



Jefferson Independent School District
Disciplinary Alternative Educational Program
2018-2019

Director: Terence Jimerson

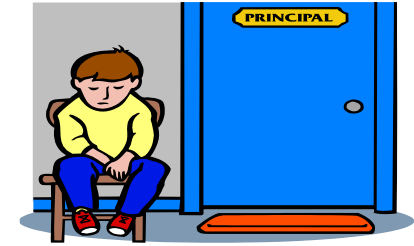
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What is DAEP?



- **DAEP stands for Disciplinary Alternative Educational Program.**
- **Objective: Improve and correct behaviors that prohibit students from successfully functioning in the classroom.**
- **Jefferson ISD's DAEP program is the last chance students have before expulsion.**
- **Students must earn their way back to their campuses by enduring a strict program and following all rules.**

Dress Code



- Clean and neat jeans or slacks with **NO HOLES**.
- Clean and neat polo, collared, or t-shirt with **NO HOLES**.
- Sagging pants are not allowed.
- Jewelry is not allowed (girls may wear earrings only).
- Closed-toed shoes are required.
- Shorts are not allowed.

General Class Rules



1. Talking or communication with other students is not allowed.
2. Sleeping is not allowed. You must keep your head up at all times.
3. Cell phones or electronic devices of any kind are not allowed.
4. Backpacks are not allowed.
5. Keep your pants pulled up at all times.
6. Do not lean against the cubicle.
7. Do not lean back in your chair.
8. Do not get out of your seat without permission.
9. Food, gum, and drinks of any kind are prohibited in DAEP.
10. Do not speak unless you have permission.
11. Be respectful to yourself and others.

Location and Arrival



- Sign-in occurs no earlier than **7:40am** and no later than **7:55am**. Arrivals after 7:55am will receive a tardy for the day. After receiving two tardies, an additional day will be added to your DAEP assignment. If you arrive after **8:15**, that **day will NOT** count towards your DAEP assigned days, unless you have made prior arrangements.
- Students must be dropped off in front of the DAEP entrance. JISD will not provide transportation for arrival or dismissal to DAEP students.
- All students assigned to DAEP must report directly to the DAEP classroom.

Dismissal

- **Students will remain in DAEP until 3:50 P.M.** Any student that is checked out of DAEP prior to 3:50 must have a valid, written excuse (eg. doctor's note, court appointment, Probation Officer documentation, etc.). You may only receive credit for a half day when you are checked out early.
- Students must be picked up in front of the DAEP entrance by 4:00pm.
- DAEP students must leave the campus immediately upon release.

Reporting to Class

1. The first thing you do when you come into the DAEP classroom is to surrender all contraband. This includes cell phones, food items, jewelry and electronic devices. Items may be picked up at the end of the day.
2. Next, you will get checked with a metal detector wand. Any contraband found that is not surrendered before-hand will result in additional consequences.
3. Then you will sign the attendance book.
4. Finally, you sit down at your desk and begin writing the DAEP rules.

Instruction

Students:

- Most written assignments will come from your teachers. On occasion, an assignment will be given by a DAEP instructor. **Any** assignment that is given, must be completed before being released from DAEP.
- DAEP assignment protocol: You will keep a daily record of your assignments received and completed with the name of the teacher that sent the assignment. This will be monitored by the DAEP staff.
- After completion of all teachers' assignments, you may work on A+ or other approved district online programs.

Extracurricular Activities



- While you are in DAEP, you cannot attend, compete, or practice in any extracurricular activities.
- Extracurricular activities include any school sponsored activities including but not limited to sports, band, Student Council, cheerleading, Strutters, etc.

Parent/Guardian Responsibilities

- Parents/Guardians, you are required to:
- Participate in meetings regarding your child.
- Communicate with school officials if your child will be absent. Please call before 8:00 a.m.
- Provide daily transportation to and from school.
- Provide transportation if the child is removed from DAEP.
- Communication is necessary. Parents/guardians must be available at all times, so please provide alternate numbers or contact information. If we are unable to reach the parents/guardians, JISD police will be informed and will make attempts to contact the parents/guardians.

Student Responsibilities

- Be on time - 7:40 a.m. to 7:55 a.m.
- Show respect to all persons including positive body language and facial expressions.
- Comply with all rules and regulations.
- Communication with other students is not allowed.
- Sleeping is not allowed.
- Back-packs are not allowed.
- You are **NOT** allowed to be present on **ANY** campus, except during school hours, while in DAEP. This is a state law and you can be arrested by campus police for criminal trespassing.
- You CANNOT attend campus activities or events while in DAEP such as football or basketball games, Parent's Night, band concerts, etc.
- All district policies and the Student Code of Conduct will be enforced.

Daily Schedule/Routine



- Raise your hand if you have a question. Do not call out the instructor's name.
- Do not get out of your seat without permission.
- There are two scheduled restroom breaks per day. A third can be **earned** and given on the basis of need.
- All trash in cubicles must be thrown away at the end of each day. Cubicles must be neat and organized.

Disciplinary Action

Disciplinary action will be determined by the severity of rule violations. Both minor and major offences may include the following:

- Verbal warning.
- Written assignments such as an essay, dictionary writing, or any type of writing assignment.
- Must complete the total assigned days (additional days added).
- A committee conference to determine if additional time is needed in DAEP may be held if warranted.
- Students may also be suspended.

Exit Meeting

The Exit Meeting is intended to evaluate whether the student is prepared to successfully return to his/her campus. The Exit Committee will review the performance of the student while in DAEP. Parents will be notified 2-3 days prior to release from DAEP.

If the student receives a disciplinary referral within a two week period of being returned to campus, the student will automatically be reassigned to DAEP for a period of time.

Internet Policy



- Students will be allowed to use the internet only with permission.
- Students will be monitored by the DAEP staff.
- Disobeying the rules and getting on the internet without permission, will result in additional consequences.

DAEP Handbook Acknowledgment Form

My signature acknowledges that:

“I have taken part in the DAEP enrollment process. The policies and procedures of DAEP have been explained to me by a DAEP representative”.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

DAEP Signature: _____ Date: _____