

# BRAZOS INDEPENDENT SCHOOL DISTRICT



## DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM STUDENT HANDBOOK

*The Brazos Independent School District's Disciplinary Alternative Education Program serves students in grades 6 through 12 due to severe or repeated violations of the Brazos 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 BISD Code of Conduct will be strictly enforced. Policies and procedures established by BISD will be strictly enforced.*

### **MISSION**

The Brazos 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.

### **PURPOSE**

The purpose of BISD DAEP is to provide students with the ability to maintain academic success in a school setting while addressing behavior and/or disciplinary issues.

### **BELIEFS**

We believe that:

1. Every student is important.
2. Every student can learn.
3. While the behavior was bad, the student is not.
4. Every student is responsible for his/her learning & behavior.
5. Learning takes place in an orderly, structured, and positive environment.

### **PROGRAM DESCRIPTION**

Students in grades 6 through 12 because of severe or repeated violations of the Brazos 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.

### **ENROLLMENT/PLACEMENT PROCESS**

Once an offense has been committed and a student has been removed from the general classroom setting, the home campus administrator shall schedule a conference within three (3) school days to include the campus administrator, parent/guardian, 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 an MDR be required, campus administration shall notify appropriate parties and comply with established guidelines. BISD DAEP staff and the Director of Special Education shall be included.*

### **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 and contact information for BISD DAEP shall be provided to the student and the parent/guardian. A copy of the handbook should be made available at this time if possible. Mandatory placements (due to criminal process) will be delivered to the juvenile court no later than the 2<sup>nd</sup> business day following the conference.

### **INTAKE PROCESS**

Students assigned to DAEP are required to attend an intake meeting with the BISD DAEP teacher. A parent/guardian is required to be in attendance. The intake meeting will be scheduled by the home campus principal. During the intake meeting the policies, procedures, and expectations will be explained. The handbook will be reviewed with both the student and parent/guardian. 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 back to their home campus. A review meeting will be called and the parent/guardian is 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.

## DAEP GENERAL INFORMATION

### INSTRUCTIONAL DAY

The instructional day begins at 8:00 am. The instructional day will end at 2:00 pm. If a student is part of an approved work program, they will be dismissed in accordance to their work schedule. Students are to report directly to the DAEP building upon arrival at Brazos High School. Students are to wait on the porch until the DAEP teacher opens the building. No students will be left unattended by the parent/guardian. Parent/guardian must remain on the premises until the daily intake is complete.

*\*A work schedule from an official supervisor is required weekly.*

### SCHEDULE & CURRICULUM

Students will receive instruction in their core classes. Electives will be determined on a case by case basis. Students will complete work through direct teach and the use of computer based programs while at DAEP. It is the responsibility of the student and parent/guardian to check the schedule for accuracy and to monitor grades. BISD 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 BISD transportation. Students will be dropped off at the DAEP portable at 7:55 am. and must be received by the DAEP instructor. No students will be left unattended by the parent/guardian. Parents/guardians must remain on the premises until the daily intake is complete. Students must be picked up from the classroom at 2:00 pm at the end of the school day.

### VISITORS

Visitors shall report the main office of Brazos High School.

### CONTACT INFORMATION

Contact information is to be provided at the intake meeting. 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 or administrator 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 may be denied credit and placement extended should they be in violation of the state compulsory attendance requirements.**

A student is tardy after 8:00 am. A student shall bring a note from the parent/guardian when they are late.

**\*Excessive tardies may result in disciplinary action.**

### BISD PROPERTY/EXTRACURRICULAR EVENTS

Students assigned to DAEP are **not allowed** on any BISD property other than BISD DAEP during their placement in the DAEP. This includes all school campuses, parking lots, playgrounds, and playing fields. Students **may not attend** any BISD extracurricular activities (in town or out of town) while placed in DAEP. During the intake meeting, both the student and parent will receive and sign the Criminal Trespass Notification.

### 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 BISD property immediately.

***\*Students in DAEP are NOT allowed on school property for ANY reason at any time.***

### COMPUTER USAGE

Students are expected to follow all BISD 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

Students may purchase breakfast and lunch through BISD. Meals will be eaten during the designated time. If a student wishes to bring breakfast/lunch from home, it will be held until the designated meal time. Students are required to order their breakfast/lunch in accordance with established procedures. Meals are predetermined. If a student has a food allergy, proper documentation is to be provided from a doctor. Students will not be allowed to charge a meal.

### **BREAKS**

Students will be given scheduled breaks throughout the day. 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. Following the intake conference, students will be responsible for providing the necessary supplies.

The student is responsible for taking all books that were issued for use at home with them to DAEP. Any additional books that are needed will be supplied by the campus.

### **TESTING**

Students will take all required local and state assessments while attending DAEP.

## **DAEP 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, which includes the use of a metal detector. Parents/guardians must remain on the premises until the daily intake is complete.

### **PROHIBITED ITEMS**

In addition to items indicated in the BISD 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 (pocket knives, clippers, scissors, etc.)
- \*Anything irrelevant or determined to be a distraction of the learning process
- \*Hoodies or jackets with hoods

### **CELL PHONES**

Upon entering the building, all cell phones must be given to the staff member in charge of check-in. Phones will be logged-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 follow the BISD cell phone policy.

## **DAEP DRESS CODE**

While students are in DAEP, they are expected to follow the dress code established in the Student Handbook. In addition, students will not be able to wear jackets with hoods or sweatshirts with hoods.

### **CONSEQUENCES:**

Failure to comply with dress code expectations may result in the following or a combination of:

1<sup>st</sup> offense: **WARNING**, point(s) deduction and call home for change of clothing.

2<sup>nd</sup> offense: Point(s) deduction and call home for change of clothing. Detention assignment.

3<sup>rd</sup> offense: Point(s) deduction, call home, detention assignment, suspension, & removal from classroom until parent/guardian pick-up.

**\*Further offenses will result in a review meeting. Parent/Guardian is required to attend the review meeting.**

## ACKNOWLEDGEMENT OF RECEIPT BISD DAEP HANDBOOK

This Student Handbook provides general information regarding the district's policies, practices, and procedures. The Student Code of Conduct, which is approved by the Board of Trustees, specifies the expectations for student behavior, discipline management techniques that are utilized by teachers and administrators, and the consequences for student misconduct.

It is important that you and your child review this handbook along with the district code of conduct and campus handbook. With your support and encouragement, we are confident your child will be successful in meeting the behavior expectations at BISD DAEP.

\_\_\_\_\_

I have reviewed the BISD DAEP Handbook. I acknowledge that a hard copy and electronic copy are available. I understand that my child will be responsible for adhering to the rules and procedures as outlined in this document along with the Student Code of Conduct and Campus Handbook. If I have any questions, I can contact my child's home campus or BISD DAEP at (979) 478-6029.

Name of Student: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Home Campus: \_\_\_\_\_

X \_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

Parent/Guardian Name: \_\_\_\_\_

Email of parent/guardian: \_\_\_\_\_

Parent/guardian cell phone: \_\_\_\_\_

X \_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE



**BRAZOS ISD**  
**DISCIPLINARY ALTERNATIVE EDUCATION**  
**PROGRAM**  
**STUDENT/PARENT AGREEMENT**

**Student:**

In accepting the opportunity to continue my education as a result of placement in the Brazos DAEP, I agree to abide by all district rules, policies, and procedures; the student code of conduct; handbook guidelines; and DAEP rules and procedures. I understand that the failure to do so may result in my expulsion from Brazos ISD. I further understand that I am not to attend any school activity whether on or off school property during the duration of this assignment unless my regular campus administrator has granted special permission for me to do so. If I do so I am aware that trespassing charges may be filed against me.

**Parent/Guardian:**

As a parent/guardian of a student placed in the DAEP, I agree to accept the opportunity for my child to continue their education as a result of the placement in the DAEP program of Brazos ISD. I realize that the failure of my child to abide by policy, rules, and procedures may result in their expulsion from Brazos ISD as stated in district policy and the student code of conduct.

Assignment starting date: \_\_\_\_\_

Length of assignment: \_\_\_\_\_

Mandatory \_\_\_\_\_ Discretionary \_\_ \_\_\_\_

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

\_\_\_\_\_  
Parent/Guardian signature Date Emergency Contact Number

\_\_\_\_\_  
Administrator signature Date

# CRIMINAL TRESPASS NOTIFICATION

To: \_\_\_\_\_

Date: \_\_\_\_\_

## “CRIMINAL TRESPASS WARNING”

**Student is prohibited from attending and / or participating in school-sponsored and / or school-related activities, and prohibited from being on school property other than DAEP / at a school-related or school-sponsored activity / on or off campus during the term of placement in DAEP. This restriction applies until the student fulfills the DAEP assignment at this or another school district.**

*Criminal Trespass Sec.30.05. Texas Penal Code*

*A person commits an offense if (s)he enters or remains on property or in a building without effective consent and (s)he:*

*(1) Had notice that the entry was forbidden*

*(2) Received notice to depart, but failed to do so. “Notice” means: an oral or written communication by the principal or someone with apparent authority to act for the principal. “Property” means: public school campuses or grounds upon which the school is located, and any grounds used by the school for assemblies or other school sponsored activities.*

You have been duly warned to stay off any school property, including Brazos Independent School District campuses. If you are reported on any campus, other than Brazos ISD DAEP at any time within the placement period, Criminal Trespass charges may be filed with the local police department.

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

# **DAEP PARENT RIGHT TO APPEAL**

There is no appeals process for placements that do not extend beyond the end of the next grading period. However, any parent has the right to take advantage of the Student Complaint Process outlined in Board policy.

Sincerely,

Clay Hudgins  
Brazos Middle School Principal