returned, except to a parent or guardian, after the student has completed their DAEP placement.
- Pockets will be pulled inside out. Any remaining areas in pockets that cannot be fully exposed by being pulled inside out will be investigated by faculty by inserting their hand into the pocket with their hand facing out, unless circumstances are such that this procedure is not feasible.
- Pant legs and the back of shirts will be patted down.
- Student will remove their shoes and socks for inspection.
- A metal detector will be used to look for metal objects.
- All books and folders will be searched.

In addition to the daily searches described above, school administrators have the right, upon reasonable suspicion, to search a student, item(s) carried or possessed by a student, found on the student's person, or found in a student's pockets.

Desks and any other fixture or facility provided for a student are the property of the District and remain under the jurisdiction and control of the District even when assigned to an individual student. School administrators may, at any time, conduct searches or use other detection devices with respect to all desks and any other fixture provided for student use, whether or not the student is present. Pursuant to District Policy FNF (LOCAL), students are hereby put on notice that: (1) lockers may be sniffed by trained dogs at any time; (2) vehicles parked on school property may be sniffed by trained dogs at any time; (3) classrooms and other common areas may be sniffed by trained dogs at any time when students are not present, and (4) if contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the District's Student Code of Conduct, and the contraband shall be confiscated.

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of school discipline, students have no claim to the right to incriminate themselves. For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA (LOCAL).

QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities wish to question or interview a student at the AEC, the administrator will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The administration 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 at school.
- The administration ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the administration considers to be a valid objection.
- The administration ordinarily will be present unless the interviewer raises what the administration 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 law enforcement officer(s), if there is probable cause to believe 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.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the administration will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The administration will immediately notify the superintendent and will ordinarily attempt to notify the parent or guardian unless the officer or other authorized person raises what the administration considers to be a valid objection to notifying the parents. Because the administration does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

NOTIFICATION OF LAW VIOLATIONS

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors;
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors;
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

For further information, see policy GRA (LEGAL)

NONVIOLENT CRISIS INTERVENTION (NCI)

Each staff member at the DAEP has been trained in the techniques of NCI, and they are updated each school year. NCI is a program designed to focus on the management and welfare of disruptive, assaultive, or out-of-control individuals (that could cause danger to self or others). Permission is granted for the staff to restrain the child in the event he or she becomes a danger to self or others.

The two parts to NCI are preventive and therapeutic physical intervention. In the preventive technique the following methods can be used:

- Nonverbal to prevent acting out behaviors;
- Verbal for de-escalation of verbal acting out;
- Physical personal safety to avoid student or staff injury if the behavior escalated to physical levels.

In physical intervention the following methods can be used:

- Team intervention strategies;
- Physical control when necessary;
- Post-intervention after acting out behavior has occurred.

These methods are designed to be effective and safe for defusing out-of-control individuals.

CHILD ABUSE

Child abuse means a physical injury which is inflicted on a child by other than accidental means by another person. Child abuse includes the sexual abuse of a child. Child abuse can also mean neglect of a child. Child abuse does not mean a mutual fight between minors. By law, all instances of suspected child abuse must immediately be reported to the local Child Protective Services (CPS) or Police Department. A written report must be submitted within 24 hours of receiving information of the incident. Any person reporting a known or suspected instance of child abuse shall not incur civil or criminal liability as the result of any report unless it can be proven a false report was deliberately submitted. All reports shall be confidential.

HARRASSMENT

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment including employees. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy also includes stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. Sexual and racial/cultural harassment includes, but is not limited to, any unwelcome or unwanted sexual advances or any other verbal, written or physical conduct of sexual advances or other verbal, written, or physical conduct of a sexual nature that is unwanted or unwelcome to a student or staff member. Racial/Cultural harassment includes, but is not limited to, racial slurs, degrading remarks and comments of an inflammatory nature. Students who are harassing other students or staff will face progressive suspension or may face expulsion/exit from program.

CONTACTING AEC STAFF

There is a telephone in each classroom for staff use only. Students are not allowed to receive calls while in class; however, our teacher's emails are listed below:

dina.briones@crystalcityisd.org

norberto.cardona@crystalcityisd.org

cassandra.mata@crystalcityisd.org

isidro.rios@crystalcityisd.org

jesse.tapia@crystalcityisd.org