

Marshall I.S.D.
Disciplinary Alternative Education Program
Student / Parent Handbook
2016-2017



DAEP Campus
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MISD Mission Statement

The mission of the Marshall Independent School District is to ensure the educational success of all students by having high expectations, a commitment to excellence, and a comprehensive program that molds the whole child, confirming the belief that all students can learn and become responsible, productive members of society.

MISD Vision

Marshall Independent School District envisions that every MISD school will be a thriving, dynamic, and inspiring educational environment that produces self-directed learners and stimulates citizens of all ages to trust in, invest in and benefit from public education.

MISSION

This disciplinary alternative education program (DAEP) is committed to the belief that all students can learn and all inappropriate behavior can be modified to behavior that complies with the MISD Student Code of Conduct.

Purpose

The **primary** focus of the DAEP is to address student behavior. The programs at the DAEP are designed to help the student:

- (1) Understand that placement is because of unacceptable behavior;
- (2) Investigate possible reasons for this behavior; and,
- (3) Learn methods for avoiding these behaviors in the future.

Through a system of highly structured intervention strategies, opportunities will be provided to enable the student to increase self-esteem, increase self-control, develop a positive attitude, and make the necessary behavioral adjustments required for return to home campus.

The **secondary** focus of the DAEP will be completion of academic work. The classes offered will be Character Education, Language Arts, Mathematics, Science, Social Studies and other approved electives. All grades will transfer to the home campus.

Procedures

Process

Removals to a DAEP will be recommended by the campus principal. A hearing will take place and the length of placement will be determined by the hearing officer.

Hearing—When a student is removed from class for a DAEP offense, the principal or appropriate administrator will request a **hearing** within three school days with the student's parent, the student, and the principal and the hearing committee. At the hearing the principal or appropriate administrator will inform the student, orally or in writing, of the reasons for the removal, explain the basis for the removal, and provide an opportunity to respond to the reasons for the removal. Following valid attempts to require their attendance, the District may hold the conference and make a placement decision regardless of whether the student or student's parent attends the conference.(FOC – Legal)

Placement Order—After the conference, if the student is placed in a DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent. Not later than the second business day after the conference, the Board's designee will deliver by to the juvenile court by e-mail or surface mail a copy of the placement order and all information required by Section 52.04 of the Family Code. If the student is placed in the DAEP and if the length of placement is inconsistent with the guidelines included in this Student Code of Conduct, the DAEP placement order will give notice of the inconsistency.

Review— When students enter DAEP, they are assigned a set number of days to successfully complete. The review date does not mean that student will be leaving DAEP on that day. It only means that the DAEP principal will review the student's behavior and academic progress.

Appeal— District policy allows a student to appeal to the Board or the Board's designee (The Assistant Superintendent of Administrative Services) a decision of the principal or appropriate administrator, the decision of the Board or the Board's designee is final and may not be appealed. Forms may be picked up in the Executive Director of Human Resources and Administrative Services office.

Length of Placement

The Board or its designee will determine the duration of a student's placement in a DAEP on a case-by-case basis. DAEP placement will 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.

Exceeds 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 in a DAEP so that the students are not assigned to the same campus.

Exceeds School Year—Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement. For placement in a DAEP to extend beyond the end of the school year, the campus principal must determine that:

1. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct; or
2. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others.

Exceeds 60 Days—For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the Board or Board's designee. (FOC – Legal)

Placement in DAEP for the third time in the same calendar year may result in recommendation for DAEP expulsion to the MISD superintendent by the DAEP principal/staff.

Admission is done with a campus referral and a due process hearing with the MISD district hearing committee.

A general education student may be emergency assigned to DAEP by the campus principal or assistant principal for a maximum of 3 days without a due process hearing. (FOC – Legal)

*A special education student may be assigned to the DAEP by the campus principal or assistant principal after the manifestation determination of the ARD committee.

*A 504 student may be assigned to the DAEP by the campus principal or assistant principal after the appropriate manifestation determination from the 504 committee and a due process hearing.

An orientation session will be held prior to admission to the DAEP campus.

Parents are strongly encouraged to attend the orientation session and to be involved in the student's activity at the DAEP. Parents and students will receive a copy of the handbook at the orientation.

Grades and Course Work

HB 37.008 requires students who are assigned to DAEP be given the opportunity to complete coursework that was otherwise missed while placed in DAEP. The completion of this coursework is of the district's selection and may include but not be limited to correspondence classes, distance learning, and/or summer school. The parents of the student and the counselor of the home campus of the student will handle arrangements for makeup work.

Seniors

Any senior student who is eligible to graduate from Marshall High School and has been assigned to the DAEP campus must complete both placement and academic obligations in a manner that will allow the student to return to the high school campus at least one calendar day prior to graduation. Failure to meet this requirement will result in the student not being allowed to participate in the graduation ceremony or any other related graduation activities.

General Information

School Day: The school day begins at **7:55 AM and ends at 3:35 PM**. The building opens at 7:25 AM. Parents or designee will drop off and pick students up at the door to the DAEP building at 1312 Johnson Street. Only adults age 21 and older listed on the designee sheet will be permitted to pick up the student. If the student is not picked up within 30 minutes of the school release time by the parent /guardian or designee, the DAEP principal may notify Child Protective Services (CPS) or the Marshall Police Department. In the event of an emergency situation and the parents are running late, the DAEP must be notified. DAEP students will not be allowed to ride the school bus unless directed to do so by Sp Ed ARD or 504 committee as a related service or by the district hearing officer. For students to walk home unsupervised they must have permission from the DAEP principal and their parents.

Visitors: Visitors are required to check in and obtain approval from the DAEP principal prior to visiting the DAEP campus.

Change of Address or Telephone: It is the responsibility of the parents/guardians to notify the DAEP principal or DAEP teacher when there is a change of address or phone number.

Medication: A signed consent form and a written request from a parent/guardian are required before the staff will administer medication to a student. The medicine must be in an unopened container and given to the DAEP teacher upon arrival at the DAEP facility. DAEP staff will administer medication and maintain a log. A doctor's note is required for all prescription drugs and the prescription must be in the original container.

Attendance: State law requires that all students must attend 90% of class days. The DAEP attendance clerk reports attendance daily. The placement time in DAEP may be extended and the student denied credit if not in attendance as required by the Texas Education law. Students who have court dates or doctor appointments must bring a **note from the court or doctor** for the **absence to be excused**. **Students must be in attendance for the remainder of the school day before or after a court date to receive credit for the day.**

Tardy: Students are Tardy after 7:55 AM. In order for the students DAEP placement day to count they must be on time and not considered Tardy. In the event that a student is Tardy they still receive credit for their PIEMS attendance thus removing any Truant issues.

Permission to Leave School: Students may not leave the DAEP campus without permission from the DAEP teacher or principal. The parent/guardian must sign out the student before he/she is allowed to leave. In addition, students must immediately leave MISD property upon dismissal from the DAEP. A student may not leave prior to the end of the school day unless an emergency arises. If a student leaves early for any other reason, the student will not receive credit for that day.

Campus Visits/Extracurricular Activities: DAEP students are not permitted on any school property other than the DAEP facility. This includes all school campuses, parking lots, playgrounds, and playing fields. This regulation is in effect 24 hours-7 days a week. DAEP students may not attend any Marshall ISD extracurricular / co-curricular activities (includes out-of town as well as in-town events). All students and parents in Texas will complete a **Notice of Criminal Trespass** form during the DAEP orientation. The student and parent will sign the criminal trespass form at DAEP Orientation. Any questions from parents or the student may be addressed to the DAEP principal/teacher during the DAEP orientation.

DAEP Principal: She/He is responsible for the overall operation of the DAEP. She/He approves changes in administrative regulations and makes decision regarding disciplinary actions. She/He receives daily reports on the progress of all DAEP students.

Grading and Class Work: DAEP classes are designed to be self-paced and most students will be able to complete at least one assignment per day in each subject. Most work is completed during school time. Homework may be given. If an acceptable amount of assigned work is not finished in the allotted time, then extra tutorial time may be assigned at the end of the regular day by the DAEP staff (3:35 PM-4:00 PM) **or extra days added to DAEP Placement.**

Grades: Students are required to make a “70” on all assignments (daily work and exams). If a student does not make at least a “70”, he/she is required to review the material and complete the assignment over or take an alternate test.

Testing: Students will take all appropriate standardized tests while in DAEP.

Prohibited Items in addition to the MISD code of conduct:

- A. Communication devices or electronic equipment.**
- B. Toys/Games**
- C. Backpacks, book bags, etc.**
- D. Cosmetics of any kind**
- E. Jewelry, hair ornaments or bows**
- F. Gum / Candy**
- G. Food from outside sources**
- H. Caps, hats, bandanas, scarf, shorts, flip-flops, & clothing with holes in them.**
- I. A student may not have in their possession any more than \$5 per day unless applying it to their lunch account.**

Prohibited items will be taken from the student and held until the completion of the DAEP stay. A daily search will be conducted before the student is allowed to enter the DAEP facility. All students will clear the home campus of all lunch, library, and textbook obligations before entering the DAEP campus. Students will also clear all lunch, library and textbook fines incurred at the DAEP before being allowed to return to the home campus.

DAEP DRESS CODE

1. Long sleeve or short sleeve **white polo shirt without any logos** of any kind. Students may wear a **white shirt under their polo shirt** as long as it is **white with no pictures, writing, or logos of any kind**. **Shirt must remain tucked in at all times.**
2. **Khaki uniform pants. No shorts or capris** allowed. Absolutely **NO SAGGING** is allowed. **The waistline of pants must be worn at the student's waistline.** Pants are not allowed to be cuffed or rolled up on the leg.
3. Students must have a **solid black or solid brown belt**. This **belt may not have metal studs**. If the student does not wear a belt, he or she will be given a zip tie to wear.
4. **Solid white, black, or brown shoes. No colored shoe strings.**
5. **No jewelry of any kind is allowed.**
6. **No hair styles shall have designs cut in them, No eye brows shall have designs cut in them.**
7. **All male students shall be clean shaven.**
8. **No** student is allowed to **wear a cap, hat, bandana, scarf, flip-flops, shorts, or clothing with holes.**
9. **Hair color must be a natural growth color only. All other colors are unacceptable.**
10. **In addition to the DAEP Dress Code, the district Dress code outlined in the student handbook remains in effect while students are at DAEP.**
11. **Fingernails must be natural no ARTIFICIAL nails or POLISHED nails. Nails must be short in length.**
12. **No ARTIFICIAL eye lashes.**

Students are not allowed to bring any items into the building except lunch money. If he or she does, it must be placed in a box until the end of the DAY.

The DAEP staff is not responsible for any LOST OR STOLEN items.

Failure to comply with the rules listed above will result in further disciplinary action.

Code of Conduct

The MISD student code of conduct applies to DAEP students. Failure to comply may result in loss of privileges, return to a lower level, suspension, or expulsion from the DAEP. Punishment will be determined by the severity of the violation.

Discipline will be strict and firm, but fair and consistent. The DAEP teacher may recommend a disciplinary action, but the DAEP principal has final authority in deciding such action.

DAEP Discipline Management System

- Must earn 70-100 points each day
- Levels—Red, Yellow, Green
 - Red—Entry level
 - No privileges
 - Yellow—1000 points
 - Jeans with uniform shirt (Friday only)
 - Green—
 - Jeans with uniform shirt (Friday ONLY)
 - FRIDAY only—Snack.
- Level Drop
 - Student goes back to Red Level until 1000 points have been accumulated
 - If student receives a referral or less than 70 points while on any Level, the day will not count, and the count towards the 1000 points will start over.
 - An unexcused absence during the week could result in level drop or reverting back to previous weeks totals.
 - Reasons to receive Level Drop
 - Less than 70 points in one day
 - Referral
 - Unexcused Absence

Point Assignment

When students enter DAEP, they are assigned a set number of days to successfully complete. The number of days x 70 points determines the minimum number of points the student must have to be released from DAEP. For example, a student who has 25 days to complete will be as follows:

$$25 \text{ days} \times 70 \text{ points} = 1750 \quad 25 \text{ days} \times 100 = 2500$$

The students must complete 25 successful days and have accumulated 1750-2500 points.

Students are required at all times to carry a clip board with their Disciplinary form attached. Below is an example of the Form.

If a Student at any time refuses the request by Staff to turn over documentation (Point Sheet or Work) sheet or defaces or changes sheet.

They will receive Discipline deemed appropriate by the DAEP Principal.

9-12 Success Documentation Form

Name _____ Grade _____ Week _____

Period	Mon	Tue	Wed	Thurs	Fri
B					
1					
2					
3					
4					
L					
5					
6					
7					
8					
Daily Total					

Violations

INTERMEDIATE- 5pts

- 5A-Failure to follow directions
- 5B-Contraband
- 5C-Horseplaying
- 5D-Projectile
- 5E-Roaming
- 5F-No Clipboard
- 5G-Inappropriate Behavior

MAJOR- 10pts

- 10A-Sleeping
- 10B-Threat (possible referral/citation)
- 10C-Gang-related activities
- 10D-Cursing (possible referral/citation)
- 10E-Failure to do assignment
- 10F-Talking
- 10G-Failure to adhere to dress code
- 10H-Repeated failure to follow rules
- 10J-Insubordination (Refusal to follow directions)

COMMENTS

If you receive a referral, you will LOSE ALL points for that day.

Student Responsibilities

Marshall ISD Disciplinary Alternative Education Program

1. Students will line up quietly against the wall in the hall with hands behind their backs.
2. Students are responsible for keeping up with their CLIPBOARD.
3. Destruction of Clipboard (s) will result in student having to make restitution before being released from DAEP.
4. Students will enter classroom quietly and take their seats.
5. Students will remain in their seats in class at all times.
6. Students will raise their hands to ask questions.
7. Students will **NOT** sleep in class or lay their heads down in class.
8. Students must work on assignments at all times while in the classroom.
9. Students may only go to the restroom during assigned breaks.
10. Students must work quietly at their desks.

Parent/Guardian Responsibilities

1. Ensure your child complies with attendance requirements. Send explanations for absences or tardies promptly. If possible, call the DAEP teacher when you know your child will be absent, (903)-927-8800 Ext. 1080.
2. Send your child to school awake, ready to work, and in the proper attire.
3. Check your child's point sheet every week so the school has weekly communication with you about his/her academic and disciplinary progress.
4. Try to prepare your child emotionally and socially to be receptive to following the rules at the DAEP and completing academic assignments.
5. Cooperate closely with the principal and teacher of the DAEP to achieve and maintain a quality program for your child.
6. Provide transportation for your child to and from the DAEP. Be on time to check in/check out your student daily. **Students will not be allowed to ride M.I.S.D. school buses** unless directed by Special Education ARD or 504 Committees, as a related service. No student will walk home unsupervised or drive personal vehicles without DAEP principal authorization.
7. Students with DAEP principal authorization walking/riding home unsupervised will go straight home and call the DAEP staff everyday informing DAEP staff they have arrived home safely. Failure to comply can/will result in loss of unsupervised walking/driving home privileges.
8. Submit a signed statement of assurance that you have been given a copy of this handbook and have been given an opportunity to receive clarification regarding any matters you did not understand within it.
9. Submit a signed statement of Criminal Trespass Notice on MISD property that you understand this policy and ask questions/express concerns about this during the DAEP orientation or as the need arises.

Marshall ISD
DAEP Statement of Assurance
2016-2017
Student Statement of Assurance

I, _____, have been given a copy of the DAEP handbook
Student Name

and it has been discussed with me at DAEP Orientation.

Date _____ Signature of Student _____

Parent/Guardian Statement of Assurance

I, _____, have been given a copy of the DAEP handbook and have
Parent/Guardian Name

been given an opportunity to receive clarification regarding any matters I did not understand
within it.

Date _____ Signature of Parent/Guardian _____

Student Shall Be Shall Not Be Assigned _____ days in DAEP

The student shall be reviewed in _____ days.

PERMISSION FOR CHILD RELEASE

I, _____, do give permission for the following designees
Parent/Guardian (must be 21 or older)

to check in/out my child, _____ at DAEP.
Student Name

In the case of my absence. I understand that if the designees or I do not pick up my child within 30 minutes of the DAEP release time that the DAEP principal may report me to the Child Protective Services (CPS) authorities or notify the Marshall Police Department. The DAEP staff will check all designees for photo-identification before releasing the child to their custody.

DESIGNEES NAME PHONE #

- 1.
- 2.
- 3.
- 4.

Parent/Guardian Signature _____ Date _____

LUNCH (CIRCLE ONE) Free Reduced Full Pay Lunch # _____

_____ Yes I give permission for my child to be given

Tylenol Ibuprophen Other _____

Parent Signature _____

_____ Yes I give permission for my child to walk home in the afternoon

Parent Signature _____

**MARSHALL
INDEPENDENT SCHOOL DISTRICT
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM**

Criminal Trespass Notification

To: Student: _____ Parent/Guardian: _____

Effective Date:

From _____ to _____

“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 / within 300 feet of school property / at a school-related or school-sponsored activity / 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 all Marshall Independent School District campuses. If you are seen on any Marshall campus and / or within 300 feet of school property, other than MISD Disciplinary Alternative Program, MARSHALL DAEP, which is located at 1312 Johnson Street, Marshall TX 75670, at any time within the placement period at MARSHALL DAEP, Criminal Trespass charges will be filed with the local police department. This includes Maverick Drive that runs through the Marshall High School campus.

Parent Signature _____ Date: _____

Student Signature _____ Date: _____

Administrator Signature _____ Date: _____

MISD DAEP Principal _____

- Parent refuses to sign.** **Date:** _____
- Student refuses to sign.** **Date:** _____