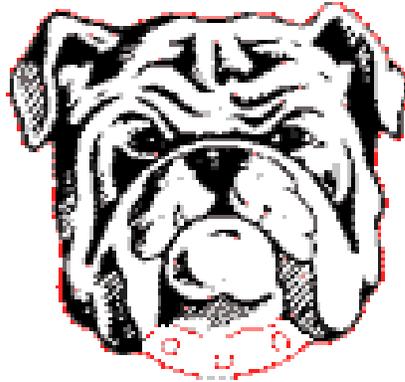


Hitchcock Independent School District

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**Disciplinary Alternative  
Education Program  
(DAEP)**

**Crosby Middle School  
Handbook**

**2012-2013**

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# Hitchcock Independent School District

## Disciplinary Alternative Education Program for Crosby Middle School

### Student Handbook

#### **Disciplinary Alternative Education Program Guidelines**

##### 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 on their home campus. The goal of the program is behavior modification 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 school calendar will be followed. DAEP hours are 7:10 a.m. - --2:10 p.m. The DAEP is located in the Hitchcock High School portable building.

DAEP follows the Hitchcock ISD school calendar and will observe school closings or late arrival/ 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 the 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 the DAEP, or be faced with expulsion.

For an expulsion recommendation. Students may work off added days through good behavior.

- Senate Bill I prohibits students in A DAEP setting from participating in or attending all school-sponsored activities, even when accompanied by a parent.

### In-Take Conference

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 designated staff member.

### Learning

Classroom assignments are provided by the home campus teachers for DAEP staff to administer to students. The high volume of class work, coupled with a demand for timely and accurate completion, provides a stimulus which helps to attain the desired behavior modification goal. Students are required to bring all of their books (if assigned), material, and long term assignments. They must supply their own loose leaf paper, pencils, and pens. All 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 campus.**

### Breakfast/Lunch

Students will eat breakfast and lunch in the classroom. Breakfast is available for \$1.00 and a hot lunch is available for \$1.85 from the school cafeterias. No snack bar items will be offered. The DAEP is part of the National Lunch Program and offers free and reduced priced meals based on a student's financial need. If the student qualified on his home campus he/she will also qualify at the DAEP. Students are welcome to bring a sack lunch from home. Microwaves are not available. No soft drinks are allowed. **Sack lunches are subject to search.**

### Transportation

Transportation to and from the DEAP is the responsibility of the students' parents/guardians. No transportation will be provided unless mandated by an ARD meeting. Students are expected to be in their assigned seats at the beginning of the day.

### Length of Stay at DAEP

Students are assigned to the program for a specific number of **successful** days. This is determined by the principal or designee at the home campus and is based on the severity of the offense. DAEP assignments 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. An unsuccessful day will result in the student being recycled in the program.

This means that he/she will have a discipline referral written and must begin the program from level one of the level system. The day will not count as a successful day. Two discipline referrals can cause the student to be recycled and be suspended for not more than three days. Suspensions will result in additional days being added to student's assignment to meet the required number of successful days. A third referral can be cause for an expulsion recommendation. Students may work off added days through good behavior.

- Senate Bill I prohibits students in a DAEP setting from participating in or attending all school-sponsored activities, even when accompanied by a parent. DAEP students caught on campus or at school events will be cited for trespassing.

### Additional Program Days

Some rule violations are not serious enough to warrant automatic recycling in the program, yet merit more than just a “strike”. When such rule violations as those listed below occur, a day may be added to the number of consecutive successful program days that must be completed.

1. Failure to complete assignments satisfactorily within the time limit given.
2. All dress code violations
3. Tardiness of more than fifteen minutes
4. Possession of any item not specifically used for school work (e.g. CD's, magazines, etc.)

If this is the first time a student has been assigned to the DAEP, when he/she has completed at least 5 successful days at Level III and  $\frac{3}{4}$  of assigned DAEP placement time he/she may be able to earn up to 5 days taken off any days that have been added to their assignment by the DAEP Instructor (but not the initial assignment itself).

### Police Involvement

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

### Responsibilities of Students and Parents

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

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

- Maintain consistent and punctual attendance
- Bring all books and supplies necessary to do assignments
- Complete assigned work in a conscientious and timely manner.
- Comply with established district policies and Student Code of Conduct
- Comply with all rules, policies, and procedures of the DAEP
- Work cooperatively with the DAEP staff.

2. Parent/Guardian 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 recommendation made by the staff

**It is the responsibility of a parent/guardian to notify the attendance office at 409 316-6542) by 7:10 a.m. if their child will be absent from school. Upon returning the student must have a note signed by a parent.** If the absence was due to a medical appointment, the student must have the original note signed by the attending physician.

*A student who must leave during the day must be checked out by a parent or guardian through the home campus. Students assigned to a 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. Attendance is required each day during the instructional year unless the student is otherwise legally exempted 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.

### The Routine Day

The normal day follows the routine outlined below.

1. Once arriving on campus, the student immediately goes to and enters the DAEP building. Students are to report no later than 7:10 a.m.
2. Any middle school students entering the classroom after the start of the day will be considered tardy. Tardiness of less than fifteen minutes will result in a “strike.” Three strikes and the student will be issued a discipline referral. Tardiness of more than fifteen minutes will result in an absence and a day being added to the student’s number of successful days needed to complete the program.

3. Students are given a restroom break at mid-morning and mid-afternoon. They are expected to leave the restroom neat and clean. Failure to do so will result in a discipline referral.
4. Lunch is thirty minutes in length. Students will eat lunch in their classroom. Lunch is ordered at the beginning of the day. If your child qualifies for a free/or reduced lunch on their home campus they will also qualify for one in the DAEP. Students may choose to bring a sack lunch from home, but sack lunches are subject to search. No soft drinks or gum are allowed.
5. Students are normally dismissed from the DAEP at 2:10 p.m .and must be picked up no later than 2:30 p.m. Under no circumstances are students allowed to enter campus buildings, or be on school property after leaving the DAEP campus.

### DAEP Dress Code

Dress code for Crosby Middle School DAEP is khaki pants and white shirt. Shirts may be either pull over or button down and must be tucked in at all times. The remaining campus dress code rules (belts, shoes, etc.) will be enforced in DAEP. Students clothing should be clean, in good repair and without holes. When the dress code is violated, the parent/guardian will be notified and the student will be given an opportunity to comply with dress code. If the student is unable to comply, he/she will be recycled to level one and the day will not count as a successful day. Habitual violations of dress code will result in suspension.

### Prohibited Items

Cell phones, radios, walk-mans, disc-man, portable CD players, I-pods, MP3 players, beepers, games, headphones, or any electronic materials are not allowed in DAEP at anytime during the school day. Any item not specifically used for school work will be considered prohibited. All prohibited items will be confiscated and an administrative fee of \$15 will be charged for return to parents.

### Discipline Management Plan

When a student attends the Hitchcock Discipline Alternative Education Placement Program, they will be subject to the rules established by the staff of the DAEP and superintendent of the district. For educational success or safety of the students, a staff member's directive will supersede written policy. A student will enter a level system of discipline management whereby the correct and expected behaviors of the student will allow the student to progress through the levels of placement. The student is required to comply with school rules and documentation is kept of their progress. If students are non-compliant with school rules, they will extend their time in the Hitchcock DAEP until there is consistent demonstration of appropriate school behavior.

## Disciplinary Action

Disciplinary Management techniques shall be administered when necessary to protect students, school employees, property, and to maintain essential order. Students will be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances. The following are some of the discipline options:

1. Strikes
2. Recycle in level system
3. Additional days to DAEP assignment
4. Removal from school to home (suspension)
5. Expulsion --3 major discipline referrals during a DAEP assignment may be cause for expulsion by the home district, resulting in assignment to the county Juvenile Justice Alternative Education Program(JJAEP).
6. Citation by police

The probation officer will be contacted if a student on probation is assigned to DAEP and their office will be notified of any offense committed at school, including absences.

## Expulsion

Expulsion from school will be a last resort for students who cannot follow school/DAEP rules. It is our belief students require an education. However, if a student is involved in a felony offense while at the Hitchcock DAEP a recommendation for expulsion will be made to the superintendent. If a student demonstrates chronic, non-compliance of school policy at DAEP, he/she may also be recommended for expulsion following all attempts at intervention.

## Sexual Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or an employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and employees with courtesy and respect, avoid any behavior known to be offensive, and to stop these behaviors when so directed.

## Fighting

Fighting is a severe, disruptive activity and there is zero tolerance on this issue. Students who fight in DAEP will be cited, suspended from school for three days and return to DAEP on Level I with no credit given for the suspended days. A repeat of the offense will result in a recommendation for expulsion.

## Police Intervention

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

## *Questioning of Students*

When law enforcement officers or other lawful authorities wish to question or interview a student at the 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 raises what the teacher considers to be a valid objection (also inform DAEP Administrator of objection upon arrival).
3. The principal ordinarily will be present unless the interviewer raises 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 an order of the juvenile court
2. To comply with the laws of arrest
3. By a law enforcement officer if there is probable cause to believe the student has engaged in 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 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 raises what the teacher considers to be a valid objection to notifying the parents. Since the teacher does not have the authority to block a custody action, notification will most likely be after the fact.

# Hitchcock Independent School District District Alternative Education Program

## Acknowledgement of Receipt of Guidelines

We, the undersigned, do hereby acknowledge receipt of the Hitchcock ISD DAEP Guidelines packet to which this document was attached. We also acknowledge that the following topics were discussed in the packet:

1. Program description
2. Length of program stay
3. Recycling in the program
4. Assessment of extra days
5. Days credited
6. Routine Day
7. Discipline Management Plan
8. Police involvement
9. Transportation
10. Textbooks and materials
11. Lunch
12. Student/guardian responsibilities
13. Dress code

We further acknowledge an understanding of, and a willingness to accept, the student and parent/guardian responsibilities presented.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Employee Signature

\_\_\_\_\_  
Date

## Student Contact Information

### *Parent Contact Information:*

Parent/Guardian (Print) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

### *Emergency Contact Information*

(1) Name (Print) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

(2) Name (Print) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

(3) Name (Print) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

## Criminal Trespass Warning

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

*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 that 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 a Class A misdemeanor.*

Days assigned to the DAEP by the home campus \_\_\_\_\_

Starting Date \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Work Phone \_\_\_\_\_

## Student Information Checklist

Student \_\_\_\_\_ Date \_\_\_\_\_

SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_

Campus \_\_\_\_\_ Grade Level \_\_\_\_\_

Length of Assignment \_\_\_\_\_ Estimated Date of Return \_\_\_\_\_

Education Schedule Attached?      Yes      No

Special Ed.    Yes    No   If Yes please provide the following:

Disability Diagnosis:

Learning Disability

ED

OHI \_\_\_\_\_

Functional Levels: Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_

Required Attachments: (please indicate)

Manifestation Determination ARD

Additional Determination ARD

All IEP's updated at the time of manifestation determination

Academic IEP's (List) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Behavior Plan

Behavior IEP

Modifications Page

Special Transportation

504    Yes    No   If yes, are accommodations attached?    Yes    No

Reason for Placement \_\_\_\_\_

Medication:    Yes    No   If yes, name of medication: \_\_\_\_\_

Lunch Plan: (check one)   \_\_\_\_\_Free   \_\_\_\_\_Reduced   \_\_\_\_\_None

Probation: Yes / No If yes. Probation Officer \_\_\_\_\_

Probation Phone # \_\_\_\_\_

Person Completing Student Information Checklist: \_\_\_\_\_

## Hitchcock ISD DAEP Contract

I, \_\_\_\_\_, enter into the following contract with the Hitchcock ISD Discipline Alternative School Program.

I understand the following to be a binding agreement. I will do the best I can to meet the following objectives and understand both the positive and negative consequences.

### Objectives:

1. Attend school daily.
2. Move up steadily on the Level program.
3. Complete all assignments with a 70% or better
4. Display a respectful, cooperative attitude toward other students and staff.
5. Follow the dress code rules.
6. Submit to an outer search if requested.
7. Follow all expectations and rules outlined in the DAEP Manual.

### Results:

- Positive: Return to home campus upon completion of assigned days.  
Negative: Extended stay in the DAEP or,  
Recommendation for expulsion from HISD.

### Parent Participation:

I, \_\_\_\_\_, understand 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 the 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 the DAEP, or be faced with expulsion.

I have received a copy of the HISD DAEP Manual and understand the information, rules and consequences.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date