

FABENS
INDEPENDENT SCHOOL DISTRICT



DAEP

Fabens ISD Administrative
HANDBOOK

2014 -2015

300 N.E. CC Camp St.
Fabens, TX 79838
Tel. 915-765-2600
Fax. 915-764-3115

Discipline Alternative Education Placement

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

The DAEP is designed to place secondary students in a disciplinary setting and provide continued educational services. Students from the middle and high school who are referred to this program will need parent involvement in the placement process. An intake process and signed contract are required of all students and their parents.

Fabens I.S.D.

MISSION STATEMENT

All students of the District will be prepared to be successful, lifelong, global learners.

The Fabens Independent School District believes that all students can learn and accepts the responsibility to instruct students in the skills necessary to successfully master each grade level. In addition, the Fabens Independent School District will provide students with experiences designed to motivate and assist students in the attainment of their maximum potential.

Fabens DAEP

Mission Statement

To enable students to perform at grade level with appropriate social and emotional behaviors.

Goal

The goal is for students to return to and succeed in their regularly assigned classrooms and schools.

STAFF GUIDELINES

Length of Assignment:

Principals are responsible for assigning lengths of assignments. They are to take the listed guidelines into consideration, but have the prerogative to assign length of time based on each individual infraction and any related events and/or history.

- Violation of the Student Code of Conduct & Fighting: Six (6) weeks (30 days) with 'early out' possible at four (4) weeks (20 days) and two (2) weeks of transitional probation.
- Controlled Substance Violation: Minimum twelve (12) weeks (60 days) with 'early out' possible at nine (9) weeks (45 days) and three (3) weeks of transitional probation.
- Students must be cooperative and actively working to have a day count toward time assigned served.
- All students assigned to DAEP for drug violations must successfully pass a drug test prior to returning to their regular campus. The drug test will be administered at the district's expense and at a facility designated by the school district.
- **For SPED students, a Manifestation Determination ARD must be conducted within 10 school days of the recommended placement decision to DAEP.**

Expulsion:

Guidelines will be enforced to include expulsion when appropriate or mandated.

Other:

Any 2nd Offense: While on probation, a minor offense will mandate the student complete the probationary time in DAEP. However, any other 'major' offense (as determined by Principal) will be viewed as a new and separate infraction which will be assigned a new term in DAEP (or expulsion) without an opportunity for 'early release'.

UIL / Extracurricular Consequences for DAEP Placement

Any student caught with, arrested for drug/alcohol violations and/or assigned to DAEP for any controlled substance offense will be suspended from all UIL/Extracurricular activities (to include athletic programs), for one (1) calendar year with reinstatement being 'reviewed' after one (1) semester or the equivalent of 90 school days. Review will include deportment, academics and overall standing. Reinstatement is subject to the approval of the Athletic Director, Principal and Superintendent.

Any student caught a second time during their secondary (grades 6 – 12) educational experience will be subject to suspension for one (1) calendar year (365 days) without benefit of review at one (1) semester or 90 days. The student is suspended from all UIL/Extracurricular activities for 365 calendar days from issuance of consequences for violation.

This policy is to include transfer students with any drug violation on their record.

Release / Transition:

- All students assigned to DAEP for drug violations must successfully pass a drug test prior to returning to their regular campus. The drug test will be administered at the district's expense and at a facility designated by the school district.
- Probationary release (transition) within contract (students will be placed on at least two weeks of probation after transitioning back to their regular campus). If the student misbehaves or does not follow the student code of conduct, they will be sent back to DAEP to complete their original DAEP assignment (minor infractions). If the infraction is a major infraction (Principal's decision), then the student will be reassigned to DAEP with no opportunity of early release.
- Upon release back to the student's regular campus, the student will be assigned a 'Teacher Mentor' (grade level teacher other than the discipline assigning teacher). The student will be mandated to report to the teacher mentor at a regularly set time and follow protocols assigned by the mentor teacher.

Counseling:

- Student counseling mandatory
- Parent counseling will be made available to parents every 2nd and 4th Wednesday. Parent participation will also gain reduction of student attendance in DAEP if student is cooperating, completing all work and meeting all rules, regulations and protocols.

Curriculum:

High School:	A+
Middle School:	On-going daily work faxed and retrieved, A+
SPED:	On-going daily work faxed and retrieved, A+, I.E.P. implementation

Big 3:

- Conflict Resolution Class
- Social Skills Class
- Anger Management

Student Goals:

I.E.P. (within contract)

Completion of "Big 3"

Parent Goals:

- Parent counseling every 2nd & 4th Wednesday of the month at 4:30 PM (to be provided by school counselors on a rotating basis), parent attendance at two (2) consecutive counseling meeting may = 10 days off of student's assignment to DAEP
- Outside Presentations
- "No means No" presentation

Positive & Negative Consequences for Student Behavior (privileges & rewards):

- Students may gain privileges that may work towards reducing their assigned time.
- Students may be assigned more days and/or time for uncooperative behavior or failure to be actively working during the school day.

Intake Procedures:

- Administrative Conference with Parents
- Academic and/or assessment information (academic assessment mandatory for assignments over 90 days).
- Contract with parents & students with consequences and standards made clear
 - To include: Positive and negative consequences
- Parent Attendance
 - To include community service, attendance of counseling sessions, student drop off and pick up by guardian, and use of uniforms while in DAEP (red shirt and appropriately fitting blue jeans)
- Review of Student & Parent DAEP Handbook, secure understanding of all rules, regulations and mandates, secure signatures and initials on appropriate documents, secure copy of handbook to parent/guardian, secure copies to parent and Fabens ISD.

Everyday Procedures:

- DAEP school day: 7:45 A.M. – 3:45 P.M.
- Parents must stand with and sign students 'in' and 'out'
- Students will be searched and secured by Fabens ISD Security with DAEP personnel in attendance (any out of compliance items will be confiscated).
 - All pockets will be emptied and searched.
 - Shoes will be removed and inspected.
 - No cell phones or electronic devices (they will be confiscated until DAEP assignment is concluded or a \$15.00 fine is paid)
 - No backpacks
 - No jewelry
 - Dress code will be enforced with uniform (see Dress Code section).
 - Student Code of Conduct will be enforced.

- Students will be assigned to a cubicle at which they will complete their daily work.
- Students will be allowed, with the permission of the attending staff, one bathroom break midmorning and one bathroom break mid-afternoon. Students should address bathroom needs prior to arriving at DAEP and will be allowed to go to the bathroom during their lunch break.
- Students are not allowed to talk without permission.
- Students are not allowed to leave their cubicle without permission.
- Students having a question or need must raise their hand and be recognized by staff.
- Students will be respectful to themselves, fellow students and staff at all times
- Students will be dismissed by attending staff at the end of the day.
- Physical Education / Physical Training everyday as a positive consequence
- Parents or guardian must sign-out students at the end of each day. All students that are not picked up by 4:00 will be escorted to the program's entrance area where they will become the responsibility of the parent/guardian; the school is not responsible if the student walks off.
- **For SPED students, a Manifestation Determination ARD must be conducted within 10 school days of the recommended placement decision to DAEP.**

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Student & Parent
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DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

Student Information Sheet

Date: _____

Student Name: _____

Classification: _____

I.D. # : _____

Administrator: _____

Campus: _____

Violation: _____

Length of Assignment: _____

Start Date: _____

Parent / Guardian Information

Parent / Guardian: _____

Address: _____

Current Phone # : _____

Alternative # : _____

Guidelines

❖ **Length of Assignment:**

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If the infraction is a major infraction (Principal's decision), then the student will be reassigned to DAEP with no opportunity of early release.

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I.E.P. (within contract)

Completion of "Big 3"

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- FBI presentations
- "No means No" presentation

- ❖ **Positive & Negative Consequences for Student Behavior** (privileges & rewards):
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 - Shoes will be removed and inspected.
 - No cell phones or electronic devices (they will be confiscated until DAEP assignment is concluded or a \$15.00 fine is paid)

- No backpacks
 - No jewelry
 - Dress code will be enforced with uniform (see Dress Code section).
 - Student Code of Conduct will be enforced.
- Students will be assigned to a cubicle at which they will complete their daily work.
 - Students will be allowed, with the permission of the attending staff, one bathroom break midmorning and one bathroom break mid-afternoon. Students should address bathroom needs prior to arriving at DAEP and will be allowed to go to the bathroom during their lunch break.
 - Students are not allowed to talk without permission.
 - Students are not allowed to leave their cubicle without permission.
 - Students having a question or need must raise their hand and be recognized by staff.
 - Students will be respectful to themselves, fellow students and staff at all times
 - Students will be dismissed by attending staff at the end of the day.
 - Physical Education / Physical Training everyday as a positive consequence
 - Parents or guardian must sign-out students at the end of each day. All students that are not picked up by 4:00 will be escorted to the program's entrance area where they will become the responsibility of the parent/guardian; the school is not responsible if the student walks off.
 - **For SPED students, a Manifestation Determination ARD must be conducted within 10 school days of the recommended placement decision to DAEP.**

Earning Days Off From DAEP

Parent Meetings & Trainings

Parents will be invited to attend a series of meetings in which parenting classes will be provided. These classes will provide guidance and counseling for parents and students. Attendance and participation of parents in these meetings will earn their child days off from their initially assigned days to DAEP.

Attendance

Students will be earning one (1) day off for every 5 consecutive days in attendance. Students in consecutive attendance for two (2) weeks (10 consecutive days) will earn three (3) days off. Three consecutive weeks of attendance will earn five (5) days off their initial assignment. These earned days must be accompanied by appropriate behavior (following all DAEP and school rules) and completion of all school work.

Deportment

Students completing all their work in a timely manner and who behave appropriately will be reported to their campus administrator who will consider reducing their assigned days in DAEP for their good behavior.

Community Service

Qualifying students volunteering and serving community service will have the opportunity to earn days off from their assigned days to DAEP. Students following all guidelines and proper protocol will have an opportunity to earn days off by successfully serving community service. Four (4) hours of successful community service will equal one (1) day of DAEP. Students completing four (4) hours of community service will earn one (1) day off their assigned stay in DAEP, eight (8) hours = 2 days, twelve (12) hours = 3 days, etc. All hours must be confirmed and agreed upon by FISD. Students will be assigned and must serve with a designated Fabens ISD appointed person.

DAEP Schedule, Personnel & Times

Teacher/ DAEP Schedule		DAEP Schedule	High School	Middle School	O'Donnell
		7:45 Start Time			
			8:00 – 8:15	8:18 – 2:20	
	1	Social Studies	8:15 – 9:50	8:20 – 9:06	
	2	Math	9:05 – 9:50	9:09 – 9:55	
	3	Math/Counseling	9:55 – 10:40	9:58 – 10:45	
	4	Science	10:45 – 11:30	10:48 – 11:33	
	5	Science/Counseling	11:35 – 12:20	12:17 – 1:03	
		Lunch	12:20 – 1:05		
	6	English	1:05 – 1:50	1:06 – 1:52	
	7	P.E. / Tutoring	1:55 – 2:40	1:55 – 2:41	
	8	Big 3: Conflict Resolution, Social Skills, Anger Mgmt.	2:45 – 3:30	2:44 – 3:30	
		Release Time 3:45	3:35 – 4:00	3:30 – 3:45	

Counselor Assignment to DAEP

High School	Tuesday & Thursday	9:50 – 10:50
Middle School	Monday & Wednesday	9:50 – 10:50
O'Donnell	Wednesday & Friday	9:50 – 10:50

Wednesday Parent Counseling
4:30 on every 2nd and 4th Wednesday

DRESS CODE

Purpose: The dress code is established to teach grooming and hygiene, to instill discipline, to prevent disruption, to avoid safety hazards, and to teach respect for authority.

Uniform Appearance: Students are expected to arrive in school uniform and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or to others. Students out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference. Students with severe violations will be sent home to change into appropriate clothing, returning to campus immediately. Failure to return will result in an unexcused absence.

1. Only Blue/Denim jeans will be worn. Regular fit only will be allowed. No tight fitting jeans will be allowed. No flaps, designs or thick stitching on pockets, no cargo pants or shorts are allowed.
2. 'Red' Polo style shirts **ONLY**. Solid red with 3 buttons or less only. No pockets/logos on shirts. Only white short sleeve undershirt will be allowed worn (plain, no pictures or logos).
3. Shirts will be tucked in until the student has left Fabens ISD school grounds.
4. Plain black or brown leather belt will be worn. Plain belt buckle (no initials or designs), normal sized buckle. No canvas or weaved belts allowed.
5. NO baggy or sagging pants (pants will be worn at waist). No excessively long pants. No frayed pant cuffs.
6. Winter Clothing: Sweatshirts must FIT the student. No oversized sweatshirts or jackets allowed. White long sleeve shirts may be worn under student's red polo shirt. No hooded jackets or sweatshirts allowed. Jackets or sweatshirts will not be worn in the DAEP classroom.
7. NO jewelry of any kind (i.e. watch).
8. NO make-up will be worn (girls or boys). Short length nails only. No nail polish of any color.
9. No shaved and/ or slashed eyebrows will be allowed.
10. No hairstyles or hair colors that draw undue attention to student. Hair must not cover face or eyes. No spiked hair, frohawks or mohawks allowed.
11. Males: No facial hair. Beards, goatees, and mustaches will not be permitted. **Non-complying students will be escorted to the restroom by parents/guardian to shave.** Parents will be required to purchase razors. Sideburns will be allowed down to mid-ear only. Sideburns must be maintained at all times. Tongue or facial piercing is NOT permitted.
12. Females: No make-up of any kind to include but not limited to: lipstick, Chap Stick, blush, eye liner brow liner, shadow, mascara, etc. All fingernails will be kept short and trimmed. Nail polish or artificial nails will not be permitted. Make-up will be confiscated and not returned. **Non-complying students will be escorted to the restroom by their parents/guardian to wash off make-up.**
13. **All** tattoos on the arms and neck must be covered with a white long-sleeve undershirt.

14. No jewelry, religious or otherwise, watches or body piercings are permitted. ALL jewelry will be confiscated and discarded at the discretion of Administration.

Additional Items:

- No cell phones or electronic devices at anytime. **Cell phones and/or electronic devices will be confiscated until DAEP assignment is completed or a \$15.00 fine is paid.**
- No weapons of any type. This includes small pocket knives and/or cutting instruments.
- Gum and candy will be confiscated and not returned.
- Loose items in pockets and/or notebooks will be confiscated and not returned (i.e. any personal items).
- Students will not be allowed to enter the restroom while in possession of any type of writing utensil. Pens/pencils will be confiscated and not returned.
- Students will not be permitted to bring wallets or purses, and they may not have more than \$5.00 in their possession.

I acknowledge receipt of the **Dress Code**, which outlines student dress requirements at Fabens ISD DAEP.

Student Signature

Date

Parent Signature

Date

DAEP Staff Initials

Fabens Independent School District
DAEP INTAKE PROCESS & CONTRACT

Student Name

Campus

Date

Fabens ISD Disciplinary Alternative Education Program (DAEP) is designed to place students in a disciplinary setting and provide continued educational services. The following points need to be reviewed:

_____The student is to report to the DAEP building located at 300 N.E. CC Camp St. Hours are 7:45 a.m. to 3:45 p.m.

_____A parent or a designee will deliver the student and pick up the student everyday Monday through Friday. The parent/designee will sign in and out on the sheet provided by the teacher. Any student arriving after 7:45 will be considered tardy and held until 4:00. All students that are not picked up by 4:00 will be escorted to the programs' entrance area where they will become the responsibility of the parent/guardian. The school is not responsible if the student walks off.

_____The student will comply with DAEP dress code. Students will not be allowed to remain in the DAEP classroom unless they comply with DAEP dress code. Students out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.

_____High School students will use the A+ computer program for instruction. The student will be assigned to the computer and additional books and materials will be used, when necessary. (A timeline will be provided).

_____The student will show respect to teacher, administrators and tutors at all times. A referral will be generated if there are any instances of misbehavior. Consequences for referrals include parent conference, suspensions, and review of original placement to decide if days will be added or expulsion sought.

_____A point system will be used that will enable the student to exhibit proper behavior and work ethic. Student's records for attendance, behavior and academic work will be reviewed each week by the teacher. The point system will be used to determine if a student can return to the campus before the assigned placement days. P.E. may be earned everyday as a positive consequence.

_____No cell phones will be permitted as per the Student Code of Conduct. Desk phones will not be available to students, unless it is an emergency, or imposed by ARD.

_____According to Board Policy, students are not permitted to attend any school activity whether on campus or on District school grounds. Students are to remain 300 feet away from any school campus.

This information has been reviewed and the undersigned parent, student and administrators understand this contract.

Student Signature

Date

Parent Signature

Date

DAEP Staff's Signature

Date

Fabens DAEP

300 N.E. CC Camp St.
Tel. 915-765-2600

Fabens, TX 79838
Fax. 915-764-3115

Student Contract

I, _____, having been placed at DAEP, fully understand the terms of this contract.

- I will be responsible for my academics, behavior and attitude while at DAEP.
- I will be responsible to attend school daily and on time.
- I will be a good citizen by following school rules regarding behavior and expectations.
- I will be responsible for completing all work with 70% accuracy.
- I will not be violent or encourage violence.
- I will use the school's process of conflict resolution as necessary.
- I will not use profanity.
- I will be respectful and not insult, argue, or use profanity against faculty, staff, or other students.
- I will follow all staff directives promptly.
- I will set positive goals for myself and will develop plans for reaching them.
- I will follow the dress code.

I understand that failure to honor this contract may result in consequences from the administrator for non-compliance.

Parent Contract

I, _____, understand that my son/daughter has been placed at DAEP for violation of the Student Code of Conduct at my child's home campus.

- It is my responsibility to have my son/daughter attend school daily and arrive on time.
- My son/daughter will adhere to the school policy regarding behavior and expectations.
- I will monitor my child's whereabouts and activities outside of school.
- I will remain readily accessible for school contact by keeping an updated phone number and address on file in the school office.
- I will participate in at least two (2) parental counseling sessions while my son/daughter is enrolled at DAEP

Parent/Guardian Signature

Date

Student Signature

Date

Intake Representative

Date

Acknowledgement Form

DAEP

Student & Parent Handbook

My child and I have reviewed and received a copy of the Fabens Independent School District DAEP Handbook.

A DAEP Staff Member and/or an Administrator have gone through the following with both me and my child:

(Check each circle to show you have reviewed each)

- ☐ **Guidelines**
- ☐ **Schedule, Personnel & Times**
- ☐ **Dress Code**
- ☐ **DAEP Intake Process & Contract**
- ☐ **Student Contract**
- ☐ **Parent Contract**

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

School: _____

Grade Level: _____

Please sign this page, remove it, and return it to the intake administrator. Thank you.



DAEP

CAMPUS INTAKE CONTRACT

Student Name: _____ **Date:** _____

Student I.D. #: _____ **Grade Level:** _____

Drug Test Required: ☐ YES ☐ NO

Drug Test Results: ☐ Positive

☐ Negative

Probation Period: Start Date: _____ to End Date: _____

ISS Parent Option (Probation Period): _____
Parent Permission Required / Parent Signature Required Above If Taking Option

ISS Start Date: _____ **ISS End Date:** _____

Mentor Teacher: _____ **Room #:** _____

- Meeting Time: _____
- Meeting Day of the Week: **M T W TH F** (Circle All That Apply)
- Protocols: (Positive Student Goals)
 - _____
 - _____
 - _____

Student Signature

Date

Parent Signature

Date

Mentor Teacher Signature

Date

Administrator Signature

Date