Devine ISD  
Disciplinary Alternative Education Program (DAEP)

A disciplinary alternative education program (DAEP) is an educational and self-discipline alternative instruction program for students in elementary through high school grades that are removed from their regular classes for mandatory or discretionary disciplinary reasons and placed in DAEP.

The Devine ISD DAEP is designed on a foundation of positive and proactive academic and behavior (self-discipline) support. DAEP students will learn from their prior mistakes, refine their sense of right and wrong, and remain on their appropriate academic levels.

The mission is to teach students to be leaders in their school, community, home, and, most of all, in their daily lives. DAEP students will have a positive attitude toward school, academically and behaviorally, and exemplify honor, dignity, and respect for self and others.

Devine DAEP staff will provide these students the highest level of teaching and coaching in order to transform good students, that have made bad choices, into good students and good leaders.

This handbook is a supplement to the home campus student handbook.

Students assigned to DAEP are assured the opportunity to continue their coursework. DAEP will implement the grade level curriculum for all core subjects (English, math, science, and social studies), via PLATO, an online state-based curriculum. Some electives will also be offered, also, through the use of PLATO. Credit recovery will be provided, as necessary, via PLATO. Students will participate in daily physical exercise.

The DAEP staff will work in with the home campus teachers to attempt to keep the student on pace for an easy transition back to his/her regular education placement.

To help accomplish this mission, students and staff will live up to the Devine DAEP motto:

“Do it R.I.G.H.T.”  
RESPECT, INTEGRITY, GOALS, HONESTY, TRUST
PHILOSOPHY
Devine DAEP is a true alternative to traditional education programs and utilizes evidence and research-based components. The purpose of alternative education is to increase the number of students that perform at grade level, academically and behaviorally. DAEP is designed to meet the academic goals and to address the behavioral/social/self-discipline needs of these students. The DAEP Program is an academic setting where students are provided opportunities to practice behavioral skills. DAEP students are provided the opportunity to practice and learn leadership skills that will increase their success in school, the community, and in their daily lives.

MOTTO
The motto of Devine DAEP is “Do it RIGHT”. RIGHT is an acronym for Respect, Integrity, Goals, Honesty, and Trust. The social skills/self-discipline development program will provide students the teaching and coaching needed to return to the home campus and have “RIGHT”. The task is to teach students to identify and deviate from bad choices. The student can exit the program with the leadership tools and social skills/self-discipline to serve as a role model, mentor, and leader for others, even when times and situations get difficult.

FOUNDATION
The DAEP Program is built on the foundation of:
- TEKS correlated instruction
- Self-discipline/behavioral skill building
- Physical Training

CEREMONY
Ceremony is a vital part of Devine DAEP. Through ceremony, a sense of meaning, recognition, patriotism, and belonging is emphasized with every activity.

Daily ceremonies include:
1. Recite Pledge of Allegiance
2. Recite Texas Pledge
3. Moment of Silence
4. Student recognition
5. Recite DAEP motto
STAFF
The Devine DAEP Program Staff consists of two instructors/coaches, an instructional aide, and an administrator. The generalized duties of each member are as follows:

Instructors/Coaches

The role of the DAEP Instructor/Coach is to be a “hands-on” leader at DAEP. The instructor/coach sets the example for the program. His/her constant vigilance and **hyper-monitoring** are the primary safeguards of:

- Safety
- Respect
- Integrity
- Goals
- Honesty
- Trust

The instructor/coach ensures that the program is safe and orderly and that students are on task and meeting the required expectations. In order for the students to be successful students must adhere to the parameters of the DAEP program.

The instructor/coach:

- Ensures/enforces the DAEP program rules and regulations in order to maintain a safe and effective learning and working environment.
- Supervises student entrance and dismissal
- Supervises all large group activities
- Supervises student movement
- Provides direction to students
- Modifies assignments to student’s strengths if needed
- Contacts parents/guardians
- Serves as a mentor to staff and students
- Serves as a role model for the students & community
INTAKE/ORIENTATION
Orientation is mandatory for students and parents prior to enrollment in DAEP. The purpose of orientation is to exchange information and to clarify expectations. The student/parent will be provided with a copy of the Devine DAEP Handbook during orientation. Parent(s)/guardian(s) will sign acknowledgement forms in support of all DAEP policies and procedures. Students will sign their understanding of all policies and procedures set forth during the intake process and the consequences for failure.

INTAKE PROCEDURES
1. DISD assistant principals will provide notice to DAEP, transportation, special education liaison, food service, PEIMS, attendance, and nurse prior to the student’s assignment.
2. Parent/Guardian and student will receive entry paperwork from DISD assistant principals for DAEP intake.
3. DAEP staff will complete the intake process at the DAEP campus. Students who arrive without a parent/guardian or without paperwork will be asked to leave campus and return to complete the intake process when they are in compliance.
4. Parent/Guardian and student will sign the student/parent intake and agreement forms.
5. Upon completion of intake procedures, the student is expected to stay at DAEP for the remainder of the day.
6. Students will be given appropriate time to purchase a DAEP uniform.
7. Point sheet and DAEP rules, regulations & consequences will be in effect as soon as student enters the DAEP facility.

**NOTE: Due to the strict rules and regulations of the Devine DAEP, parent/guardian presence at intake and orientation is mandatory.

ATTENDANCE

DAEP students will follow the 2014-2015 district calendar.

Students assigned to DAEP must be present at DAEP and earn enough daily points for their day(s) to be successful and to complete their placement at DAEP. If students are absent or leave for an appointment and do not earn enough points for a successful day then that day will not count towards their placement. If students are not at DAEP they cannot earn points or successful days.
DOCTOR/PROBATION/COUNSELING

Appointments, including visits to the doctor, dentist, probation office, or counselor, should be scheduled before or after the DAEP class time.

MEDICINE

The dispensing of prescription medication will be determined by the DISD lead nurse, after the parent has provided documentation requiring the use of the prescription/medication. The medicine must be in its original and properly-labeled container. If possible, it is highly-suggested that medicines be taken at home.

MORNING ACTIVITIES

Entrance and Search

Students will be dropped off at the DAEP campus and will be greeted by the DAEP staff and escorted to the formation area. Students will be searched, one at a time, by the DAEP staff.

A search will require students to remove their shoes and socks, un-tuck their shirts, remove their belts, and empty their pockets. Staff will check shoes, belts, pockets, mouth (no gum; no piercings), and hair (girls will undo pony-tails.)

Female staff will check female students. Male staff will check male students.

Once searched, students will be seated. Once all students have been searched and seated morning activities will begin.

BREAKFAST/LUNCH

Parents/guardians of students assigned to DAEP will need to contact the DISD cafeteria which is located in the Devine Student Activity Center and make arrangements to pre pay for their child’s meals. DEAP staff will not accept or handle any meal money from students or parents/guardians. If students arrive at DAEP with meal money the money will be confiscated, considered contraband and returned at the end of the student’s placement.

Breakfast
Breakfast will be delivered to the classroom. Students will not be allowed to bring their own breakfast. Students will not be allowed to save, give away, or trade food.
Lunch
A lunch will be provided to each student from the Devine ISD cafeteria. The students will be able to select from multiple food items. Students will select their meals for a week at a time. At the end of each week students will order/select their meals and this information will be sent to the DISD cafeteria. Students will not be allowed to bring their own lunch. Students will not be allowed to save, give away, or trade food. If students select/order a lunch and do not eat the lunch or decide they no longer want the food/meal the food will be discarded and the student will still be charged for this meal.

NOTE: Food that is brought in by the student will be considered contraband. Food will be confiscated from the student and be put in the trash bin and the student will be penalized through the point system. If behavior continues, student will be suspended for persistent violation of rules.

NOTE: Parents/guardians are required to pre-pay a student’s meals at the DISD cafeteria, located at in the Devine Student Activity Center.

Restroom breaks
Restroom breaks are scheduled alongside mealtimes. Students will be required to sign the restroom sign-in sheet before and after entry into the restrooms. Any student requested restroom/water breaks may be allowed or denied as deemed necessary by the DAEP staff.
ACADEMICS
DAEP is responsible for teaching the Core Curriculum: English/Language Arts, Mathematics, Science and Social Studies, via the PLATO online program.

DAEP instructors/coaches will enter grades earned from the PLATO online core curriculum. Progress reports and report cards will be issued on the same schedule as the home campus.

Home campus teachers will average the DAEP core grades with their own semester grades, whether prior to, during, or following the student’s placement.

**DAEP does not support all elective courses.** Electives will be provided, as available, via the PLATO online curriculum.

Credit recovery will be provided, as necessary, also via the PLATO online curriculum.

Students enrolled in a dual credit course may be dropped from that course and will be given an alternate course by their home campus counselor.

Students enrolled in advanced placement courses may be dropped from those courses, at the discretion of the home campus teacher and counselor.

Photos and videos may be taken of students during participation in DAEP program for the purposes of improving instruction or maintaining student records.

TAKS/STAAR/Benchmarks

All standardized exams will be administered at the student’s home campus. On the students assigned testing day DISD will provide transportation to the students home campus for testing and when the students has completed testing for the day transportation and DAEP will be notified and the student will be transported back to DAEP. While off the DAEP campus testing and while traveling all DAEP and DISD rules and regulations apply. Failure to follow all rules and regulations at this time will result in appropriate consequences. Once the student has been returned to the DAEP campus he/she will be searched again and then allowed to return to their DAEP work area to continue with their daily lessons/assignments.
COUNSELING

Will be on a need be basis. This will be determined by the DAEP staff, Administrator, and collaboration with counselor.

The DAEP Self-Discipline Development Program may recommend students for counseling services provided either by the district or by county services. Students who receive such a recommendation are expected to cooperate appropriately with those service-providers. Counseling services may include topics such as decision-making, goal-setting, behavioral skills, anger management, peer interaction skills, authority-figure coping, and/or drug and/or alcohol education. Also, if additional counseling is necessary, arrangements may be made with local agencies for further assistance. However, counseling services provided by non DISD counselors will only be provided and allowed with student(s) - parental/guardian signed permission.

PHYSICAL TRAINING

All students will participate in physical training activities daily. PT is mandatory for every student enrolled in DAEP and will be focused on healthy lifetime activities. At no time will a student be forced to do what he/she cannot do; however, some type of physical activity will be required to receive credit for the period.

PT is designed to show students that a healthy life style is rewarding and fun. The cold weather months will determine how much, if any, activities are done outside. If it is below 40 degrees, PT will not be conducted outside. Points will be awarded depending on participation.

Exercise doesn’t take time from your life.
Exercise adds time to your life!

Get stronger. Get healthier.

TRANSPORTATION

Expectations/Consequences
The expectation is that parents/guardians will drop-off and pick up DAEP students, at the designated start and end times. Students will be considered late if they arrive after 8:00 AM. Students will not be released from DAEP until 3:20 PM. Parents/guardians will be required to enter the DAEP building and sign in/out their child for appointments.
DRESS CODE/CONTRABAND

The appearance and dress code for students is a strict requirement. Students will dress for success. Dress code and contraband inspections are conducted daily, upon arrival, and, occasionally, without notice, to ensure the safety and well-being of the students. Under no circumstances are students allowed to modify their uniforms. Students will be penalized through the point system should dress code violations occur.

DAEP UNIFORM

- **Maroon polo shirt**
- **Maroon or White Sweatshirt** *without a hood* (optional) – lettering or emblems on sweatshirts will not violate the DISD student dress code or code of conduct. If a student sweatshirt is deemed inappropriate by DAEP staff, then the sweatshirt in question will be confiscated and the student will have their point sheet documented.
- **Undershirt:** solid white short or long sleeved t-shirt (optional) – lettering or emblems on undershirts will not violate the DISD student dress code or code of conduct. If a student undershirt is deemed inappropriate by DAEP staff, then the undershirt in question will be confiscated and the student will have their point sheet documented.
- **Khaki uniform styled pants or knee length shorts** *(no cargos)*
- **Belt** – (optional) However, if student(s) decide to wear a belt then any lettering or emblems on a student belt will not violate the DISD student dress code or code of conduct. If a student belt is deemed inappropriate by DAEP staff, then the belt in question will be confiscated and the student will have their point sheet documented.
- **Solid black, white, or maroon socks** *(ONLY)*
- **Tennis shoes or boots are allowed.** However, no steel toed boots can be worn. No sandals, clogs, slip-on/house-shoe type shoe/footwear or open toed or open healed shoe or footwear is allowed. Also, lettering and emblems on tennis shoes or boots will not violate the DISD student dress code or code of conduct. If a student(s) footwear is deemed inappropriate by DAEP staff, then the student’s parents/guardians will be called and informed that they need to bring their child some appropriate footwear. The student will also penalized through the point system.
DAEP DRESSCODE

1. Students will report in the required DAEP uniform and wear the required DAEP uniform throughout the school day.
2. DISD student ID card will be worn at all times. (left arm/clipped on sleeve)
3. Haircut must be traditional/No hair extensions, mohawks, shaved designs, or spiky hair.
4. Students will be clean shaven each day. (mandatory)
5. Hair accessories (clips, bands) must be worn or they will be considered contraband.
6. No jewelry (piercing, rings, watches, necklace, etc.) no make-up, nail polish, or artificial nails.
7. No tattoos will be showing
8. No layers will be worn underneath khaki pants/shorts.
9. **Shirt must be tucked in at all times and pants will be worn at the waist at all times while at DAEP.**
10. Pant legs will not be tucked inside shoes or bloused
11. Tennis shoes will be laced all the way up. If tennis shoes have buckles or velcro straps, they must be fastened properly at all times.

During cold weather, if a student does not wear a maroon or white sweatshirt without a hood, no other cold weather gear will be permitted.

Items worn or held by the student, other than what is specified above, will be considered contraband. Parents are expected to ensure that student is in uniform prior to arrival at DAEP.

**Contraband:** All school related materials (pencils, books, paper, calculators, etc.) will be provided by DAEP. Students should have **NOTHING** in their possession when they arrive to DAEP. The ONLY exception is a house key. Anything else, such as a wallet, money, food, cell phone, I POD, etc., is considered contraband and will be confiscated.
# Devine DAEP Daily Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>DAEP Daily Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 8:15</td>
<td>Arrivals/Searches</td>
</tr>
<tr>
<td>8:15 - 8:25</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:25 - 8:50</td>
<td>Self-discipline/Social Skills development</td>
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<tr>
<td>8:50 - 9:45</td>
<td>Social Studies</td>
</tr>
<tr>
<td>9:45 - 10:40</td>
<td>Math</td>
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<tr>
<td>10:40 - 11:25</td>
<td>P.T.</td>
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<tr>
<td>11:25 - 12:20</td>
<td>Science</td>
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<tr>
<td>12:20 - 12:40</td>
<td>Lunch/restrooms</td>
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<tr>
<td>12:40 - 1:35</td>
<td>English</td>
</tr>
<tr>
<td>1:35 - 2:25</td>
<td>Elective 1</td>
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<tr>
<td>2:25 - 3:15</td>
<td>Elective 2</td>
</tr>
</tbody>
</table>

***Schedule May Change If Necessary

**Student drop-off:** 7:45 – 8:00

**Student pick-up:** 3:15-3:20
DISCIPLINE MANAGEMENT SYSTEM
The Devine DAEP Program creates a **feedback-enriched** setting where students are taught and given the opportunity to practice successful school-related self-discipline skills. The students will have multiple opportunities to appropriately use these skills and make appropriate decisions. Constant feedback is provided to students verbally and through the discipline management system.

Feedback will be documented on the student point sheet. Feedback may include praise, verbal reprimands, administrative conferences with student and/or parent, suspension, extended DAEP placement, law enforcement summons, and/or expulsion.

If student behavior warrants so students may be suspended and law enforcement officials may be called. Such violations include, but are not limited to:

- Fighting
- Gang-related activity
- Assault
- Leaving campus without permission
- Disruption to the learning environment
- Threats to students or staff
- Possession of firearms or other weapons (will result in expulsion)
- Possession of drugs or drug paraphernalia (will result in expulsion)
- Being under the influence of alcohol or illegal drugs (will result in expulsion)

**NOTE:** DAEP students, who continuously engage in misbehavior and violations may be expelled.
**Point System:** The point system operates on a 180 daily point scale. At the end of each class period, and/or activity, the instructor/coach must provide students with written feedback, by use of the point sheet. Students earn points by staying on-task, exhibiting appropriate behaviors, and demonstrating exceptional performance. Students who do not participate are removed from the immediate area and do not earn points until they are ready to return to the planned activity. The student must earn 150 – 180 points to earn his/her day. If a student earns less than 150 points, he/she will not be given credit for that day. A copy of the previous week’s tallied point sheet will be mailed home at the start of each week.

**Suspensions:** Students who are non-compliant or commit serious offenses at DAEP are subject to suspension prior to, or in lieu of, expulsion. Suspensions should be no longer than the remainder of the day and two additional days. Parent/guardian (or an individual designated on student’s Emergency Care Form) is required to pick up the student in a timely manner. Parents who fail to provide appropriate transportation for their student will be reported to Child Protective Services. Students, who return from suspension and continue to be non-compliant, or commit serious offenses, will be referred to law enforcement and will receive an unexcused absence followed by additional disciplinary consequences.

**Expulsions:** Students may be expelled from DAEP for committing an offense as listed in Chapter 37 of the Texas Education Code, exhibiting persistent misbehavior and/or truancy. (See Campus Handbook for a list of offenses.)

**Summons:** Students, who commit certain serious offenses such as fighting, may be issued a summons by the Devine Police Department.

**Note:** The Devine DAEP is an intrinsically-motivating program. The student must follow instructions. If a student has earned an unsuccessful day early in the school day, he/she will not be allowed to go home (unless the offense(s) and or behavior(s) constitutes a suspension.)

**PARENT CONTACT**
If a parent needs to communicate with staff about a student’s behavior, he/she can call to request a conference.

Staff will contact parents at least once a week, at the end of business hours, or when any serious issues or concerns arise.

**Note:** A valid address and phone number are required throughout a student’s assignment to DAEP.
RETURN-TO-CAMPUS PROCEDURES

Return-to-Campus
1. All fines, fees, library book returns, etc. must be cleared before returning to home campus.
2. Student will receive a written confirmation of their campus obligations, including, but not limited to, those listed on the previous line.
3. Student must meet with campus liaison DISD assistant principals immediately, the morning of his/her return to campus.
4. Parents are required to attend return meeting (unless otherwise notified).
5. Student will be required to sign a 30 day probationary contract.
6. If for any reason the probationary contract is violated, the student will be reassigned to DAEP.

**NOTE:** Parent/guardian and student will be required to attend an additional mandatory intake meeting for each placement.