

Hitchcock High School

DAEP

Disciplinary Alternative Education Program



Handbook

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Guidelines and Handbook

Program Description

The Disciplinary Alternative Education Program (DAEP), established under Chapter 37 of the Texas Education Code, is an alternative learning setting for students who have exhibited serious or persistent misbehavior to allow the student to return to the regular classroom. All course work originates from the home campus teacher and the DAEP staff. The Hitchcock ISD calendar will be followed at the DAEP campus. Class time: 7:10am-2:30pm. (Times may be adjusted).

DAEP follows the Hitchcock ISD school calendar and will observe school closings or late/early release days. In case of inclement weather, the DAEP will observe the same procedure as the rest of the district. Announcements will be made on local radio and/or TV if the school will be closed.

Behavior Modification

The primary objective of the DAEP program is to foster a positive change in student behavior, which allows the student to return to the home campus to continue his or her education. By providing the student with an intense, highly structured environment away from the home campus, it is felt that the student will be better able to:

1. Understand the misbehavior/consequence relationship.
2. Analyze the behavior which resulted in the assignment to DAEP.
3. Accept responsibility for that behavior.
4. Develop an appreciation for the opportunities afforded on the home campus.
5. Modify behavior so as not to return to DAEP, or be faced with expulsion.

In-Take Hearing

An in-take conference is required before the student can be admitted into the DAEP. Both the student and a parent/guardian must meet with a Hitchcock High School campus administrator. *The parent/guardian has 48 hours from the time of the hearing to appeal the administrator recommendation to the building principal.*

Learning

Classroom assignments are provided by the home campus teachers of record, or completed with credit recovery on the computer, and administered by DAEP staff to students. Work must be neat and legible. Work deemed not acceptable by staff will not be accepted. *Students must complete all work prior to being released back to the high school campus.*

Length of Stay at DAEP

Students are assigned to the program for a specific number of successful days. Successful days are defined as following the DAEP policy and rules, and are recorded with the point system. Violation points for unacceptable behavior count *against* successful days, bonus points for good behavior count *toward* successful days.

The number of assigned successful days is determined by the principal, or designee, at the home campus and is based on the severity of the offense. DAEP terms will normally be for 30, 45, or 60 days. The required number of successful days must be completed before the student can return to the home campus. Suspensions or absences, excused or un-excused, will not be credited toward the required number of successful days. *The student must be present and successful in the DAEP classroom for the time to be credited.*

Additional Program Days

Students are expected to follow the Hitchcock ISD DAEP Policy. *Violations will result in additional time added to their term, and/or suspension.*

Trespassing

Senate Bill I prohibits students in a DAEP setting from participating in, or attending any, and all Hitchcock ISD school related activities, even when accompanied by a parent or guardian. DAEP students caught on campus, or at Hitchcock ISD school activities or events, will be charged with trespassing.

Transportation

Transportation is the responsibility of the student's parents/guardians. Once students arrive on campus, they must immediately report to the DAEP classroom. Students must be checked in, or leave campus. Students may not be tardy to DAEP class check-in. If tardy, one day will be added to the DAEP term. Once students are released at the end of the day, they must immediately leave campus, unless waiting on the sidewalk for the approved transportation to arrive at the horseshoe driveway from Neville Rd., or, go directly to their approved transportation waiting in the parking area nearest the DAEP campus. If raining, the students may wait for their approved transportation on the classroom porch, under the awning. When students are released for the day, they may not ride with another student who has legally driven to DAEP, or allowed to ride from DAEP with someone who is not on the verified contact list. Transportation exceptions will be mandated and determined by an ARD review meeting.

Responsibilities of Students and Parent/Guardians

If the DAEP is to be an effective and productive experience for the student, both the student and parent/guardian must accept certain responsibilities.

Student responsibilities. To be successful in the DAEP, the student must:

- *Maintain consistent and punctual attendance.
- *Complete assigned work in a conscientious and timely manner.
- *Comply with established district policies and code of conduct.
- *Comply with all rules, policies, and procedures of the DAEP.
- *Work cooperatively with DAEP staff.

Parent responsibilities. To help your child experience success in the DAEP, the parent/guardian must:

- *Promote consistent and punctual attendance.
- *Transportation is the parent/guardians responsibility.
- *Provide prescribed medicine when applicable
- *Attend any additional conferences needed to review status or progress.
- *Listen to, and consider any recommendations made by the staff.

A student who must leave during the day, must be checked out by a parent/guardian through the front office at the high school campus. Students assigned to DAEP may not check themselves out, even if they are 18 years of age, or older.

Excused absences are defined by the student's home campus. ***Excused absences do not excuse a student from missed assignments, or days/time credited toward the DAEP term. Students must be present in DAEP class for days/time to be credited.*** Attendance is required each day during the school instructional year unless the student is otherwise legally exempt, or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, or from any class, will be considered truant and subject to disciplinary action.

Visitors

Visitors are not allowed on the DAEP campus or classroom. If a person needs to contact, or come to the classroom for any reason, the visitor must check in with the Hitchcock High School front office secretary, be identified, and verified that they are on the contact list before coming to the DAEP classroom. The front office will then call the DAEP classroom to notify and obtain permission for the visit.

Expulsion

Expulsion from school will be the last resort for students who cannot follow DAEP rules and policy. It is our belief that students require an education. However, persistent, excessive or severe discipline referrals may result in placement in the Coastal Alternative Program (CAP), and/or a citation by the police. If a student is involved in a felony offense while at Hitchcock DAEP, a recommendation for expulsion will be made to the superintendent.

Completing DAEP Term

When the DAEP term is completed, the student will return to the high school campus. If the student receives one significant discipline referral after returning to the high school, the student will return to DAEP for a new term.

Sexual Harassment

Students must not engage in unwanted, and/or unwelcome verbal or physical conduct of a sexual nature directed toward another student or employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including sexual favors. *Students may not touch another person at anytime.*

Police Involvement

The police department will be called in any case where the law is violated.

1. Assault on staff or students.
2. Weapons on campus.
3. Drugs or alcohol use, possession, or sale.
4. Leaving school property without permission.
5. Destruction or theft of school property.
6. Sexual harassment.
7. Severe disruption of class.
8. Any situation deemed necessary by the administration.

Government Authorities

Questioning of Students

When law enforcement officers, or other lawful authorities, wish to question or interview a student in DAEP:

1. The teacher will verify and record the identity of the officer, or other authority, ask for an explanation of the need to question or interview the student, then notify the DAEP Administrator.
2. The teacher will make reasonable efforts to notify parents unless the interviewer presents what the teacher considers to be a valid objection, and inform the DAEP Administrator of the objection upon arrival.
3. The principal ordinarily will be present unless the interviewer presents what the DAEP Administrator considers to be a valid objection.

Students Taken Into Custody

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

1. To comply with the order of the juvenile court.
2. To comply with the laws of arrest.
3. By law enforcement officer if there is probable cause to believe the student has delinquent conduct, or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or 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.

Before a student is delivered to a law enforcement officer, or other legally authorized person, the teacher 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 teacher will immediately notify the DAEP Administrator, and will ordinarily attempt to notify the parent unless the officer, or other authorized person, presents what the teacher considers to be a valid objection to notifying the parents.

Point System

- Students are assigned a set number of days in DAEP.
- Students earn points daily.
- Each day is worth 100 points.
- The point system is an incentive for good behavior, self esteem, and self accomplishment.
- Students must get their points to zero to complete their term, by completing the required number of *successful* days.

Earning Points

- Earning **ALL** 100 points 5 days in a row will earn students a bonus credit of 100 points.
- Any violation will result in a re-start of the 5 days in a row bonus policy the next day.
- Violations of rules can count against daily points, resulting in longer stay in DAEP. For example: Talking W/out permission, 10 points added; Cursing, 10 points added; Out of seat without permission, 10 points added, etc.

- Continued violation in the same day: Points will be increased for each violation of the same rule in a single day, for example: 1st violation 10 points; 2nd violation of the same rule 20 points; 3rd violation of the same rule 50 points. If 100 points are reached in a single day, the student will be suspended and the day will not count toward a successful day.
- Earning bonus points give the students the opportunity to make up for inappropriate behavior, or rules violations. This allows the students to correct discipline issues, and earn bonus points for good behavior.
- Various bonus activities are offered to students to earn bonus point credits, as well as good behavior point credits.

Crosby Middle School Campus:

- Students aren't allowed to loiter on the CMS campus at anytime. The Hitchcock DAEP Campus is located starting at the classroom, following the driveway eastbound, leading to the north sidewalk, to Neville Rd. Students aren't allowed to cross this pathway at anytime without DAEP teacher supervision. Students aren't allowed in the Crosby Middle School parking lot at anytime.

Search:

- All students, and any items, brought into the classroom are subject to search at anytime. Students will be required to pass through a metal detector or a wand device upon entering the classroom.

Restroom Breaks:

- Students are given a restroom break at mid-morning, and mid-afternoon. They are expected to leave the restroom neat and clean.

Breakfast and Lunch

- Breakfast and a sack lunch will be delivered to the classroom. (Breakfast will not be served if the student is tardy after the breakfast order has been placed.)
- Student may bring a sack lunch from home. (Candy, gum, soft drinks, fast food, etc., aren't allowed in the classroom)
- Students may bring an un-opened bottle of water only for their drink. (A water fountain is provided in the classroom)
- Students will turn in the sack lunch for inspection when entering the classroom.

- Lunch may not be delivered to the classroom, and will be turned down. (An appropriate lunch may be brought to HHS for inspection and administration delivery only. DAEP and Federal School Nutrition Guidelines must be followed)
- Lunch will be 30 minutes in length.

Doorways:

- Students aren't allowed to open, or pass through ANY doorway unless instructed by the DAEP teacher.

Violations

- Full Day Absences: 100 points each day (no points added)
- Partial Day Absences: 10 points each class period.
- Tardy: Students may not be tardy to DAEP class check-in. If tardy, one day (100 points) will be added to the DAEP term. Class check-in starts promptly at 7:10am. Students must be at the door waiting to be checked into the classroom.
- Dress code:
 1. Students will not be allowed into the classroom until compliance with the DAEP dress code and all other Hitchcock ISD Student Code of Conduct dress code policy is met.
 - DAEP UNIFORM: White collared shirt and khaki pants. Shirt may be long or short sleeve. Pants shall not have any holes, tears, or rips, with no zippers other than the front fly.
 - Shirt must be tucked in at all times.
 - Shirts must be buttoned completely, with the exception of the top button.
 - Pants must be long enough to reach to the ankles.
 - Shoe laces must be tied properly. Boots may be worn with pants covering the outside of the boots. Shoes must be closed toe with a solid back.
 - No type of head covering, hats, scarves, headbands, bandannas, bows, hair rollers, hair nets, combs, rakes, or picks are permitted. Pony tail holders, such as a small barrette or rubber band, are permitted.
 - Tattoos must not be visible.
 - Hair shall be neat and clean, and shall not be colored or dyed an un-natural color.
 - Sunglasses are not permitted.
 - Necklaces must be kept inside the shirt and not visible. Chains such as wallet chains, choker chains, pockets chains, and the like will not be permitted.

- Earrings will be stud style only, with two per ear allowed. Non-Traditional piercings such as nose, lip, tongue, eyebrow, or body rings are not permitted.
 - “Sagging” pants will not be allowed or tolerated.
 - Students must remain in dress code until completely off campus.
 - Jackets or hoodies aren’t allowed to be worn in the classroom. (Teacher will determine if students will be allowed to wear jackets outside of classroom due to inclement weather).
- If student does not remain in compliance, instructor will send the student home for the remainder of day.
- Classroom temperature is maintained at approximately 72 degrees during the school year, while students are in session.
- Backpacks, purses, bags, containers such as lip balm or chapstick, make-up, etc. aren’t allowed in DAEP, and students will not be allowed to enter classroom if arriving with any of these items. All supplies necessary to complete assignments are provided.
- Females Students: Feminine products are temporarily supplied in DAEP from the nurse’s office in case of an emergency. Students will not be allowed to go home, and should be prepared. Pants are supplied in case of emergencies.
- Violation of Computer Policy:
 1. Students will have a point increase with violation of computer policy (Use of computer for non-educational purposes). Students will only be allowed to use computer to complete required class work, if necessary.
 2. Students will be accommodated to complete assigned work.
1st offense 10 points; 2nd offense 20 points; 3rd offense 50 points
- Insubordination/Non-Compliance: Students *MUST* follow all instructions and directives from teacher and staff. 1st offense 50 points; 2nd offense in the same day possible suspension and/or no points credited if compliance is not met.
- Disrespect: Improper gesture and/or comments to or about another person. 1st offense 50 points; 2nd offense in the same day possible suspension and/or no points credited.
- Inappropriate Discussion: Using or saying words that include profanity, drugs, drinking alcohol, fighting, violence, sexual, etc.) 1st offense 10 points; 2nd offense 20 points; 3rd offense 50 points.
- Out of seat without permission: Students *MUST* raise their hand and receive permission to move around the classroom, and return to their seat immediately when instructed. 1st offense 10 points; 2nd offense 20 points; 3rd offense 50 points.
- Use of Phone/Electronic Devices: Students aren’t allowed to use and/or possess ANY phone or electronic device while in DAEP.
 1. Students must check in all cell phones when entering the classroom at the beginning of the day.
 2. Phones will be returned when students are released at the end of the day.

3. Refusal will result in the student not being allowed into the classroom.
4. If it is found that a student has possession of a cell phone after being checked into the classroom, the phone will be taken, and turned in to the High School Administration. Refusal may result in suspension.
5. When a phone has been turned into High School Administration, normal phone policy will occur. (Phone policy handout).

Graffiti/Destruction of School or Personal Property:

- Writing, carving with a sharp object, destruction or misuse of any school or personal property will not be tolerated, and may be considered a *criminal offense*. Items include, but are not limited to books, walls, desks, chairs, doors, windows and window shades (may not touch), bathroom fixtures, misuse of toiletries, etc.

Other:

Sickness.

The nurse will be called, students must wait for the nurse to arrive, be examined, and the decision to be sent home due to the illness will be made by the nurse only. The nurse is unavailable from 8:00am-10:00am on a daily basis. Students must remain in class until she arrives, or is available. All emergencies will be appropriately addressed if an occurrence takes place. 911 will be utilized in certain occurrences.

Phone calls.

Students aren't allowed to make, accept, request, or request a teacher, faculty, or staff member to place any phone calls on their behalf while in DAEP, before, during, or after school.

Note:

Hitchcock DAEP follows and complies with Chapter 37 of the Texas Education Code, Hitchcock ISD Policy, Hitchcock High School Policy, and Hitchcock DAEP Policy and Rules. You may refer to any of these at anytime.

I have read, acknowledged, and understand the rules and policy for Hitchcock DAEP.

Student Print

X _____
Student Sign

Parent Print

X _____
Parent Sign

Date: _____

Criminal Trespass Warning

This is to inform you that you are restricted from *all* Hitchcock ISD property, games, athletic events, social events, or activity while assigned to DAEP, even when accompanied by a parent or guardian. If you appear at *any* event or activity relating to Hitchcock ISD, or appear on Hitchcock ISD property, you will be arrested in violation of Section 30.05 of the Texas Penal Code, and/or Section 37.107 of the Texas Education Code which states:

Sec. 30.05. CRIMINAL TRESPASS. (a) A person commits an offense if the person enters or remains on or in property of another without effective consent and the person:

- (1) had notice that the entry was forbidden; or
- (2) received notice to depart but failed to do so.

(b) For purposes of this section:

- (1) "Entry" means the intrusion of the entire body.
- (2) "Notice" means:

(A) oral or written communication by the owner or someone with apparent authority to act for the owner.

Sec. 37.107. TRESPASS ON SCHOOL GROUNDS. An unauthorized person who trespasses on the grounds of any school district of this state commits an offense.

Student Print

X _____
Student Signature

Date

Parent Print

X _____
Parent/Guardian Signature

Date

Student Contact Information

Parent Contact Information:

Parent/Guardian 1 (Print) _____

Cell Phone _____

Home Phone _____

Work Phone _____

Parent/Guardian 2 (Print) _____

Cell Phone _____

Home Phone _____

Work Phone _____

Emergency Contact Information:

Name (Print) _____

Cell Phone _____

Home Phone _____

Work Phone _____

Student Information Checklist

Student _____ Date _____

Student I.D./Lunch Number _____

D.O.B. _____

Age _____

Grade Level _____

Length of Term _____

Class Schedule/Student Information Attached? Yes No

Medication? Yes No

Medication Schedule: _____

Probation/Parole? Yes No

Special Ed.? Yes No

Behavior Plan? Yes No

Behavior EIP? Yes No

Modifications? Yes No

504? Yes No

Are accommodations attached? Yes No

Reason for placement: _____

Additional Notes/Information: