



**CULBERSON COUNTY
ALLAMOORE
INDEPENDENT
SCHOOL DISTRICT**

**DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT
(DAEP)**

Student Handbook
2014-2015

Disciplinary Alternative Education Program

In addition to the policies listed in this handbook, students are subject to Board Policies, Sections FOC, and FOCA & FOE, which pertain to the subject. These policies can be located at our district website at: <http://CCAISD.NET>. In case there is a conflict in any policy given in this Handbook and the School Board Policy, Board Policy at all times takes precedence.

Culberson County Allamoore ISD does not discriminate in its educational programs and services on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

STUDENT HANDBOOK

The DAEP Student Handbook contains information for students and parents to ensure a successful stay at the Disciplinary Alternative Education Program. Students and parents also need to be familiar with the Culberson County Allamoore Student Code of Conduct, which sets forth the consequences for inappropriate behavior. The Student Code of Conduct is required by law, and is intended to promote school safety and an atmosphere of learning. These policies can be located on our district website at: <http://CCAISD.NET>. or at each prospective campus. The Student Handbook is designed to be in harmony with Board Policy and Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.

❖ Objective

The purpose of the Disciplinary Alternative Program (DAEP) is to remove students from their home campus and to continue their education within a structured environment. This is often the final placement for the student and noncompliance in this program may result in expulsion.

❖ Placement

Disciplinary offenses for which a student is removed to an alternative program are found in the Culberson County Allamoore ISD Student Code of Conduct. The duration of a student's placement in a DAEP shall be determined by the campus administrator. The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

Exceed One Year

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

❖ Appeals Process

Appeals Process of Alternative Placement Education Placement:

If a student's placement, under Section 37.002 (b) or (d) or section 37.006 in an alternative education program is to extend beyond the end of the next grading period, a student's parent/guardian is entitled to notice of an opportunity to participate in a proceeding before the Board of Trustees of the school district or the Board's designee, as provided by policy of the Board of Trustees of the district (T.E.C. 37.009 (b)). At the DAEP placement conference the student and or parent/guardian will be given notice of this opportunity to appeal. If the assignment to the DAEP is made by a designee or the campus principal, that person shall serve as the initial hearing officer for the appeal. If the DAEP assignment is made by the campus principal, the superintendent shall serve as the initial hearing officer.

Following the initial appeal to the campus principal, the parent/guardian may appeal placement to the superintendent of schools. Following appeal to the superintendent, the parent/guardian may appeal placement to the Board of Trustees. The board shall hear the appeal at the next regularly scheduled board meeting. Any decision by the board of trustees is final and may not be appealed.

The student remains assigned to the DAEP pending outcome of the appeal. All requests for initial appeal must be submitted to the campus principal or superintendent within 15 days following the date of the DAEP placement conference. When appealing to the superintendent, following the initial appeal to the campus principal, the parent/guardian must submit a request to appeal within 15 days of the initial appeal. In each appeal, the hearing officer shall schedule a conference with the student and the parent T.E.C. 37.009 (b); FOCA (Legal).

❖ Attendance & Tardiness

Regular school attendance is essential for the student to make most of his or her education. It is also the law in Texas that a student between the ages of 6 and 18 must attend school. A student absent without permission from school will be considered truant and subject to disciplinary action, which may include court action. When assigned to the DAEP, students must be aware of the overall limits on school absences. When returning after an absence, a student must bring a doctor's excuse unless approved by principal.

A student absent from the DAEP without permission will be considered TRUANT and is subject to disciplinary action. This includes the district filing truancy charges in the appropriate Civil Court. Truancy may also result of penalties by a court of law against both the student and his or her parents.

Attendance

- ❖ **Classes begin at 7:40 a.m. and end at 3:33 p.m.**
- ❖ Missed days may result in extension of the student's time in the program.
- ❖ For an excused absence when the student is ill:
 - Parent must call prior to 9:00 a.m.
 - Parent must send a signed note documenting the absence

❖ **Curriculum and Grades**

The student's academic progress will be the responsibility of the staff of the alternative discipline program. Each student's progress in the DAEP will be monitored daily. A review of his/her progress will be made at appropriate grading periods. If his/her progress is unsatisfactory, a conference will be held with the parent/guardian. Daily Performance Record Sheets will become part of each student's file. This Daily Performance Record will serve as one form of documentation of student behavioral efforts and is available for review by the student's parent or legal guardian at any time. These sheets give a detailed description of each student's behavioral characteristics.

❖ **Dress Code**

The Alternative Education Program (DAEP) dress code guidelines are as follows:

- Students will be required to wear khaki slacks and a polo shirt.
- Footwear will follow the current school dress code as outlined in the Student Handbook.
- **Backpacks, Purses and/or Wallets:** Students will not be allowed to carry backpacks, purses, or wallets on campus.

Non-Compliance with dress code will be considered defiant behavior. Repeating this behavior will be considered persistent misconduct and may add placement days to the original assigned placement days.

❖ **Graduation**

Seniors, eligible to graduate and placed in Disciplinary Alternative Education Program (DAEP) for a time to extend through graduation, may not be allowed to participate in nor attend the graduation ceremony and related activities.

❖ **Meals**

Breakfast and lunch are provided at the Disciplinary Alternative Education Program

(DAEP). Students who qualify for a free/reduced lunch will be provided a meal from the school cafeteria. If student is not on a free/reduced lunch, it is the parent responsibility to pay the cafeteria costs. Students are not allowed to bring or have delivered, meals, soft drinks, gum, candy or any other food.

❖ Medications

Any student that takes prescription medication must have a parent consent form signed and proof that the prescription is in the student's name (in the original bottle). All medications (cough drops, aspirin, etc.) must be checked in during the morning Check-in routine. They must be in the original container and labeled. Medications must be given teacher in charge of the Disciplinary Alternative Education Program (DAEP) at check-in. Students are not allowed to carry medications, prescriptions or non-prescriptions on campus at anytime.

❖ Parental Responsibility

When a student is removed from class for a DAEP offense, the appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal. At the conference, the appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Students and parents may be expected to attend as many conferences necessary if a student is not maintaining passing grades or achieving the expected level of performance and if the student presents any problem(s) to teacher(s) or other student(s).

❖ Student Possessions

Parents understand that to ensure a safe school environment, students will be requested to empty pockets upon entering school building. Outwear as well as the contents of pockets may be searched.

1. No books, magazines, newspapers, MP3 players, cameras, headphones, radios, or any electronic device may be carried into the classroom.
2. The following items are allowed at the student's workstation: assignments, textbooks, paper, pen and pencil.
3. Classrooms and other common areas on school property are subject to search using trained dogs.

4. If a teacher or administrator has reasonable suspicion that a student is under the influence of or in possession of a controlled substance, the student may be suspended pending an investigation.

❖ **Sexual Harassment**

Harassment will not be tolerated by the District. Students shall not engage in sexual harassment toward another student or a District employee. A substantiated complaint of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

{For further information, see District Student Handbook}

❖ **Student Activities**

State law does not permit students who are in a Disciplinary Alternative Education Program (DAEP) to participate in any school sponsored or school related extracurricular and/or non-curricular activity.

Students in the DAEP are **not** allowed on any CCAISD campus or CCAISD activity. Trespassing charges may be filed against any DAEP student who is determined to be on any other CCAISD property or attending any CCAISD activity.

❖ **Transfer Students**

Students who transfer from other school districts into Culberson County Allamoore ISD are placed in the Disciplinary Alternative Education Program (DAEP) if they were assigned or had been in an attendance in a DAEP in another school.

❖ **Student Expectations**

The Culberson County Allamoore ISD Code of Conduct will be strictly followed for all students in the Disciplinary Alternative Education Program (DAEP). This is in additional reminder that while in DAEP, the following will **not** be tolerated:

1. Disrespect for anyone.
2. Profanity or vulgar talk of any kind.

3. Physical contact of any kind. Students are to walk at all times with their hands joined behind their backs.
4. Gang activity of any nature (verbal, signs, drawings).
5. Verbal communication during class activities
6. Any reference to drugs, alcohol, or tobacco.
7. Sleeping
8. Any sexually oriented conversation, or other actions of sexual nature.
9. Writing on anything in, on, or around the workstation. This includes graffiti and doodling on assigned work.

The safety and security of students, staff and facilities are of utmost importance to Culberson County Allamoore ISD. All statements, threats, comments, and jokes that threaten the health and safety of others will be taken seriously.

❖ **Assignment Requirements**

Students are required to work on and complete all assignments each day. No idle or “free” time should be expected. When all daily assignments from the home campus are completed, additional work is assigned. Students will receive write-up(s) for not working or not completing assignments.

NOTE: ALL ASSIGNMENTS MUST BE COMPLETED TO BE ELIGIBLE FOR DISMISSAL FROM DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP).

All assignments must have a complete heading which includes the student’s first and last name, subject, and the assigning teacher’s last name.

Students must adhere to their home campus teacher’s guidelines in all subjects.

❖ **Drills, Fire, Tornado, and other emergencies**

From time to time, students, teachers and other district employees will participate in drills of emergency procedures. Students should follow the direction of those in charge quickly, quietly, and in an orderly manner.

❖ **Transportation**

Students are allowed to drive a vehicle to school with a school permit and should park in front of the Disciplinary Alternative Education Program (DAEP) located at the High School building. If students are being picked up in a car, it must be by the authorized adult whom the parent and the principal have agreed upon. Students are to leave school grounds immediately upon being dismissed at the end of the day.

❖ **Videotaping of Students**

For safety purposes, video equipment may be used to monitor student behavior. Discipline will be in accordance with the Student Code of Conduct.

**CULBERSON COUNTY ALLAMOORE
INDEPENDENT SCHOOL DISTRICT**

**DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT
(DAEP)**

Orientation Verification Form

I have read over the CCAISD Disciplinary Alternative Education Program (DAEP). Student Handbook and have had an opportunity to discuss it and ask questions.

I understand the program rules and will support them.

Student Signature

Date

Parent/Guardian Signature

Date

Please sign and return this page before leaving the Parent/Guardian/Student orientation.

**CULBERSON COUNTY ALLAMOORE ISD INDEPENDENT
SCHOOL DISTRICT**

Disciplinary Alternative Education Program

STUDENT CONTRACT

In accepting the opportunity to continue my education at the Culberson County Allamoore ISD Disciplinary Alternative Education Program (DAEP), I agree to abide by the guidelines set forth in this handbook. I have in my possession and have read the Culberson County Allamoore ISD Code of Conduct and Student Handbook. I understand the behavior expected of me. I hereby agree to abide by the guidelines of this school or risk being expelled by the Culberson County Allamoore ISD.

Student Signature

Date

As a parent or guardian of the student listed above, I have read the parent/student handbook and agree to support the DAEP in an effort to give my child an opportunity to continue their educational program in Culberson County Allamoore ISD. I realize that failure of my child to abide by the guidelines of the DAEP may result in expulsion of my child from Culberson County Allamoore ISD.

Parent/Guardian Signature

Date

Administrator/Director Signature

Date

**CULBERSON COUNTY ALLAMOORE INDEPENDENT
SCHOOL DISTRICT**

Disciplinary Alternative Education Program

ASSIGNMENT
TO THE DISCIPLINARY ALTERNATIVE
EDUCATION PROGRAM

_____ has been assigned to serve _____ days with a schedule
review at _____ days as a student at the Culberson County Allamoore ISD.

Disciplinary Alternative Education Program due to documented misbehavior. The
parents/guardians of the student understand they have the right to appeal this decision.
The student's status will be reviewed upon the stated review days, completion of the
above assignment or at intervals not to exceed 120 days.

Administrator

Date

Parent/Guardian Signature

Date

Student Signature

Date

**CULBERSON COUNTY ALLAMOORE INDEPENDENT
SCHOOL DISTRICT**

Disciplinary Alternative Education Program

**WARNING TO STUDENTS TRESPASSING ON CULBERSON COUNTY
ALLAMOORE INDEPENDENT SCHOOL DISTRICT PROPERTY**

Once you are assigned to the Disciplinary Alternative Education Program (DAEP) and enrolled as a student, **YOU MUST NOT BE ON ANY CULBERSON COUNTY ALLAMOORE INDEPENDENT SCHOOL DISTRICT CAMPUS**. Your removal from your original school campus means that you are not to be on or about that campus until you are reassigned by the Placement Committee. Additionally, you are not to be on or about ANY CULBERSON COUNTY ALLAMOORE INDEPENDENT SCHOOL DISTRICT PROPERTY at any time. This includes the football field, practice field, field house, gyms and tennis courts.

If you violate the above directive, you jeopardize your chances of being successful in the DAEP. Charges may be filed against you for trespassing through the Culberson County Sheriff's Office or Culberson County Allamoore Police Department. This document is considered your warning to the consequences of trespassing on any Culberson County Allamoore Independent School District property at any time.

I understand that above statements and acknowledge being warned about trespassing.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Administrator Signature _____ Date _____