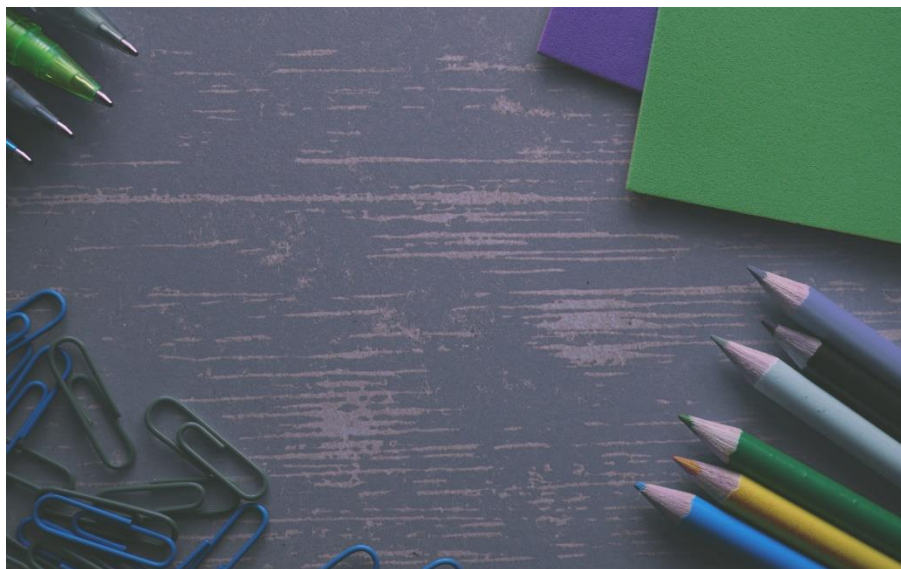


Disciplinary Alternative Education Placement

Student – Parent Handbook
2023-2024



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 help to correct students' inappropriate behavior,
2. Work with school personnel to identify and correct factors which adversely affect 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 (Texas Essential Knowledge and Skills) 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.

If your student is experiencing learning difficulties, you may contact Debbie Campbell, Director of Special Education at 903-796-4194 to learn about the school's overall general education referral process for support services. This process links students to various support options, including making a referral for a special education evaluation or a Section 504 evaluation to determine if your student is in need of specific aids, accommodations, or services.

Sincerely,

Virginia Lindsay
DAEP Administrator
lindsayv@hsisd.net
Hughes Springs ISD
903-639-3819

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Hughes Springs Independent School District Disciplinary 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. For the District to ensure that students develop their fullest potential in educational experiences, there must be proper balance between right and responsibilities.

Good discipline and the teaching of self-discipline is the 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 area of self-discipline today. Students must exhibit 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 Disciplinary 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 to assist these students. The DAEP Center believes that adjustment difficulties and repetitive unacceptable behaviors will decrease through adequate diagnosis of the student's need. Through a relevant and supportive program, students will learn to cope with and overcome obstacles to learning and 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 awareness and acceptance of responsibility for their own actions.
4. To aid in the prevention of habitual tardiness.
5. To improve the percentage 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 in working with students and parents in identifying and correcting factors which adversely affect the education of children.
3. Offer counseling that stress student responsibility for all 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 students, 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 a crucial step to establish the student, parent, and staff commitment to the DAEP assignment.

Students will be reviewed periodically for behavior and work completion.

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.

All DAEP students are to follow the HSISD Student Handbook. All students not adhering to the regulations and policies of the DAEP Center, and the student handbook will be considered for suspension. The link to the student handbook is below.

(Insert link here)

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

Student meal prices

Reduced prices:	Breakfast	.30
	Lunch	.40
Full prices:	Breakfast	2.50
	Lunch	3.35

HSISD school cafeteria: Elizabeth Martinez martineze@hsisd.net

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

Student Dress Code 2023-2024 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, avoid safety hazards, and provide a positive learning environment. The administrator or designee has discretion in determining the appropriateness of dress and will be determined by the HSISD campus dress code. If the administrator or designee determines 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 the student's proper size.

Other:

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

Personal hygiene

- Good hygiene is necessary.

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

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

Students 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 and will come to you on paper, in an email, or through Clever. 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.

Attendance/Tardy Policy When students are absent, the parent is asked to call 903-639-3949 before 7:45 am to inform DAEP staff. Attendance is required. Students arriving after 8:00 am 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 subject to the attendance for credit law, which requires them to attend school at least 90% of the time 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.

Computer Acceptable Use Policy Please refer to the student handbook for the district policy on appropriate use of computers. The student is responsible for knowing and following the rules laid out by the district.

Cooperative behavior is required while in DAEP. You will cooperate fully with the DAEP staff and 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 misbehavior violating the student code of conduct while placed in alternative educational program." TEC 37.007c) 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 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 have a student parking tag displayed on their vehicle.

Electronic devices are prohibited on the DAEP campus. Cell phones will be locked up with personal belongings. If the cell phone is confiscated, it will be 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 a student refuses to be scanned, a school police officer 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.

School day is from 8:00 am to 3:00 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 into the DAEP building.

Student pick up – Students must be picked up no later than 3:05. If parents/guardians do not pick their student up by this time, 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 the student will be assigned an additional 10 days at DAEP. On the fourth offense, the student will be referred to an expulsion committee.

Trespassing – **DAEP students are only allowed to be on the DAEP campus.** Students may not be within 300 feet of any other HSISD (your home campus) property or to attend any HSISD (your home campus) school sponsored activities, anywhere, for any reason, without prior written consent and approval from both the DAEP administrator and the principal from the home campus.

2023-2024 CALENDAR HUGHES SPRINGS ISD

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It's a great day to be alive and a Mustang



Hughes Springs Independent School District
Disciplinary Alternative Education Placement Center
DAEP Contract

I, _____, enter into the following contract with the HSISD Disciplinary Alternative Education Placement Center. 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 weeks of school, 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 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. Comply with DAEP dress code. *Int* _____

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

DAEP Staff Signature

Date

Hughes Springs Independent School District
Disciplinary Alternative Education Placement Center
Notification of Trespass Laws and Official Warning

DAEP Students are to be only on the DAEP campus. Student may not be within 300 feet of any other HSISD (your campus) 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 administrator and the principal from the home campus.

Student Signature

Date

Parent/Guardian Signature

Date