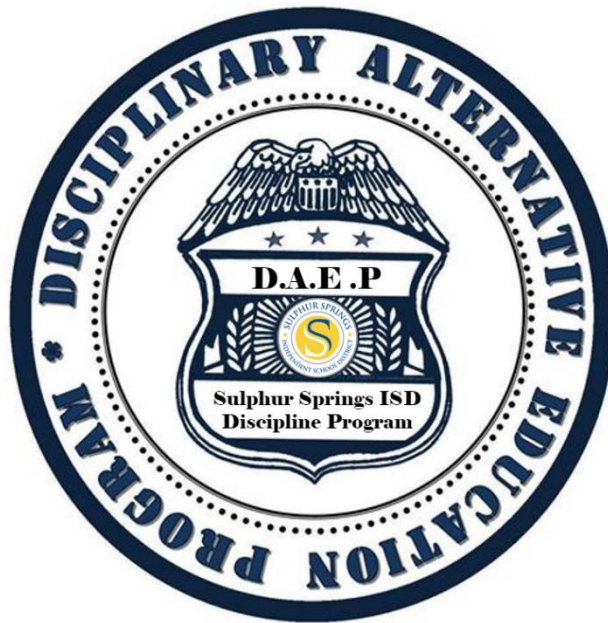


# D.A.E.P.

## Disciplinary Alternative Education Program



## Student Handbook

*Sulphur Springs ISD's Disciplinary Alternative Education Program serves students in all grade levels due to severe or repeated violations of the Sulphur Springs ISD Code of Conduct or because of reasons defined in Chapter 37 of the Texas Education Code who have been removed from their home campus. While at DAEP, the SSISD Code of Conduct will be strictly enforced. Policies and procedures established by SSISD will be strictly enforced.*

## **OVERVIEW**

### **MISSION**

The Sulphur Springs ISD Discipline Alternative Education program is an alternative setting for students who have violated the district's student code of conduct and campus disciplinary procedures to such an extent that by law or to maintain a safe and orderly environment it is necessary to place a student temporarily in an alternative educational setting. There the student will be given the opportunity to continue their academic progress and receive the social skills training necessary for success in the regular school environment as well as to prepare them to become responsible and productive community members

### **PROGRAM DESCRIPTION**

Students in all grade levels, because of severe or repeated violations of Sulphur Springs ISD Code of Conduct or because of reasons defined in Chapter 37 of the Texas Education Code, have been removed from their home campus are subject to placement in DAEP. A student who is expelled for an offense that otherwise would have resulted in placement in DAEP does not have to serve a placement period in DAEP in addition to the expulsion.

In deciding to place a student, regardless of the action, resulting in a mandatory or discretionary placement, the district/campus will take into consideration the following:

1. Use of self-defense.
2. Intent or lack of intent at the time the student engaged in the conduct.
3. Disciplinary history.
4. Disability that impairs the capacity to appreciate the wrongfulness of the conduct.

## **STUDENT PLACEMENT PROCESS**

### **ENROLLMENT/PLACEMENT**

Once an offense has been committed and a student has been removed from the general classroom setting, the home campus administrator shall schedule a DAEP conference within three (3) school days to include the campus administrator, parent, and student. During the conference, the campus administrator will notify and explain to all parties the reasons for the removal. The student will have an opportunity to respond to the reasons and explanation given. Following valid attempts to require attendance of all needed parties, the campus may hold the conference and make a placement decision. Should a Manifestation Determination Review (MDR) be required, campus administration shall notify appropriate parties and comply with established guidelines.

### **PLACEMENT ORDER**

Should placement in DAEP be determined at the conference, the campus administrator will order the placement and notify all appropriate staff members. A copy of the placement order shall be provided to the student and the parent. A copy of this DAEP handbook should also be made available at this time. Mandatory placements (due to criminal process) will

be delivered to the juvenile court no later than the 2nd business day following the conference.

### **INTAKE PROCESS**

Students assigned to DAEP are required to attend an intake meeting with the designated DAEP administrator. Intake meetings may occur any day at Austin Academic Center. A parent/guardian is required to be in attendance. The intake meeting will be scheduled by the home campus administration. During the intake meeting the policies, procedures, and expectations will be explained. The handbook will be reviewed with both the student and parent. The student will be made aware of all expectations and the necessary requirements for the student to return to their home campus.

### **REVIEW & TRANSITION**

Student placement is subject to review prior to returning to their home campus. If applicable, review meeting will be called by the home campus principal, and the parent required to attend. A transition plan will be established and sent to the home campus. All necessary materials will be returned to the home campus upon the student's release from DAEP.

## **GENERAL INFORMATION**

### **INSTRUCTIONAL DAY**

The instructional day begins at 8:15 a.m. and ends at 3:00 p.m. Students are to report directly to the DAEP building upon arrival. The building is open by 7:45 a.m. each day. All students should be completely off campus by 3:15 p.m.

### **SCHEDULE & CURRICULUM**

Students will receive instruction in their core classes through the Edgenuity online platform. It is the responsibility of the student and parent to monitor grades. Sulphur Springs ISD DAEP and the home campus will work together to ensure that the student receives necessary and required instructional accommodations and materials.

### **TRANSPORTATION**

DAEP students will **not** be allowed to use Sulphur Springs ISD transportation. Transportation is **only** provided by the parent or guardian of the student while the student is assigned to DAEP. Parking will **not** be available for DAEP students. If the student lives within walking proximity of the DAEP building, the parent may give permission for the student to use this mode.

### **VISITORS**

Parents/guardians are welcome to visit with AAC staff members, but they need to make an appointment. If the parents/guardians need to deliver something to the student or talk with the student on campus, they must check in through the office and receive appropriate clearance through the SSISD security procedures with our campus police officer.

### **CONTACT INFORMATION**

All teacher contact information can be found on the Austin Academic Center website. Parent/guardian may call the Austin Academic Center front office to connect to the DAEP site teacher. It is the responsibility of the parent/guardian to keep student information up to date at both the home campus and DAEP.

### **MEDICATION**

The school nurse will administer medication to a student. It is the responsibility of the parent/guardian to provide the appropriate written request for medication to be given. Medication must be in its original container and properly labeled for the student.

### **ATTENDANCE/TARDIES**

Attendance will be reported daily. Students are required to bring a written note from a parent/guardian for any absence. The note shall include the date, reason, and be signed by the parent/guardian. Should a student need to see a doctor, then a note from the doctor/office is the most appropriate documentation. For court appearances, the judge or his designee shall issue appropriate documentation.

A student is considered tardy after 8:15 a.m. Tardies may result in disciplinary action.

**\*A student may be denied credit and placement extended should they be in violation of the state compulsory attendance requirements.**

### **SCHOOL PROPERTY/EXTRACURRICULAR EVENTS**

Students assigned to DAEP are not allowed on any Sulphur Springs ISD property other than the DAEP building during their placement in the DAEP. This includes but not limited to weekends and school holidays. Prohibited locations include all school campuses, parking lots, playgrounds, and playing fields. Students shall not attend any SSISD extracurricular activities (in or out of town) while placed in DAEP.

### **LEAVING CAMPUS**

DAEP students are not allowed to leave campus for any reason without a parent/guardian. The parent/guardian is required to sign the student out before he/she will be allowed to leave. Once they are dismissed from DAEP, the student must leave SSISD property immediately.

### **COMPUTER USAGE**

Students are expected to follow all SSISD rules and guidelines regarding computer and technology use. Students will be assigned to computers and held liable if found to be responsible for damage. Students found to be using computers in an inappropriate manner may lose computer privileges and are subject to disciplinary action.

**MEALS**

Meals will be eaten during the designated 30-minute lunch time. DAEP students are **not** allowed to bring food from home. DAEP students are **not** allowed to have food brought to them. If a student has a food allergy, proper documentation is to be provided from a doctor. After consuming meal, students are allowed to use any remaining time for non-instructional tasks such as reading. However, they must remain seated and silent until dismissal.

**BREAKS**

Students will be given breaks (restroom, water) throughout the day on an as-needed basis by the student. A student with a medical condition that may require more frequent breaks will need to provide appropriate documentation from a doctor.

**SUPPLIES**

Students are not allowed to bring backpacks or purses on campus. There is no need to bring textbooks to DAEP. All curriculum will be provided through the Edgenuity (online platform).

**TESTING**

Students will take all required local and state assessments while attending DAEP. Eligible DAEP students will take their STAAR test at Austin Academic Center.

**SAFETY/SECURITY**

All students should be aware that while attending DAEP, they may be subject to searches. Upon entry, all students will go through a daily check-in process with our campus police officer.

**PROHIBITED ITEMS**

In addition to items indicated in the Sulphur Springs ISD Code of Conduct, students are not allowed to have/wear the following items while at DAEP:

- Electronic devices of any kind (cell phones will be taken up each morning)
- Backpacks, bags, purses, etc.
- Potential weapons (pocketknives, clippers, scissors, etc.)
- Anything irrelevant or determined to be a distraction of the learning process
- Hoodies or jackets with hoods (black sweatshirts will be available for purchase)
- Jewelry

**CELL PHONES**

Upon entering the building, all cell phones must be given to the staff member in charge of check-in. When preparing to leave for the day, phones will be returned. A system is in place to ensure that the student receives their phone back. Devices found on a student during the instructional day (after check-in) will be assigned consequences outlined in the Sulphur Springs ISD cell phone policy.

## **DRESS CODE**

While students are in DAEP, they are expected to follow the dress code established in the student handbook ***in addition*** to our DAEP dress code. The following outlines these unique DAEP rules:

- Required clothing must be worn according to the DAEP dress code (see page 7)
- Layered clothing is not allowed
- No unnatural hair colors or designs
- No Jewelry

All DAEP students will be required to wear specific clothing each day. The clothing requirements can be found on page 7 of this handbook. Laundering is the responsibility of the student and should always be neat and clean. Students are prohibited from changing the appearance of the required clothing (i.e. create holes, cut, or write on the fabric).

## **JEWELRY**

Jewelry needs to be removed **BEFORE** check-in or left at home.

## **LOCATION**

Austin Academic Center  
808 South Davis St.  
Sulphur Springs, TX 75482

## **ADMINISTRATION**

Dr. James Payne – Principal  
Shawn Sinclair – Asst. Principal  
Sherry Mabe – Secretary, ext. 1210

# D.A.E.P. DRESS CODE



## SHIRT

School Issued ONLY (with Logo)  
First shirt **FREE**  
\$5 for additional shirts  
No undershirts

## SWEATPANTS

School Issued ONLY (with Logo)  
First pants **FREE**  
\$10 for additional pants  
Must be worn on the natural waistline  
Undergarments must not be visible

## SHOES

Black, white, grey (neutral colors) & match  
Shoelaces must be neutral colors & match  
No steel toed, boots, or high heels

## SOCKS

Black, white, grey, or tan (neutral colors only)  
Must match  
No designs or fancy socks

## WINTER/COLD

School Issued ONLY (with Logo)  
Loaners are available for **FREE**  
\$10 for additional

*Students bringing a change of clothes is **PROHIBITED.***

*Student must enter school property in dress code and must remain in dress code until they leave.*

*Students who arrive out of dress code will **NOT** be allowed to enter the building. **NO EXCEPTIONS.***

### **Special Education Referral: House Bill (HB) 3928**

As part of HB 3928, districts are required to provide parents/guardians information regarding the process for requesting a Full Individual and Initial Evaluation (FIIIE) when a student is placed in DAEP and as part of the students personalized transition plan when returning to campus from DAEP.

#### Special Education Referral:

If a parent makes a written request for a Full Individual and Initial Evaluation (FIIIE) for special education services to the director of special education services or an administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*. Contact Person(s) for Special Education Referrals: In addition to a campus administrator, parents/guardians may contact the Director of Special Programs to request an initial evaluation:

Director of Special Programs: Lyndsay Anderson  
Phone Number: 903-885-6230, Extension 1300