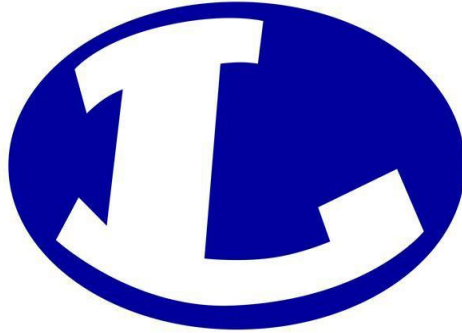


2023-2024
Lampasas ISD Disciplinary Alternative Education Program
(DAEP) Handbook



Mission:

The Lampasas Independent School District D.A.E.P provides services to motivate students to realize their full potential, engage them as learners, and improve student behavior. Students earn the right to succeed.

Purpose:

The program at DAEP is designed to help the students understand that placement is because of unacceptable behavior, provide the same quality education the student receives at their main campus, focus on improving their educational practices and provide ways to improve their character and self-achievement, so they will make better decisions in the future. DAEP offers students a place to re-evaluate their commitment to the LISD code of conduct and refocus their goals. All students placed in DAEP will receive training in the content areas listed below:

- Problem-Solving Skills
- Character Education
- Conflict Resolution Skills
- Social Skills
- Self-Discipline Esteem
- Anxiety and Stress Management
- Communication Skills

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Preface

To Students and Parents:

The Discipline Alternative Education Program (DAEP) Student Handbook contains information that students and parents need to know during the student's DAEP placement.

Students and parents need to be familiar with the student's home campus handbook and Student Code of Conduct, as this DAEP Handbook serves as a supplement to these handbooks while the student is placed in the Lampasas Independent School District DAEP. This program still provides the same quality education as the home campus. We provide all services and accommodations that our students require. The program provides opportunities to participate in character-building and life-skill activities.

Entry Requirements

Students will be assigned to the DAEP by their home campus in accordance with the discipline management plan procedures. The following items must be completed prior to enrollment:

1. The administration will contact DAEP to set up a time for the In-Take meeting. Processing paperwork will be delivered by home campus to DAEP at this time.
2. **Both the student and parent must attend this conference.**
3. Students may be assigned a minimum of ten (elementary students) class days, and a maximum of one school year. Offenses occurring during the last six weeks of a semester may result in a placement extending to the next semester or into the next school year.
4. Special Education students who are assigned to the DAEP will be admitted by the ARD committee's manifestation referral.
5. Students will **receive all services and accommodations** provided for students assigned to DAEP that have been established through ARD or 504 committees.
6. Change of Address or Phone Number – It is the responsibility of the parent/guardian to notify the DAEP Administrator when there is a change of address or phone number.

Attendance

State law requires that students attend class 90% of the class days to receive credit. The DAEP staff reports attendance daily to the home campus. Students shall bring a written excuse from a parent/guardian for absences due to illness, doctor visits, or court appearances. Most medical Facilities will provide notes if requested at the time of the student's visit. **Placement time in DAEP may be extended, and the student may be denied credit for unexcused absences.** Excessive absences could result in a student's withdrawal from the semester and loss of credit for that semester and contact by the attendance manager at the campus. If assigned at DAEP and hours have to be made up, you will be given an opportunity to stay after hours to make up the time with the approval of your parents. The DAEP office must be notified by a parent/guardian if the student will be absent for the day. **The DAEP office phone is (512) 564-2960 or 2975** or email scottw@lisdtx.org.

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General Information

- Students assigned to the DAEP will have an intake meeting with the DAEP Administrator and a parent/guardian in attendance. The intake shall take place prior to or on the day of the start of the student's replacement. During the intake, the student will be instructed about the rules at DAEP and the regulations in the DAEP handbook. The student shall be aware of social and academic expectations and the requirements for the student to return to their main campus. It is **MANDATORY** that referred student and the student's parent(s) or guardian attend the DAEP intake session. Students must enroll in DAEP while awaiting the results of any appeals. If students do not attend DAEP while they are awaiting the results of their appeal, the DAEP will report their unexcused absences for truancy to the district attendance team. If a student misses too many days of school for any unexcused reason, a truancy order for excessive absences will be filed against the student and the parents. Unexcused absences do not count towards the student's completing DAEP Placement.

School Hours:

- 7:45 am: Students are to report to DAEP by 7:45 am to process in. Students are late after 7:45 am. **Students will not enter the building until after 7:30 am unless it is in climate weather**
- 7:45 - 8:00 am: Breakfast. (if a student order breaks fast and is not present, they will receive it in conjunction with lunch)
- 8:00 a.m. School starts, Pledge and moment of silence Students who come in late will make up the time after school.
- 11:30 -12:00: Lunch (DAEP will order through LMS and provided to the students daily, students can bring home lunches minus soda or energy drinks, water or juice not opened) Parents will ensure the student has funds on their school account for students that have to pay for meals.
- 3:00 pm: The school day ends

- **The parent/guardian is responsible** for ensuring the student has **transportation** to and from school while assigned to DAEP. **Parents/guardians bringing students must wait for their child to be cleared for check-in before leaving campus.**

- **Parents/Guardians are responsible for ensuring money** is on the student's school account, if not free.

- Students placed in the DAEP **are not allowed to attend or participate in extracurricular activities** on their main campus or at other campuses in Lampasas ISD (LISD). They cannot be on the premises of the outside campuses Lampasas ISD schools are part of the event at any time during their DAEP placement. If a student is found in attendance at an LISD event, they will be escorted out of the event by a School Resource Officer or Administration. Violations will result in criminal trespassing charges being filed.

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Dress Code: (Strictly Enforced), students who arrive out of dress code will be required to be in compliance before the student can enter the building. The only exception is intake day in case the student is not aware of the dress code.

- **Shaved**, Boys (mustache only)
- **Pants:** Blue jeans to be worn without holes or decoration, no sweats or joggers (**Girls** no leggings, etc... (**No cuffs on Pants**) **Belts are Mandatory**; Belts must be brown or black, no large metal **belt buckles**. No sagging
- **Shirt:** Blue shirt, tee, collared button down or badger blue school or athletic shirt **No writing or emblems** . **The shirt will be tucked in**, (**No Hoodies**), jacket, sweater, or non-hooded sweatshirt only. Shirts will be tucked in.
- **No Jewelry**; earrings, nose rings, piercing inserts of any kind, spacers or gauges, rings of any kind, tongue jewelry, bracelets, hair clips, necklaces, dental grills, etc.
- **Hats**; no hats or head coverings can be worn in the building, we have storage if a student brings a hat, because of weather or is a part of his daily wear.
- **Tattoos:** **MUST** be covered before entering the building.
- **Bags/Purses:** no purses, backpacks, bags, etc. will be allowed in the classroom.
- **Hair:** Students' hair must be a natural, human hair color. Students may not wear hairstyles that may cause undue attention (examples are but are not limited to, designs cut into the hair, Mohawks, spiked hair, or colors outside of what is prescribed in the student code of conduct, extensions, etc.)
- No earbuds, the facility will provide if needed.

Uniform Policy

- **Pants:** Blue jeans to be worn without holes or decoration, no sweats or joggers (**Girls** no leggings, etc... (**No cuffs on Pants**)
- **Belts are Mandatory**; Belts must be brown or black, no large metal **belt buckles**. No sagging
- **Shirt:** Blue shirt, tee, collared or button down, No writing or emblems. The shirt will be tucked in. **They are not allowed to leave the building. Blue school Badger shirts can be worn. Shirts will be tucked in.**
- **Shoes:** Sneakers or boots or dress shoes, **No slippers, flip-flops, cros**
- **DAEP will assign a sweatshirt to students during cold weather season or when needed (Example of uniform on the next page)**

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D.A.E.P. Uniform



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Cell phones and/or Electronic Devices:

Phones and other electronic devices brought to campus will be secured in a locked room during the school day. Students will place their electronics in an assigned bag and place it in the secured room. **Staff will not handle the students' electronics.** The student may pick up their device upon leaving for the day.

Computer/Textbooks:

High and Middle school primary textbooks are located on the student's Chromebook. Students will bring their Chromebook and charger to their intake appointment and they will stay at DAEP until the student returns to their main campus. Elementary students have multiple ways to receive assignments, Chromebook, paper, and consumable work text. All manually sent papers will be sent back through school mail and DAEP staff will scan documents and send them via email. If there are any other sources DAEP staff will get them from the home campus. Upon exit, the Chromebooks will be given to the student and they will follow the guidelines of the home campus. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Violation of the user's agreement could lead to the student being placed in the penalty box, the computer being taken away, or suspension, depending on the violation. District computers are **not** private and may be monitored by district staff. **All other school supplies will be provided** by this campus unless it's something that the student wants to use to enhance their assignment or project. Most student work will be done on their assigned Chrome Books from their home campus.

Grading Guidelines/Assignments

Credit will be given for all acceptable work done at the DAEP. Grades for work done at the DAEP will not replace previous grades but may be averaged with grades earned on the home campus. No work below a score of 70 will be accepted. Students will be allowed one time to correct assignments to earn a passing grade. While doing the assignment, students must take notes to complete the assignment and prepare for quizzes and tests. All modifications and accommodations required by an I.E.P. or 504 plan will be provided. The student must inform the DAEP staff when they are having trouble with assignments or receiving support from the home campus.

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Drug and Alcohol Awareness Program

The Drug and Alcohol Awareness program is to educate students on drug and alcohol awareness, to inform students on the effects of Drugs and Alcohol on the body, mind, and spirit, will ensure students' knowledge of the Lampasas ISD policies on drugs and alcohol in a school environment and to evaluate themselves, on how to make better choices.

All students assigned to DAEP for a drug, alcohol, weapon, or terroristic threat will receive training and assignments to enhance their knowledge in the area they violated. It will be a mandatory part of the requirement of their stay at DAEP. Students may be extended if the assigned work is not complete. This does not take precedence over students' core subjects. High School students that have a placement of 60 days will have an opportunity to reduce their stay if they complete the course, maintain grades at passing, and abide by the policies of DAEP if the students are in middle school for 45 days. Campus administration has to approve action before time is granted.

Medicine at School:

A student in need of prescription medication during the school day must bring a written request from his or her parent/guardian, and the medicine must be in its original, properly labeled container. If the student has medication at the nurse's office on their home campus, the parent/guardian must pick up the medication and count with the nurse. It will then be taken to DAEP and counted by staff. DAEP staff will either give the medicine at the proper times or give the student permission to take the medication as directed. All medicine distributed to a student will be documented as stated in the Lampasas ISD guidelines. If possible, the school requests that all medication be taken outside the school day. Students may have in their possession asthma inhalers prescribed by a doctor. Under no circumstances is the student allowed to share the inhaler with another student or cause classroom disruption. Students who are sick with a fever or vomiting will be sent home. The student must be picked up immediately from the DAEP campus. Doctor statements may be required in some cases before the student can return to school. Parents upon student separation from the DAEP campus must pick up the student's medication.

Expectations for Student Behavior

While assigned to the Lampasas ISD D.A.E.P, students are required to always keep their hands and feet to themselves unless given specific permission to perform an activity or task that involves

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controlled body contact. Horseplay, play fighting, high-fives, secret/creative handshakes, hand signs, patting on the back, pushing, shoving, hitting, slapping, kicking, spitting on/at another person, or other types of questionable physical contact are NOT permitted. Such behavior will be documented and result in disciplinary action. Violations of expectations and disruption of the class by students can lead to added time at the end of the school day, up to an hour, extended time at this facility, or suspension of up to three days. If a student is suspended a parent will be contacted and expected to pick up the student as quickly as possible. If a student's parent or guardian refuses or the student is not picked up at a reasonable time after the parent has been contacted for disciplinary action, the day will not count and additional time may be added to the student's current days assigned.

DAEP GENERAL CAMPUS GUIDELINES

- Be prepared for class
- Actions are a choice; you are solely responsible for yours
- Direct your attention to the task at hand and stay focused
- Give 100% of your effort to assignments
- Follow the Student Code of Conduct

Students Directives:

- Students demonstrate success in performing replacement behaviors / no longer performing actions or similar actions directly related to their placement
- Students will engage in all compliant behavior in relation to coursework and classroom expectations
- Students will surrender all electronic devices and other dress code violation items to staff during the search. Students caught with any of these items after the search is conducted will be subject to disciplinary action.
- Students will remove their coats and sweatshirt-covering shirts before walking from the entryway into the main building. Students with a shirt violation will change into a school-provided shirt. The uniform has to be visible at all times. Refusal to follow these directives will result in disciplinary action.
- Students will empty their pockets, before being checked **with a metal detector**. All items will be bagged, labeled, and secured.
- Students will stand in a line without turning or talking to other students and take off their shoes for daily searches.
- Students will demonstrate respect to staff, students, and property.
- Students will follow all directives in a timely fashion without argument.
- Students will do assigned classwork and/or homework and turn it in on time.
- Students will be responsible for notifying staff when they are having difficulty with or do not understand an assignment or need extra assistance.
- Students must ask the teacher's permission before moving around the classroom. (i.e. sharpen the pencil, obtain materials, approach the teacher or staff),

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- Students will transition from the classroom, in a single file line, with no talking or physical contact, with hands behind their backs, and looking straight ahead.
- Students can be removed from a classroom for disciplinary purposes if the behavior is disruptive to the educational process, persistent in nature, or becomes a safety issue.

Students will read and sign that they understand and will comply with these directives while assigned at DAEP.

Point System

The DAEP has implemented a level system based on points, which the scholar must earn in order to complete his/her assigned time. Students must earn their points each day by adhering to the rules. Students must earn 60 points to successfully receive credit for each day they are in attendance. Less than 50 points earned in a day means the student did not comply with our campus policies. The student may “repair harm” during the day and may recover points lost by the success sheet signed by parents and corrective action taken, student will gain up to +5 Points. Any tasks or requests that were not completed, must be completed to receive points after a repair. Below 50 points will equal a 0 for the day resulting in the day not counting toward ending the placement.

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Lampasas ISD D.A.E.P. Weekly Point System								
Student Name: _____				Week of: _____				
8:05-9:30	9:30-10:30	10:30-11:30	11:30-12:00	12:00-1:20	1:25-2:20	2:25-2:50	3:00	
LAR/Break	Math	Science	Lunch	Social Studies/Electives	D.A.P/Character/life skill Training	P.E	Dismissal	
Days of the Week	On-Time Arrival 10pts.	Dress Code 10pts.	Follows DAEP Policy/Classroom Procedures 15pts.	Attitude 10pts.	Daily Assignment Completion to Standard 15 pts.	Daily Total Points	Successful Day	Unsuccessful Day
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
<p>Students must have 50 total points per day to be considered a successful day. An unsuccessful day is 49 points and below. Students who have subtracted points for violations of any of the above policies or rules will have a chance to earn the points back through out day by correcting the action and not repeating it. Another way to earn points back is having the rest of the day productive and with out incident. The D.A.E.P. staff can also assign other means for you to earn points back. Upper level offenses will be handled in accordance with the policies of D.A.E.P. and Lampasas ISD.</p>								
60 Point Sheet								

Social Skills

Students assigned to the DAEP will have an opportunity to participate in a Social Skills program with campus educators. Each student, with the aid of the educator, will develop a responsible behavior plan to facilitate success at school. The educator will assist students in decision-making, goal setting, behavioral skills, anger management, peer interaction, compliance, and authority figure coping, and may provide some drug and alcohol education. The educator, in conjunction with staff and parents, may help determine the need to discuss additional topics. DAEP staff will encourage students to think about the social effects of personal behavior (e.g., engage students in group discussion and analysis of the behaviors that led to their DAEP placements).

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Suspension

At any time during a DAEP placement, the campus administrator may remove a student for that day and/or suspend them for up to 3 days if a student's behavior warrants. There is zero tolerance for the actions listed below. Parents/guardians will be notified by telephone, mail or both when a student is suspended. If at any time a student's behavior warrants, law enforcement officials will be called. Examples could be but are not limited to:

- offensive gestures which offend others
- threatening another person who causes a disruption
- unreasonable noise in a public place
- bullying
- fighting
- assault
- possession of a weapon or firearm
- possession of drugs or drug paraphernalia
- use of offensive or vulgar language.
- under the influence of drugs or alcohol
- criminal trespass
- classroom disruption
- persistent insubordination or refusal to follow a directive.
- Aggressive behavior towards another student or staff member.
- Gang Related Activity – including, but not limited to, participation by taking part through words or actions as a member or pledge or soliciting another person to become a pledge or member of a gang. Prohibited behavior includes using or drawing gang signs.

If these actions occur, the consequences may include but are not limited to:

- Parents/Guardians called
- Three (3) day suspension with recommendation for expulsion
- Police Called/Charges filed

Student and Parent DAEP Acknowledgement Statement

(To be completed at the face-to-face intake meeting with the DAEP Administrator)

I/We have read this information packet and had an opportunity to discuss its contents with the DAEP administrator. I/We have had a chance to ask questions, and have questions answered to my/our satisfaction. I/We understand that failure to follow through with the responsibilities contained in this packet and the LISD Student Code of Conduct may result in further disciplinary actions. I also understand Students serving a DAEP placement shall stay off all other Lampasas Independent School District campuses or events Lampasas schools are involved in. If observed on any LISD campus other than the DAEP Campus, located at 207 E Ave A. Lampasas, Texas 76550,

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at any time within the placement period, the result will be Criminal Trespass charges filed with the local police department.

Student ID #:

Student Signature: _____

Date: _____

Student Home Campus: Lampasas High School

Parent / Guardian Signature: _____

Date: _____

Daytime Telephone #: _____

DAEP Administrator Signature: _____

Date: _____

Comments:

DAEP Daily Schedule for Students.

8:05 – 9:30	LAR/Break
9:30 – 10:30	Math
10:30 -11:30	Science
11:30 –12:00	Lunch
12:00 –1:20	Social Studies/Electives
1:25 – 2:20	Drug Awareness Program (Character/Life Skill Training Thursdays Only)

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2:25– 3:00 P.E.

Students may use elective time to catch up on core class lessons if needed to keep the core subjects current.

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- Students will engage in all compliant behavior in relation to coursework and classroom expectations
- Students will surrender all electronic devices and other dress code violation items to staff during the search. Students caught with any of these items after the search is conducted will be subject to disciplinary action.
- Students will remove their coats and sweatshirt-covering shirts before walking from the entryway into the main building. Students with a shirt violation will change into a school-

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provided shirt. The uniform has to be visible at all times. Refusal to follow these directives will result in disciplinary action.

- Students will empty their pockets, before being checked **with a metal detector**. All items will be bagged, labeled, and secured.
- Students will stand in a line without turning or talking to other students and take off their shoes for daily searches.
- Students will demonstrate respect to staff, students, and property.
- Students will follow all directives in a timely fashion without argument.
- Students will do assigned classwork and/or homework and turn it in on time.
- Students will be responsible for notifying staff when they are having difficulty with or do not understand an assignment or need extra assistance.
- Students must ask the teacher's permission before moving around the classroom. (i.e. sharpen the pencil, obtain materials, approach the teacher or staff),
- Students will transition from the classroom, in a single file line, with no talking or physical contact, with hands behind their backs, and looking straight ahead.
- Students can be removed from a classroom for disciplinary purposes if the behavior is disruptive to the educational process, persistent in nature, or becomes a safety issue.

I have read and signed that I understand and will comply with these directives while assigned at DAEP.

Student Name: _____

Student Signature: _____

Date: _____