

Discipline Alternative Education Placement

Student – Parent Handbook
2015-2016



Hughes Springs Independent School District
Hughes Springs, Texas
903-639-3800

Dear Student and Parent:

This handbook is designed to help you understand the general nature and purpose of the DAEP Center and to provide you with information regarding procedures, rules and regulations of the program.

The purpose of the DAEP Center is to assist you in achieving goals/ skills, which will lead to successful adjustment of the student at the home campus.

Specific objectives of an assignment to the DAEP Center are:

- 1. Offer professional help to correct students' inappropriate behavior,**
- 2. work with school personnel to identify and correct factors which adversely effect the education of children,**
- 3. eliminate the environmental distractions that may influence the student toward negative/ inappropriate behavior, and**
- 4. provide a continuous instructional program focusing on TEKS Objectives.**

Please be aware that the DAEP Program is designed to assist you individually and as a family. When both students and families are committed and involved, it is possible for tremendous gains to be realized.

Sincerely,

**Randy Stuard
DAEP Principal
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Hughes Springs, TX 75656
(903) 639-3833**

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Hughes Springs Independent School District

Discipline Alternative Education Placement

The Hughes Springs Independent School District is committed to providing each student with a quality educational program and committed to those rights of students recognized and protected under state and federal laws.

The District requires that the school environment be free of disruptions and distractions that interfere with teaching and learning activities. The District sets expectations for appropriate behaviors that contribute in a positive way to the school and community. In order for the District to ensure that students develop their fullest potential in educational experiences, there must be proper balance between rights and responsibilities.

Good discipline and the teaching of self-discipline is the ultimate goal of any discipline management system. The District operates on the premises that every student has the right to learn and every teacher has the right to teach. If students are to develop into responsible citizens for tomorrow, each student must learn the art of self-discipline today. Students must exhibit such behavior as:

- Positive self-concept
- Cooperative attitude
- Attitude of respect toward individuals
- Appropriate expression, opinions and ideas
- Responsibility for their own action
- Self-motivation
- Guidance of their own behavior
- Consideration
- Attentiveness
- Self-Control

It is the District's responsibility to implement a program for teaching and supervisory control when students do not exhibit appropriate behavior. A plan to ensure constructive measures and essential rules must be developed.

The Hughes Springs Independent School District's Discipline Alternative Education Placement Center (DAEP) is an off-campus program designed to assist students with problems which interfere with their education or which disrupt the educational efficiency of the regular campus. Effective and acceptable learning channels for academics and social growth are sought and utilized in an effort to assist these students. It is the belief of the DEAP Center that adjustment difficulties as well as repetitive unacceptable behaviors will decrease through adequate diagnosis of the student's need. Through the provision of a relevant and supportive program, students will learn to cope with and overcome obstacles to learning and to social adjustment. This program is utilized when short-term alternative educational placement has been tried and the serious persistent misbehavior continues or when the offense warrants immediate long-term placement.

Goals

The goals of DAEP are:

1. To provide a strict, controlled climate so students can develop awareness of the need for self-discipline and self-control that will enable them to cope with everyday problems encountered by other students.
2. To provide a continuous instructional arrangement to maintain or improve the student's present academic level of achievement.
3. To aid the student in establishing an awareness and acceptance of responsibility for his or her own actions.
4. To aid in the prevention of habitual tardies.
5. To improve the percent of attendance of truant students and those who would normally be withdrawn for lack of attendance.

Objectives

The objectives of the DAEP Center are:

1. Place a student in an off-campus setting where appropriate assistance may be provided to correct that student's inappropriate behavior.
2. Coordinate the efforts of school district personnel and other youth serving agencies in working with students and parents in identifying and correcting factors which adversely effect the education of children.
3. Offer counseling services that stress student responsibility for all personal behavior and actions.
4. Eliminate the environmental distractions that may influence the student toward negative or inappropriate behavior.
5. Provide a continuous instructional program.

Hughes Springs Independent School District **DAEP Admission**

The first step in the admission process to the DAEP Center is a meeting with the students, the parents, and the DAEP staff. Information about the DAEP Center will be discussed at this meeting and all parties will sign the DAEP Contract. This is an important step to establish the student, parent, and staff commitment to the DAEP assignment.

Placement in DAEP: at discretion of campus administrator

All students will be reviewed periodically.

Exceptions: Expelled to DAEP, Primary, Elementary and Special Education students.

Students at DAEP are assigned consequences for all inappropriate behaviors. Consequences reinforce decision-making and impulse control. Positive points and social reinforcement are given for appropriate behavior

The following link is to the HSISD Student Handbook on line:

<http://www.hsisd.net>

The DAEP/ Hughes Springs ISD handbook must be followed by all students. Any student not adhering to the regulations and policies of the DAEP Center will be considered for suspension.

The DAEP Center reserves the right to refuse the enrollment of any student.

Student Meal Prices 2015-2016

Reduced Prices:	Breakfast	.30
	Lunch	.40
Full Paying Prices:	Breakfast	2.00
	Lunch	2.75

All students are required to eat lunch, and they can provide their own sack lunch. (No candy or energy drinks. All drinks must have the original unopened seal or they will be poured out.) Food deliveries will not be allowed at the DAEP.

HSISD school cafeteria: Logan Howell (903) 639-3809

Student Dress Code 2015-2016 School Year

Students have a responsibility to come to school each day neatly groomed and dressed appropriately. The DAEP dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and provide a positive learning environment. The principal or designee has discretion in determining the appropriateness of dress and **will be determined by the HSISD campus dress code**. If the principal or designee determines that the dress or grooming of a student is inappropriate, the student will be allowed to correct the dress code violation and the established disciplinary procedures will be followed.

All clothing must be student's proper size.

Other:

- No coveralls.
- No jewelry, grillz, or other body piercing articles.
- Outerwear will be searched and hung up when the student enters.
- No layers of pants, shorts, etc.
- Pockets will be emptied and all personal effects will be locked up during the school day.

Personal hygiene

- Good hygiene is a must.

If a student enters with any prohibited articles the parent or guardian will be required to come to DAEP and pick up the item.

Parent may be required to bring correct attire for all violations, if necessary.

Student Entering DAEP:

Students at the DAEP Center are assigned consequences for all inappropriate behaviors. Consequences reinforce decision-making and impulse control. Positive points and social reinforcement are given for appropriate behavior.

All students must maintain 100% completion of their academic work.

Students do not receive additional credit during lunch, but credit may be deducted for behavior and/or social misbehavior.

Hughes Springs DAEP General Information

Assignments will come from your home campus. These assignments will be made by each of your home campus teachers. You are required to complete these assignments and give them to your DAEP teacher. These completed assignments will be returned to your home campus teachers for grading. If you do not receive assignments from your home campus teachers the DAEP teacher will assign work from Odyssey Ware computer programs.

Attendance/Tardy Policy When students are absent, the parent is asked to call 903-639-3904 before 7:45 to inform DAEP staff. Attendance is required. Students arriving after 8:00 will not be allowed in without a Doctor's Note or a court date. Students receiving excessive unexcused absences will be turned over to the attendance officer and the court system. Students are also subject to the attendance for credit law, which requires them to attend school at least 90% of the time in order to receive credit for coursework.

Backpacks, purses and other personal items are prohibited on the DAEP campus.

Cameras are used to monitor activity on campus. This is one tool used to ensure student safety.

Cooperative Behavior is required while in DAEP. You will cooperate fully with the DAEP staff as well as other district personnel assigned to assist you. Refusal to comply with the directions of staff is considered a serious act of misconduct which violates PEIMS 20 – “Serious or persistent misconduct violating the student code of conduct while placed in alternative educational program.” TEC 37.007(c) Failure to follow the rules may result in suspension or expulsion.

Doctor notes – When your child is under the care of a doctor, you should get a note from the doctor covering the days of absence. THE DOCTOR’S NOTE MUST BE TURNED IN IMMEDIATELY UPON RETURN TO SCHOOL OR WITHIN TWO (2) DAYS AFTER THE STUDENT RETURNS TO SCHOOL. Turning in a doctor’s note for a missed day does not negate the absence from required days of placement. Students will be required to make up the day of DAEP placement.

Driving to School – Any student driving themselves to school must supply a student parking tag.

Electronic Communications System

Internet communications have become an ever-increasing part of our society and become more a part of the tools of education each year. We allow the students, with parent approval, to surf the web as long as the rules are followed. Students have access to hundreds of databases, libraries and computer services from all over the world.

With this educational opportunity comes responsibility. It is important that both the parent and student read the District policy, administrative regulations and agreement form and ask questions if additional help is needed in understanding the agreement. Inappropriate system use will result in the suspension of the privilege to use this educational tool. Students will adhere to District policy at all times. While the District does provide filtering and monitoring to take reasonable steps to restrict access to areas of adult content and other material that student and parents might find objectionable, it is not possible to absolutely prevent such access. It will be the responsibility of the student to follow the rules for appropriate use.

A more complete listing of rules will be included with the permission form for Internet use to be signed by the parent.

Electronic Devices are prohibited on the DAEP campus. Cell phones will be locked up with personal belongings. Items will be confiscated and returned to the parent after payment of a \$15.00 retrieval fee.

Metal detectors will be used to scan each student upon arrival at DAEP each day. If the student refuses to be scanned, the police department will be called to conduct it.

Outside Food and Drinks – candy, gum, and energy drinks are prohibited at DAEP. You may bring your lunch in a **paper sack**.

Physical Activity - will be provided for all grades. 20 minutes each day. Students will have the opportunity to earn the privilege of going outside weather permitting.

Restroom breaks - will be limited to three times a day at the following times: 9:00 a.m., 12:00 p.m., & 2:00 p.m.

School day is from 8:00 am to 3:10 pm each day, unless otherwise noted.

Student drop off - Students may not be dropped off at the DAEP building prior to DAEP staff being on site. Once students are dropped off they are to go directly to the DAEP building.

Student pick up – If parents/guardians do not pick up their child(ren) by 3:20 campus and/or local police will be called.

Suspension - If a student is suspended three times during their stay at DAEP, it qualifies as Serious or Persistent misbehavior and they will be assigned an additional 10 days at DAEP, and on the fourth offense they will be referred to an expulsion committee.

Trespassing - DAEP STUDENTS ARE TO BE ONLY ON THE DAEP CAMPUS. Students may not be within *300 feet* of any other HSISD (*your Home District*) property or attend any HSISD (*your Home District*) school sponsored activities, *anywhere*, for any reason without prior written consent and approval from both the DAEP principal and the principal from the home campus.



2015-2016 School Calendar

Approved 03-16-15 (Waiver approved 11-11-2015)

Hughes Springs ISD

Grading Periods

6Wks	Dates	Days
1	Aug 24 - Oct 2	29
2	Oct 5 - Nov 13	30
3	Nov 16 - Jan 15	30
4	Jan 19 - Feb 26	29
5	Feb 29 - Apr 15	29
6	Apr 18 - May 27	30
Total Student Days		177

Holidays

Labor Day Sep 7, 2015
T'sgiving Nov 23-27, 2015
Christmas Dec 21 - Jan 1
MLK Day Jan 18, 2016
Spring Brk Mar 07-11, 2016
Holiday Mar 25, 2016
Mem'l Day May 30, 2016
Independence Day July 4, 2016

Early Release Days

Dec 18, 2015
 Jan 19, 2016
 May 27, 2016

Bad Weather Days

May 31, 2016
 Jun 1, 2016

Staff Development/ Teacher Work Days and Student Holidays

New Teacher Aug 12, 2015
Staff Develop. Aug 13, 17-20, 2015
 Jan 19, 2016 & May 27, 2016
Camp Days Nov 23, 24, 2015
 Dec 21, 2015
Early Out/Long Day Jan 19, 2016
Early Out/Long Day May 27, 2016

STATE TESTING DAYS

Dec 7-11, 2015
 Mar 29-31, 2016
 Apr 19-20, 2016
 May 2-6, & 9-12, 2016

FIRST/LAST DAY OF SCHOOL

Aug 24, 2015
 May 27, 2016

August 2015

S	M	T	W	H	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015

S	M	T	W	H	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2015

S	M	T	W	H	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015

S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016

S	M	T	W	H	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

S	M	T	W	H	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016

S	M	T	W	H	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016

S	M	T	W	H	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

S	M	T	W	H	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Jun 1			

June 2016

S	M	T	W	H	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016

S	M	T	W	H	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT
DISCIPLINE ALTERNATIVE EDUCATION PLACEMENT CENTER

DAEP CONTRACT

I, _____, enter into the following contract with the *DISCIPLINE ALTERNATIVE EDUCATION PLACEMENT CENTER*, the DAEP for the Hughes Springs Independent School District. I understand the following to be a binding agreement. I will do my best to fulfill the following objectives and understand both the positive and negative consequences.

I understand that I will not be allowed to attend any school functions or return to my referring school until I have completed my contract with the DAEP Center. I understand that if my referral occurred during the final six (6) weeks, my enrollment at the DAEP Center could continue into the next school year if I have not completed my contract. I understand that if I leave the HSISD prior to the completion of this contract I will be required to return to DAEP to complete this contract before I will be allowed to attend school within HSISD.

ASSIGNMENT DATES: _____

OBJECTIVES:

1. Achieve 70% or better in all classes.
2. Follow directions.
3. Report daily by 8:00 AM.
4. Bring only school related materials.
5. Display a respectful, cooperative attitude toward teachers and students at all times.
6. Will comply with DAEP Dress Code. *Init* _____

CONSEQUENCES:

- Positive: Return to campus.
Negative: Extended stay at the DAEP Center or recommendation for expulsion from the home school district.

Student Signature

Date

Parent/ Guardian Signature

Date

Parent/ Guardian Signature

Date

DAEP Staff Signature

Date

**HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT
DISCIPLINE ALTERNATIVE EDUCATION PLACEMENT CENTER**

NOTIFICATION OF TRESPASS LAWS
& OFFICIAL WARNING

DAEP STUDENTS ARE TO BE ONLY ON THE DAEP CAMPUS. Students may not be within *300 feet* of any other HSISD (*your Home District*) property or attend any HSISD (*your Home District*) school sponsored activities, anywhere, for any reason without prior written consent and approval from both the DAEP principal and the principal from the home campus.

Students Signature

Date

Parent/ Guardian Signature

Date