

**FABENS**  
**INDEPENDENT SCHOOL DISTRICT**



**Fabens ISD**

**Disciplinary Alternative  
Education Program (DAEP)**

**HANDBOOK**

**2020 - 2021**

**300 N.E. CC Camp St.  
Fabens, TX 79838  
Tel. 915-765-2613  
Fax. 915-764-3115**

## **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

The DAEP is designed to place secondary students in a disciplinary setting and provide continued educational services. Students from the middle and high school who are referred to this program will need parent involvement in the placement process. An intake process and signed contract are required of all students and their parents.

The Fabens Independent School District believes that all students can learn and accepts the responsibility to instruct students in the skills necessary to successfully master each grade level. In addition, the Fabens Independent School District will provide students with experiences designed to motivate and assist students in the attainment of their maximum potential.

### **Fabens DAEP**

#### **Mission Statement**

*To enable students to perform at grade level with appropriate social and emotional behaviors.*

#### **Goal**

*The goal is for students to return to and succeed in their regularly assigned classrooms and schools.*

## **DAEP GUIDELINES**

### **Length of Assignment:**

Principals are responsible for assigning lengths of assignments. They are to take the listed guidelines into consideration, but have the prerogative to assign length of time based on each individual infraction and any related events and/or history.

Students must be cooperative and actively working to have a day count toward time assigned served.

All students assigned to DAEP for drug violations must successfully pass a drug test prior to returning to their regular campus. The drug test will be administered at the district's expense and at a facility designated by the school district.

**For students receiving special education or 504 services, a Manifestation Determination ARD or 504 meeting must be conducted within 10 school days of the recommended placement decision to DAEP.**

### **UIL / Extracurricular Consequences for DAEP Placement**

Any student athlete who is placed in DAEP (District Alternative Education Program) will be automatically removed from participating and/or performing in any extracurricular activity, until the student athlete has completed their term of placement. Reinstatement is subject to the review and approval of the athletic director, campus administration, and superintendent.

A second placement during the same school year **MAY** result in dismissal from all practice and participation in competition or performance in any extra-curricular activity, including activities that occur during the weekend. The period of dismissal will be based upon the severity of action and will be left to the discretion of the campus administration and athletic director.

This policy is to include transfer students with any drug violation on their record.

### **Release / Transition:**

- All students assigned to DAEP for drug violations must successfully pass a drug test prior to returning to their regular campus. The drug test will be administered at the district's expense and at a facility designated by the school district.
- Probationary release within contract: If a student has earned days toward an early release, those students will be placed on probation after transitioning back to their regular campus. If the student misbehaves or does not follow the student code of

conduct, they will be sent back to DAEP to complete their original DAEP assignment.

- Upon release back to the student's regular campus, the student will be assigned a Teacher Mentor (grade level teacher other than the discipline assigning teacher). The student will be mandated to report to the teacher mentor at a regularly set time and follow protocols assigned by the mentor teacher.

### **Counseling:**

- Student counseling is provided on a weekly basis while the student is in DAEP.
- Parent counseling will be made available to parents twice per month. Parent participation will also gain reduction of student attendance in DAEP if student is cooperating, completing all work and meeting all rules, regulations and protocols.

### **Curriculum resources:**

A schedule of classes will be provided by the campus administration. Instructional resources will be provided to meet the requirements for all classes. Communication with the sending campus, in coordination with classroom teachers, will be necessary to ensure a smooth transition back to the regular classroom upon completion of DAEP term.

Online Credit Recovery and Intervention resources may be substituted for direct teacher instruction when necessary.

Academic assessments will be mandatory for assignments over 90 days.

Students receiving services through Special Education will be provided instruction and instructional accommodations according to their IEP.

### **Parent Goals:**

- Participate in parenting classes.
- Increased supervision of student. The student must be checked in and out each day by a parent or guardian. The students are not allowed at school events after school hours or on weekends.

### **Positive & Negative Consequences for Student Behavior (privileges & rewards):**

- Students may gain privileges that may work towards reducing their assigned time.
- Students may be assigned more days and/or time for uncooperative behavior or failure to be actively working during the school day.

**Intake Procedures:**

- Administrative Conference with Parents
- Contract with parents & students with consequences and standards made clear
  - To include: Positive and negative consequences
- Parent Attendance
  - To include attendance of counseling sessions or parent education classes, student drop off and pick up by guardian, and use of uniforms while in DAEP (red shirt and appropriately fitting blue jeans)
- Review of DAEP Handbook – Have parents and students sign for their copy.

**Everyday Procedures:**

- DAEP school day will follow the Fabens High School schedule for arrival and dismissal.
- Parent/Guardian must stand with and sign students in and out.
- Students will be searched by Fabens ISD Security with DAEP personnel in attendance (any out of compliance items will be confiscated).
  - All pockets will be emptied and searched.
  - Shoes will be removed and inspected.
  - No cell phones or electronic devices (they will be confiscated until DAEP assignment is concluded or a \$15.00 fine is paid)
  - No backpacks
  - No jewelry
  - Dress code will be enforced with uniform (see Dress Code section).
  - Student Code of Conduct will be enforced.
- Students will be assigned to a cubicle at which they will complete their daily work.
- Students will be allowed, with the permission of the attending staff, one bathroom break mid-morning and one bathroom break mid-afternoon.
- Students are not allowed to talk without permission.
- Students are not allowed to leave their cubicle without permission.
- Students having a question or need must raise their hand and be recognized by staff.
- Students will be respectful to themselves, fellow students, and staff at all times
- Students will be dismissed by attending staff at the end of the day.
- Physical Education / Physical Training will take place daily.
- Parents or guardian must sign-out students at the end of each day. All students that are not picked up by 4:30 will be escorted to the program's entrance area where they will become the responsibility of the parent/guardian; the school is not responsible if the student walks off.
- Students who leave DAEP without permission will not be allowed to return the same day. Parent will be notified immediately. The day will not be counted toward the student's time and students will not get credit for that day.

**Additional Administrator Responsibilities:**

- ❖ Provide the following to the DAEP teacher:
  - Student Contact Information
  - Health/ Allergy information
  - 504 or Special Education Accommodations/ Goals/ Related Services
  - Intervention Resources
  - Curriculum Resources
  - Class Schedule
  - Information from classroom teachers to align A+ assignments
- ❖ Monitor student progress and grades

**DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

**Student Information Sheet**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Classification:** \_\_\_\_\_

**I.D. # :** \_\_\_\_\_

**Administrator:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

**Violation:**

\_\_\_\_\_  
\_\_\_\_\_

**Length of Assignment:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Parent / Guardian Information**

**Parent / Guardian:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Current Phone # :**

\_\_\_\_\_

**Alternative # :**

\_\_\_\_\_

## **Earning Reduction of Days in DAEP**

### **Parent Meetings & Trainings**

Parents will be invited to attend a series of meetings in which parenting classes will be provided. Attendance and participation by parents in these meetings will earn their child days off from their initially assigned days to DAEP. Upon completion of two meetings, a reduction of 5 days will be credited.

### **Attendance**

Students will earn one (1) day reduction for every 5 consecutive days in attendance. **These earned days must be accompanied by appropriate behavior (following all DAEP and school rules) and completion of all school work. Reduced days are at the discretion of the administrator.**

### **Department**

Students completing all their work in a timely manner and who behave appropriately will be reported to their campus administrator who will consider reducing their assigned days in DAEP for their good behavior.



**DAEP DRESS CODE**

**Purpose:** The dress code is established to teach grooming and hygiene, to instill discipline, to prevent disruption, to avoid safety hazards, and to teach respect for authority.

**Uniform Appearance:** Students are expected to arrive in school uniform and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or to others. Students out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference. Students with severe violations will be sent home to change into appropriate clothing, returning to campus immediately. Failure to return will result in an unexcused absence.

1. Only Blue/Denim jeans will be worn. Regular fit only will be allowed. No tight fitting jeans will be allowed. No flaps, designs or thick stitching on pockets, no cargo pants or shorts are allowed.
2. 'Red' Polo style shirts **ONLY**. Solid red with 3 buttons or less only. No pockets/logos on shirts. Only white short-sleeved undershirts will be allowed worn (plain, no pictures or logos).
3. Shirts will be tucked in until the student has left Fabens ISD school grounds.
4. Plain black or brown leather belt will be worn. Plain belt buckle (no initials or designs), normal sized buckle. No canvas or weaved belts allowed.
5. NO baggy or sagging pants (pants will be worn at waist). No excessively long pants. No frayed pant cuffs.
6. Winter Clothing: White long sleeve shirts may be worn under student's red polo shirt. Jackets or sweatshirts will not be worn in the DAEP classroom. These can be hung up while in class.
7. NO jewelry, watches or body piercings are permitted. ALL jewelry will be confiscated.
8. NO make-up will be worn (girls or boys). Short length nails only. No nail polish of any color.
9. No shaved and/ or slashed eyebrows will be allowed.
10. No hairstyles or hair colors that draw undue attention to student. Hair must not cover face or eyes. No spiked hair, frohawks or mohawks allowed.
11. All tattoos on the arms and neck must be covered with a white long-sleeve undershirt.

**Additional Items:**

- No cell phones or electronic devices at any time. **Cell phones and/or electronic devices will be confiscated until DAEP assignment is completed or a \$15.00 fine is paid.**
- No weapons of any type. This includes small pocket knives and/or cutting instruments.
- Gum and candy will be confiscated and not returned.
- Students will not be allowed to enter the restroom while in possession of any type of writing utensil.
- Students will not be permitted to bring wallets or purses, and they may not have more than \$5.00 in their possession.

**Fabens Independent School District**  
**DAEP INTAKE PROCESS & CONTRACT**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Date

Fabens ISD Disciplinary Alternative Education Program (DAEP) is designed to place students in a disciplinary setting and provide continued educational services. The following points need to be reviewed:

\_\_\_\_\_The student is to report to the DAEP building located at 300 N.E. CC Camp St. Hours are 8:30 a.m. to 4:15 p.m.

\_\_\_\_\_A parent/guardian will deliver the student and pick up the student everyday Monday through Friday. The parent/guardian will sign in and out on the sheet provided by the teacher. Any student arriving after 10 or more minutes after the start of the instructional day will be considered tardy and held after school. All students that are not picked up by 4:30 will be escorted to the programs' entrance area where they will become the responsibility of the parent/guardian. The school is not responsible if the student walks off.

\_\_\_\_\_The student will comply with DAEP dress code. Students will not be allowed to remain in the DAEP classroom unless they comply with DAEP dress code. Students out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.

\_\_\_\_\_The student will show respect to teacher, administrators and tutors at all times. A referral will be generated if there are any instances of misbehavior. Consequences for referrals include parent conference, suspensions, and review of original placement to decide if days will be added or expulsion sought.

\_\_\_\_\_A behavior system will be used that will enable the student to exhibit proper behavior and work ethic. Student's records for attendance, behavior and academic work will be reviewed each week by the teacher.

\_\_\_\_\_No cell phones will be permitted as per the Student Code of Conduct. Desk phones will not be available to students, unless it is an emergency, or imposed by ARD.

\_\_\_\_\_According to Board Policy, students are not permitted to attend any school activity whether on campus or on District school grounds. Students are to remain 300 feet away from any school campus.

I acknowledge receipt of the DAEP Handbook and Dress Code, which outlines student dress requirements at Fabens ISD DAEP.

This information has been reviewed and the undersigned parent, student and administrators understand this contract.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DAEP Staff's Signature

\_\_\_\_\_  
Date

**Fabens ISD DAEP**

**300 N.E. CC Camp St.  
Tel. 915-765-2613**

**Fabens, TX 79838  
Fax. 915-764-3115**

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**Student Contract**

I, \_\_\_\_\_, having been placed at DAEP, fully understand the terms of this contract.

- I will be responsible for my academics, behavior and attitude while at DAEP.
- I will be responsible to attend school daily and on time.
- I will be a good citizen by following school rules regarding behavior and expectations.
- I will be responsible for completing all work with 70% accuracy.
- I will not be violent or encourage violence.
- I will use the school's process of conflict resolution as necessary.
- I will not use profanity.
- I will be respectful and not insult, argue, or use profanity against faculty, staff, or other students.
- I will follow all staff directives promptly.
- I will set positive goals for myself and will develop plans for reaching them.
- I will follow the dress code.

I understand that failure to honor this contract may result in consequences from the administrator for non-compliance.

**Parent/Guardian Contract**

I, \_\_\_\_\_, understand that my son/daughter has been placed at DAEP for violation of the Student Code of Conduct at my child's home campus.

- It is my responsibility to have my son/daughter attend school daily and arrive on time.
- My son/daughter will adhere to the school policy regarding behavior and expectations.
- I will monitor my child's whereabouts and activities outside of school.
- I will remain readily accessible for school contact by keeping an updated phone number and address on file in the school office.
- I will participate in at least two parental education or counseling sessions per month while my son/daughter is enrolled at DAEP

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intake Representative

\_\_\_\_\_  
Date

**Acknowledgement Form**

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*DAEP*

*Student & Parent Handbook*

My child and I have reviewed and received a copy of the Fabens Independent School District DAEP Handbook.

A DAEP Staff Member and/or an Administrator have gone through the following with both me and my child:

(Check each circle to show you have reviewed each)

- Guidelines**
- Dress Code**
- DAEP Intake Process & Contract**
- Student Contract**
- Parent Contract**

**Print name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**Please sign this page, remove it, and return it to the intake administrator. Thank you.**



# DAEP CAMPUS INTAKE CONTRACT

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student I.D. #: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Probation Period: Start Date: \_\_\_\_\_ to End Date: \_\_\_\_\_

ISS Parent Option (Probation Period): \_\_\_\_\_

Parent Permission Required / Parent

Signature Required Above If Taking Option

ISS Start Date: \_\_\_\_\_

ISS End Date: \_\_\_\_\_

Mentor Teacher: \_\_\_\_\_ Room #: \_\_\_\_\_

- Meeting Time: \_\_\_\_\_
- Meeting Day of the Week: **M T W T H F** (Circle All That Apply)
- Positive Student Goals
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date