

New Braunfels Independent School District



Disciplinary Alternative Education Program Student and Parent Handbook

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DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) HANDBOOK

This handbook contains information for the New Braunfels Disciplinary Alternative Education Program (DAEP) located at the New Braunfels ISD Learning Center. It stands as a supplement to the student's regular campus handbook. The district's code of conduct must be followed at the DAEP campus.

MISSION STATEMENT

Our mission at the Disciplinary Alternative Education Program (DAEP) is to provide each student a structured learning environment which fosters academic growth toward excellence while encouraging self-discipline, self-respect, and good citizenship.

CORE BELIEFS

The faculty and staff at the DAEP believe:

Every student can learn and achieve at high levels

We are responsible for the education and safety of every student

We are responsible for the efficient and effective operation of this campus

Everyone must be treated with respect

DAEP STAFF

The DAEP is staffed with State Certified teachers and faculty members. In addition, the DAEP has access to diagnosticians, counselors, nurses, and other district general and special education personnel.

ACADEMICS

The DAEP offers academic courses in the foundation and elective curriculum areas with students progressing at the same pace as their home campuses. Special needs students' academic work is modified in accordance with their Individualized Education Plans (IEP). Students earn their grades from the DAEP while working with DAEP instructional methods and materials. Grading standards, averages, and grade reports are in accordance with New Braunfels ISD policies.

DAEP PLACEMENT LENGTH

Length of placement is determined by the home campus administration. The student's behavior and attendance may, however, shorten a student's DAEP term. Students who excel in the DAEP program can earn a reduction in days from the initial placement length. A reduction in days can be accomplished in the following ways:

Attendance – students maintaining perfect attendance for 5 consecutive days will have one day reduced from their placement.

Behavior – students maintaining 80% behavior points or higher for 5 consecutive days will have one day reduced from their placement.

DRESS CODE

DAEP dress code requirements are designed to support discipline, order, and safety. In addition to expectations in the New Braunfels ISD dress code, the following more restrictive dress code applies to DAEP students. The dress code is strictly enforced and administration has the final decision on enforcement.

1. Shirts – must be a grey short or long sleeve t-shirt, with a round neckline, and no visible markings or pockets.
2. Pants – must be blue or black denim jeans. Sagging is strictly prohibited and pants must be worn at the waist at all times. Jeans with holes, designs, or bling are strictly prohibited.
3. Belts – If worn, must be plain with no decorations, designs, or bling and must be buttoned/fastened at all times.
4. Shoes – students must wear shoes with tennis shoe soles with laces.
5. Hair – must be well kept and out of the student's face.
 - Hair that is shoulder length or longer must be held back with a plain elastic ponytail holder. No hair ornaments are allowed.
 - Hair must be of natural human hair color with no designs.
6. Students must be well groomed and facial hair must be neat and trimmed.
7. Colored contacts are strictly prohibited.
8. Tattoos must be covered at all times.
9. Piercings and all jewelry are strictly prohibited.
10. Make-up, nail polish, and fake nails are strictly prohibited.
11. Jackets and extra clothing will be searched and collected as students enter the building. Students will not be allowed access to any extra clothing during school hours.
12. Parents will be called to provide a change of clothing, if needed.

BEHAVIOR JOB DESCRIPTIONS AND EXPECTATIONS

Student behavior is guided by 5 job descriptions which are posted throughout the building. These descriptions include:

1. Follow all adult directives upon first request (non-negotiable)
2. Complete every assignment
3. Use appropriate, respectful language with peers and staff. All conversation must be school appropriate.
4. Move in an orderly manner
5. Keep hands, feet, and objects to yourself

In addition to the above mentioned descriptions, students will be required to follow additional expectations to ensure safety and success:

- Arrive at school on time.
- Adhere to a daily search upon entering the building which includes the use of a metal detector wand and collection of all prohibited items.
- Adhere to pat-downs which are allowed when reasonable suspicion is established.
- No food and drinks brought to the campus. Allowable food and drinks will be offered during breakfast and lunch.
- All electronic devices will be checked in at the door.
- No backpacks or purses are allowed on campus.
- All wallets and extra money will be checked in at the door.
- Avoid bringing books or any other instructional materials. The DAEP provides all necessary supplies.
- Remain seated at all times unless given permission to move by staff.
- Avoid communicating with other students unless given permission by the staff.
- Students may not leave until the end of the instructional day unless signed out by a parent or guardian.

SERIOUS MISBEHAVIOR

The following offenses are of serious nature which will lead to suspension or expulsion from the DAEP. Other offenses may fall under this category.

- Violence or threats of violence
- Possession of weapons
- Possession or being under the influence of illegal drugs or alcohol
- Theft
- Gang related activity

BULLYING

In addition to the outlined misbehaviors, bullying will not be tolerated. Children are asked to report all instances of suspected bullying to staff members at the DAEP. For more information, please visit our district's prevention website at <http://www.nbsd.org/default.aspx?name=bully.index>

DISCIPLINARY PROCEDURES

Students referred to the administration for job description violations are provided with an opportunity to fully explain their actions. Based upon the discussion and investigation into the detailed incident, the administration will assign a consequence which may include any of the following:

- Warning (1st Referral)
- Parent phone call (2nd Referral)
- Suspension up to 3 days
- DAEP placement extension
- Recommendation for expulsion

ATTENDANCE

Attendance is compulsory (TEC 25.085) and is vital in regards to student success. Only the physical days served at DAEP count towards a student's completion of their placement. Students with excessive absences will be subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents. A warning letter may be sent to parents of students absent without excuse for three or more days. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year ,or
- Is absent on three or more days or parts of days within a four-week period.

EXTRACURRICULAR ACTIVITIES

Students are not allowed to attend any New Braunfels ISD extracurricular activities during their placement at the DAEP. In addition, students are prohibited from being on any district property other than the DAEP campus.

BREAKFAST AND LUNCH

Students are not allowed to bring their own breakfast or lunch, and any outside food or drink will be turned over to the DAEP staff during the morning search. Parents, guardians, relatives, and friends of students assigned to the DAEP are strictly prohibited from bringing food or drinks to campus throughout the instructional day.

Breakfast is available to students at 8:00 AM. Payment for breakfast will be collected when students arrive in the morning. Prices are free (if qualified), reduced (\$.40), and full price (\$1.25).

Lunches will be served at the designated lunch hour. Payment for lunch will be collected when the food staff arrives. Prices are free (if qualified), reduced (\$.40), and full price (\$2.30).

**Students arriving to school after 10:00 AM will not have an opportunity to order their lunch and will be served a minimal meal. No charges will be allowed.*

SECURITY

Surveillance cameras are used throughout the DAEP building to monitor safety concerns. Please be aware that student behavior is being monitored and recorded. Any information recorded by the cameras will be used as evidence if misbehavior is noted. In addition to the morning search, further searches may be conducted when reasonable suspicion is established.

MEDICATION

Employees of the DAEP may administer medication to a student, provided:

1. The parent/guardian completes the district medication permission form.
2. The prescription medication and/or over the counter medication must be brought in the original container and be properly labeled. All medication must be delivered to the DAEP by the parent/guardian. Students are not allowed to be in possession of any type of medication or drugs.
3. All medication will be maintained in a locked cabinet and distributed by only DAEP staff members.

TRANSPORTATION

New Braunfels ISD transportation is not provided for DAEP students. Parents may drop off their students at the Learning Center between 7:45 AM and 8:00 AM. Students who have a driver's license and have obtained a parking permit may park in the front or side lots of the Learning Center. Students may be picked up between 4:00 PM and 4:10 PM and must leave campus by 4:10 PM.