

# Rains ISD



**DAEP Handbook**  
2017 - 2018

# TABLE OF CONTENTS

<b>General Information</b>	<b>Page</b>
Purpose and Organization	3
Program Description	3
Behavior Modification	3
Placement and Dismissal	4
Learning	4
Transportation	4
Length of Stay and Recycling	4
Student Responsibilities	5
Parent Responsibilities	5
Routine Day	5
<b>Rules and Regulations</b>	
General Rules	6
Dress Code	7
<b>Forms</b>	
Acknowledgement of Receipt of DAEP Handbook	8
Criminal Trespass Warning	8

# General Information

## Purpose and Organization

This is the handbook for Rains Independent School District's Disciplinary Alternative Educational Program (DAEP) campus. Its purpose is to give DAEP students and their parents an understanding of the general rules and guidelines for the DAEP as an independent campus.

The DAEP Handbook has been developed by school district administrators and keeps the needs of all students at the forefront in regards to their academic success and safety. The content is reviewed by the Board of Trustees and is intended to be consistent with formally adopted board policies. If there is an apparent contradiction between information in the Handbook and a formally adopted board policy, the school administration will interpret the Handbook in a way that is consistent with policy.

This Handbook is intended to act as a supplement to the individual campus handbooks from each placed student's originating campus. It will explain **significant differences** in policies, procedures, and rules that will apply to the student during his / her placement. **For issues not contemplated by this DAEP Handbook, the originating campus principal will construe his / her campus student handbook and board policy under the circumstances of the DAEP placement to best meet the needs of the student and the district.**

The DAEP Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school district. If the district makes changes to the Handbook during a school year, the administration of the district and the campus will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

## Program Description

The DAEP is a setting for students who have exhibited either serious or persistent misbehavior on the originating campus. The program has behavior modification as its primary goal.

## Behavior Modification

The primary objective of the program is to foster a positive change in student behavior. This allows the student to return to the originating campus to continue his or her education. By providing the student with an intense, highly structured environment away from the originating campus, it is felt that the student will be better able to:

1. Understand the misbehavior / consequence relationship.
2. Analyze the behavior which resulted in the assignment to the DAEP.
3. Accept responsibility for his / her behavior.
4. Develop an appreciation for the opportunities afforded on the originating campus.
5. Modify behavior to prevent a return to DAEP or be faced with expulsion.

## **Placement and Dismissal**

Students will be placed and dismissed from DAEP in accordance with the originating campus's student handbook and Chapter 37 of the Texas Education Code.

An in-take conference is required before the student can be admitted into the DAEP. Both the student and a parent / guardian must meet with the assigning principal to ensure a successful integration into the DAEP.

## **Learning**

Classroom assignments and (Texas Essential Knowledge and Skill) TEKS alignment are provided by the DAEP teachers in conjunction with originating campus teachers.

## **Transportation**

Transportation to and from the DAEP is the sole responsibility of the student's parent / guardians. Rains ISD will not provide transportation unless mandated by an ARD committee.

## **Length of Stay and Recycling**

The student is initially assigned to the program for a specific number of successful school days. This is determined by the home campus administration. The required number of successful days must be completed before the student can be reinstated on the originating campus. An unsuccessful day may result in the student repeating that day. A discipline referral will be completed. The student may be sent home for that day. Two discipline referrals may be cause for the student to be suspended up to three days, and /or begin their DAEP original placement over from day one, and/or have one to five days added to their DAEP placement. Upon receiving a third referral-recommendation for expulsion may be made.

Recycling may occur in any of the following situations:

1. Truancy
  - a. Absence for any portion of the school day without the permission of the school or parent / guardian.
  - b. Leaving the DAEP classroom or campus without the permission of DAEP staff.
  - c. Failure to go directly to the DAEP classroom upon arrival at RAINS ISD property.
2. Major Rule Violation
  - a. Any offense of Level III or higher as defined by the originating campus student handbook and code of conduct.
  - b. Serious or persistent misbehavior as determined by the originating campus principal.

Some rule violations are not serious enough to warrant recycling in the program, but may merit an increase in DAEP placement days. See subsequent section on Rules and Regulations for details.

## **Student Responsibilities**

To be successful in DAEP, the student must:

1. Maintain consistent and punctual attendance.
2. Complete assigned work in a conscientious and timely manner.
3. Comply with established district policies and student code of conduct.
4. Comply with established DAEP policies, rules, and regulations.
5. Work cooperatively with DAEP staff.

## **Parent Responsibilities**

To help your child experience success in the DAEP, the parent / guardian must:

1. Promote consistent and punctual attendance.
2. Advise the DAEP staff of any absence the morning of the absence.
3. Provide any necessary documentation to verify the reason for the absence.
4. Attend conferences needed to review your student's status or progress.

## **Routine Day**

### **Arrival**

Class begins promptly at 7:40 a.m. Students are to report immediately to the DAEP classroom. Students should be dropped off at the cement porch located on the east side of the DAEP classroom. DAEP students are not allowed anywhere else on Rains ISD property for any reason. Students must immediately take their seat, and must have the permission of the DAEP staff to leave their chair.

Any student not in his or her assigned seat by 7:40 a.m. is tardy. Tardiness may result in days being added to the placement and/or recycling.”

### **Leaving the Classroom**

Students are not allowed outside the DAEP area at any time unless accompanied by DAEP staff. Any violation will be considered a criminal trespass that will result in disciplinary action and criminal prosecution.

### **Restroom Breaks**

Students are given a restroom break at mid-morning and mid-afternoon. Breaks are timed and exceeding the time limit will result in disciplinary action.

### **Lunch**

Lunch is thirty minutes in length and will be served in the DAEP classroom. Students are encouraged to bring a sack lunch from home. Soft drinks, candy, gum, and fast food are not allowed at any time.

### **Dismissal**

Students are dismissed at 3:00 p.m. and should be picked up immediately. Under no circumstances are students allowed to enter campus buildings or be on any school property after release from DAEP.

### **Beyond the DAEP school day**

DAEP students are not allowed on campus property for any reason other than for DAEP attendance during the prescribed school day. Students may not attend any campus or district extra-curricular activities. Violation of this policy will result in a criminal trespass prosecution.

## **Rules and Regulations**

A student assigned to DAEP is required to abide by regular school rules and district policies. Additional rules and regulations include the following.

### **General Rules**

1. The hours of operation for DAEP are 7:40 a.m. to 3:00 p.m. Students shall not arrive earlier than 7:30 a.m. or be picked up later than 3:15 p.m. Violation will result in a criminal trespass prosecution.
2. If a student is sick or will be late due to transportation problems, the DAEP is to be notified by the parent / guardian.
3. Students are barred from all district and campus activities except for the DAEP program itself. Violation will result in a criminal trespass prosecution.
4. Students should bring their lunch. Snacks and drinks other than at meal time are not allowed. If students cannot bring a lunch, the cafeteria will provide lunch at the regular cost.
5. Every student's parent / guardian is responsible for transportation to and from DAEP unless there is an ARD committee decision to the contrary.
6. Students are only allowed three discipline referrals during a DAEP assignment. Failure to meet this standard may result in expulsion by the district.
7. Violation of these rules or other originating campus rules may result in extended placement days, recycling, or expulsion.

## Dress Code

- 1) Clothing must cover the torso at all times. Appropriate underwear must be worn and should not be visible. All shirts and pants must reach such length that no skin shall be visible at the waist at any time. Muscle shirts, tank tops, and spaghetti strap garments shall not be worn. Oversized large sleeve openings, mesh and / or see-through shirts and pants are not allowed.
- 2) Full length pants (jeans or slacks) shall be worn at all times. Shorts, skirts, and dresses are not allowed.
- 2) All pants must have the waist fitted and worn to prevent slipping past the hip level, and must be worn so that the entire waistband is above the top of the hipbone. Pants will be of proper length and not drag on the floor. Pajama bottom pants and similar type apparel will not be permitted.
- 3) Hats, hoods, headbands, or any type of head coverings are not allowed. Distracting articles shall not be worn in the hair.
- 4) All clothing shall be free of holes and tears that reveal skin under the garment, and should fit in a manner to avoid comment. Clothing that fits excessively tight or that is extremely oversized will not be allowed. No under garments shall be visible at any time.
- 5) All clothing must be free of slogans and advertising pertaining to or that implies sex, drugs, tobacco, alcohol, profanity, questionable or objectionable messages, etc., or that in any way distracts from the learning process (by word or picture). Students will not be allowed to wear clothing they have altered excessively with markers, colors, or paint.
- 6) The wearing of sunglasses is not allowed in the school building, unless as prescribed by a physician.
- 7) A male student's hair must not be worn longer than the neckline in the back. On the sides it must not be longer than the bottom of the earlobes, and in the front it must not hang past the eyebrows. No artificial means to conceal the length of the hair is allowed; i.e., ponytails, etc.
- 8) Distracting hair color(s), mohawks, or spikes will not be permitted on male or female students.
- 9) Male students must keep their face cleanly shaven at all times. Sideburns may not extend below the bottom of the earlobe.
- 10) No body piercing will be allowed.
- 11) All tattoos and body markings must be covered.
- 12) Shoes must be worn at all times. **House shoes and slippers are not appropriate.**
- 13) Students may not wear jewelry of any kind.
- 14) All students are expected to observe good personal grooming and personal hygienic practices. In any question concerning dress, grooming, and personal hygiene matters, the principal or designee will be the final authority.

**Rains ISD DAEP  
Criminal Trespass Warning**

Students placed in Rains ISD DAEP are restricted from all other district property and / or events during the placement. If you appear on any Rains ISD property, other than the DAEP during its hours of operation, you will be arrested in violation of Section 30.05 of the Texas Penal Code which states:

A person commits an offense if he / she enters or remains on or in property of another without effective consent and he / she:

1. had notice that entry was forbidden, or
2. received notice to depart but failed to do so.

An offense under this section is ordinarily a Class B misdemeanor.

---

**Rains ISD DAEP  
Acknowledgement of Receipt of DAEP Handbook**

We have received a copy of the Rains ISD DAEP Handbook for 2013 - 2014. We understand that the handbook contains information that my child and I will be responsible for during the DAEP placement.

---

Student Signature

---

Date

---

Parent / Guardian Signature

---

Date