

## ***Lampasas ISD Disciplinary Alternative Education Program (DAEP) Handbook***

### ***Mission:***

The Lampasas Independent School District Disciplinary Alternative Education Program (D.A.E.P.) will provide a highly structured program, demonstrate to students the benefits of pro-social behavior, and demonstrate the rewards of academic achievement so the student may be successfully returned to his/her home campus prepared to excel and display positive behavior in the learning environment academically. Students earn the right to succeed.

### ***D.A.E.P. Code of Conduct:***

The LISD Alternative Educational School has developed a student code of conduct. All students are managed under the DAEP code of conduct, as well as the LISD Student Code of Conduct, with appropriate allowances for Behavioral Intervention Plan requirements, Special Education Services, and 504 accommodations. The Director or other appropriate administrators will consider the circumstances of each disciplinary situation, including the following factors: Any situations not specifically addressed in the code will be interpreted and enforced by the administration.

1. Seriousness of the offense
2. The student's age
3. The frequency of the misconduct
4. The student's attitude
5. The potential effects of misconduct on the school environment

### ***Home Campus Placement Requirements***

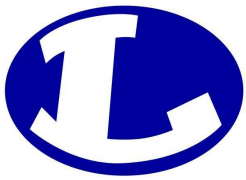
Students will be assigned to the DAEP by their home campus following the discipline management plan procedures. The following items must be completed before enrollment. The administration will contact DAEP to inform them of a student being placed at the facility. The administrator will provide the removal order and any other required paperwork to the DAEP administrator at least one day before the student starts their placement. Students may be assigned at least ten class days and a maximum of one school year. Offenses occurring during the last 9 weeks of a semester may result in a placement extending to the next semester or school year.

### ***Cell Phone Policy***

Students will be allowed to bring their personal cell phones to the D.A.E.P. campus. Students are solely responsible for his/her phone. Phones are not allowed in the classrooms for any reason. The phone will be turned off and will be placed by the student in his or her assigned wall locker for the entirety of the school day.

Students caught with a phone on their person will be subject to the following discipline actions.:

- 1st offense – 2-day suspension
- 2nd offense – 5 days added to DAEP assignment 2-day suspension
- 3rd offense – 10 days added to DAEP assignment 2-day suspension



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### ***Intake to DAEP***

DAEP will contact the parent or guardian to set up a time for the Intake meeting. Both the student and parent must attend this conference. In certain cases, a student can begin placement without the parent being present, but the parent is required to participate in a phone intake. The intake shall take place before or on the day of the start of the student's placement. During the intake, the student will be instructed about the rules at DAEP and the regulations in the DAEP handbook. 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 absences to the home campus and alert the Attendance team.

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. **Students will be issued a locker to store coats and lunch bags. Their name will be placed on the locker, and the student will utilize it until they leave DAEP to store personal items. LISD or DAEP will not be liable for anything stored in the locker.**

The Student and Parent DAEP Acknowledgement Statement will be signed at the end of the intake. (to be completed at the face-to-face intake meeting with the DAEP Administrator.) Under some circumstances, by telephone.

- 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 had questions answered to my/our satisfaction. I/We understand that failure to follow through on the responsibilities outlined in this packet and the LISD Student Code of Conduct may result in further disciplinary action.
- I also understand that Students serving a DAEP placement shall stay off all other Lampasas Independent School District campuses at which Lampasas schools are participating. If observed on any LISD campus other than the DAEP Campus, located at 207 E Ave A, Lampasas, Texas 76550, at any time within the placement period, the result will be Criminal Trespass charges filed with the local police department.

### **Staff Phone Contact**

Mr. Warren Scott Director 512-564-2960

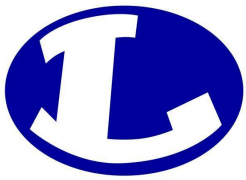
Mrs. Amy Reisinger M.S. 512-564-2961

Mr. Brandyn Lee Special Services 512-564-2966

Ms. Penny Shaw H.S./Overflow 512 556-2962

Ms. Audra Taylor, Secretary/Overflow/ Safety Manager 512 564-4989 ext 2949 (Use this format when using an outside line)

Mrs. Amanda Carswell Henry Elem./Special Services 512 556-4989 ext 2963



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### *Daily Security Check-In*

All students must go through a daily security check. If a student leaves campus for any reason, he/she must go through a security check again. Security Check consists of:

- All Pockets must be turned inside out, pants legs raised, shoes turned over, shaken out, and the bottom of the feet inspected.
- Each student will be scanned with a metal detector, and lunch boxes/bags will be checked
- Student(s) who refuse and/or cannot pass the security check will be sent to the office immediately
- If the situation can't be resolved, parents will be contacted

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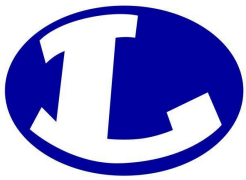
### *Attendance*

State law requires that students attend class 90% of the class days to receive credit. The DAEP staff reports attendance to the home campus daily. 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. 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 to DAEP and have clock hours to make up, you will be allowed an opportunity before and after school, with your parents' approval. 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 2949, or email [scottw@lisdtx.org](mailto:scottw@lisdtx.org). **(Excused absences only count for daily attendance and will not count for placement days for students in DAEP.)**

### *School Hours: 8:00 am - 3:00 pm*

Students are to report to DAEP by **7:50 am** to process in the school. Students are considered tardy after 7:50 am. Students who violate this policy will be subject to discipline under the Minor Infraction Policy. Students will not enter the building until after 7:30 am unless it is inclement weather or directed by DAEP staff. The parent/guardian is responsible for ensuring the student has **transportation** to and from school while assigned to DAEP. **Exceptions can only be coordinated and approved by the home campus administration.** All outside food students have must be finished before entering the building.

- **Breakfast 7:35 - 7:55 am.** (If a student orders breakfast and arrives after the assigned time, breakfast will not be available.)
- **Lunch 11:30 -12:00 pm:** DAEP will order through LMS Food Service and provide the students with daily meals. Water or juice is acceptable, but can not be opened. **Fast food is not allowed during a DAEP assignment.** Unless a student is approved for free lunch, parents are required to ensure funds are available in their child's account. Students are allowed to bring sack lunches from home, but have no access to a microwave or refrigerator. Students can bring a caffeine drink for lunch.



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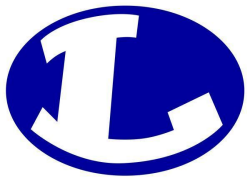
### ***Dress Code:***

Students are required to comply with the DAEP dress code. The only exception is at intake if a student has not been made aware of the dress code. Students who violate the dress code will have an opportunity to contact their parents to correct the violation, or they will be subject to discipline under the DAEP Point System or the Minor Infraction Policy. It will depend on the students' frequency of the violation or conduct when the violation occurs. If there is a minor infraction that can be rectified on the spot, such as a student wearing an inappropriate shirt, the staff will provide the student with the appropriate attire. Points will still be taken for action.

- **Shave:** Per the LISD Student Code of Conduct (Boys). The student will have the next school day to comply
- **Pants:** Blue or Black jeans **only**; if the pants have holes, they will be worn in accordance with the Student Code of Conduct. **Belts are Mandatory.** Sagging is not allowed. No shorts are to be worn under their pants.
- **Shirt:** Students must wear a plain T-shirt or polo-style shirt in a shade of blue as close to "Badger Blue" as possible; official LISD blue school shirts are also acceptable. Shirts must be free of writing or large emblems, though small brand logos (such as a small Nike swoosh) are permitted. All shirts must always remain tucked in. While students may wear long-sleeve shirts underneath their uniform, the uniform shirt must be worn on top and tucked in. Hoodies are strictly prohibited, and all jackets or sweaters must be stored in the student's assigned wall locker upon arrival.
- **Visible Jewelry** and piercings are not allowed, and no earbuds; the facility will provide them if needed
- **Hats:** Hats can be worn to the building, taken off at the door, and will be stored in the student's locker.
- **Bags/Purses:** No purses, backpacks, bags, etc. will be allowed in the classroom.
- **Hair:** as detailed in the student code of conduct, including extensions, etc.
- **Shoes:** Sneakers, boots, or hey dudes are allowed; no Crocs, no slippers or slides, or open-toe shoes of any kind are not permissible.

### ***Computer/Textbooks:***

Students will be assigned a Chromebook to use while in DAEP. When students return to their home campus, they will need to take their school-issued Chromebook when reporting back to the home campus. Destruction of a Chromebook will be assessed, and financial responsibility is the student's. Parents will be notified. All manually sent papers will be sent back through school mail, and DAEP staff will scan documents and send them via email. 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. If there are any other materials, DAEP staff will get them from the home campus. **District computers are not private and may be monitored by district staff and the staff of DAEP. (Chromebooks are not allowed to be taken home.)** The teacher will remove the computer if a student is violating the school usage policy.



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### ***Medicine at School:***

**Prescription Medication:** A student needing prescription medication during the school day must have a signed Medication Form from the physician and the parent/guardian, and be in the correctly labeled prescription bottle. The medication can only be given according to the directions on the label.

**Non-prescription medication** (over-the-counter) must also have a signed Medication Form and be in the unopened original labeled bottle. If a student has medication at the nurse's office on their home campus, the parent/guardian must pick up the medication and count the pills with the nurse or the administrator on this campus. DAEP staff will issue the medicine at the appointed time and log it in Skyward. Students who are sick with a fever or vomiting will be sent to the school nurse if available or the administrator to determine if the student needs to be sent home. The parent/guardian will be contacted.

### ***Drug and Alcohol Awareness Program***

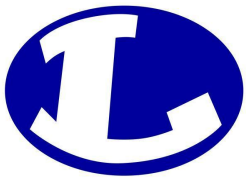
The Drug and Alcohol Awareness program is designed to educate students on drug and alcohol awareness and to inform students on the effects of Drugs and Alcohol on the body, mind, and spirit. Additionally, the program will ensure students are aware of the Lampasas ISD policies on drugs and alcohol, and 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. Elementary children will be given age-appropriate information. It will be a mandatory part of their stay at DAEP. Students may be extended if the assigned work is not completed. The programs do not take precedence over students' assigned classes.

### ***Grading Guidelines/Assignments:***

Grading guidelines are established at the home campus. The home campus assigns assignments done at DAEP. DAEP personnel will monitor and assist students with their assignments. It is the student's responsibility to ensure that work is completed and submitted. Students will be allowed to correct assignments following their campus teacher or IEP. Quizzes and tests will be administered using the guidelines of the teacher's instructions. If it is an official test, we will follow the guidelines of the Test Coordinator or instructions provided to us. We will not assist unless it is in a student's accommodations. **(Completing assigned work is mandatory, and violation of this policy could result in disciplinary action.)**

### ***School Assignments***

- High School: Edgenuity, Canvas, or Paper.
- Middle School: Google Classroom or manual assignments, IXL.
- Elementary: Google Classroom or manual assignments, IXL



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### ***Campus Guidelines/Student Expectations***

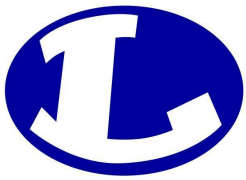
- Fully cooperate with the teachers and follow all class rules established.
- Demonstrate self-control. Socializing with other students is prohibited
- Absolutely no note writing or passing of notes.
- Use appropriate language; NO profanity or vulgarity spoken or written will be tolerated
- Students enrolled in DAEP must park in the school parking lot and are subject to search
- Excessive tardiness will not be tolerated and will be included in makeup time before the student's exit date, and/ or may delay the student's exit date. For every ten (10) tardies, one (1) additional day will be assigned to the student placement at DAEP. Students must be in the building by 7:50 am.
- Students must maintain an alert attitude in class by sitting upright with hands on the desk, along with feet and desk flat on the floor. Students are not allowed to lay their head on the desk, slump at the desk, or SLEEP.
- Students who sleep cannot earn exceeds expectations regardless of the total points earned.
- Students who sleep daily will be sent home. Please be mindful of the Texas Compulsory Attendance Law.
- Students must remain seated at their desks at all times unless given permission by staff.
- Students must remain quiet throughout the school day (no social talking) unless permitted by a teacher/Aid.
- Students are allowed to bring a caffeine beverage to school to drink at lunch only.  
**(Absolutely no Energy Drinks)**
- Cell phones will be turned off and stored in the student's assigned wall locker. A student found with a cell phone on their person will be subject to the discipline listed below. :  
1st offense – 2-day suspension  
2nd offense – 5 days added to DAEP assignment  
3rd offense – 10 days added to DAEP assignment
- Female students assigned to DAEP are allowed to bring Feminine hygiene products in a small bag and placed in their wall locker. These **will NOT be provided** by D.A.E.P.
- Students are not allowed on any other campuses or to attend any extracurricular activities involving Lampasas ISD until completion of their placement at DAEP. Violations can result in criminal trespassing charges being filed or actions by the LISD Administration.
- Points (5) will be deducted for unscheduled restroom breaks. Privileges will be denied for
- students who constantly abuse and do not take advantage of scheduled breaks. Please provide documentation from your physician if there is a medical condition that needs to be considered.

**All unsatisfactory days earned will be served concurrently upon completion of placement.**

Pint Name: \_\_\_\_\_

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

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



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### Point Sheet:

The student will be scored on his/her social behaviors, as well as class/academic behaviors. (See point sheet.) In order to receive credit for the day, the student must score a minimum of 55 points.

The point sheet must be signed by a parent or guardian and returned to school if the student receives an unsatisfactory day. If not returned by 11:00 a.m. on the designated date, credit will not be given for the corresponding day. If a student receives 10 consecutive days of Excellent Days. The student can wear Dress Code: Appropriate clothes to school on the next school day. Students who sleep outside of the designated time can not earn an Excellent Day, regardless of total points



### *Lampasas D.A.E.P. Point Sheet*

Name: \_\_\_\_\_ Week of \_\_\_\_\_

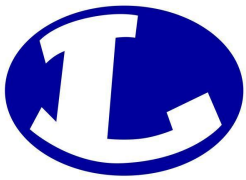
| <i>Goals For the Day</i>                                 | Mon | Tues | Wed | Thurs | Friday |
|----------------------------------------------------------|-----|------|-----|-------|--------|
| Arrives in dress code                                    |     |      |     |       |        |
| Manages appropriate language                             |     |      |     |       |        |
| Demonstrates self-control throughout the day             |     |      |     |       |        |
| Attendance<br>(Full day = 10 points, Partial day = 5 pt) |     |      |     |       |        |
| Stays on task                                            |     |      |     |       |        |
| Complete and submit assignments as expected              |     |      |     |       |        |
| Obeys all class rules                                    |     |      |     |       |        |

DAILY TOTAL      \_\_\_\_\_

|                                                                                                                    |                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Students who sleep outside of the designated time can not earn an Excellent day, regardless of total points</i> | <i>If a student receives 10 consecutive days of Excellent Days. The student can wear <u>Dress Code</u>: Appropriate clothes to school on the next school day.</i> |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|              |                    |                                                                         |
|--------------|--------------------|-------------------------------------------------------------------------|
| 70 Points    | Outstanding        | Excellent Day                                                           |
| 60-65 Points | Meets Expectations | Satisfactory Day                                                        |
| 30-55 Points | Satisfactory       | Writing Assignment after school                                         |
| 10-25 Points | Needs Improvement  |                                                                         |
| 0 Points     | Poor               | Unsatisfactory Day<br><b>Parent Signature</b><br>(Referred to Director) |

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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### ***Hallway Procedures:***

Voice Level O  
Walk to the Right  
Walk Single-File, give personal space  
Keep your hands, feet, and objects to yourself  
Help Keep the area Clean  
Help others when directed  
Report unsafe/inappropriate behaviors to an adult

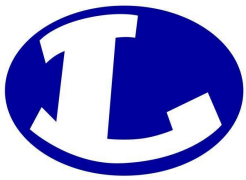
### ***Minor Behavior Infractions at DAEP***

DAEP has a 3-strike policy unless the student's behavior warrants other action. 1st offense is a verbal warning, 2nd offense is a writing assignment during school time, and 3rd offense is a writing assignment after school. If the student refuses to comply, other disciplinary actions will be taken. Parents will be notified if any actions happen after school. The policy above applies to all rules, for example, not maintaining the dress code at all times, tardiness, unreasonable noise in a public place, offensive gestures that offend others, classroom disruption, and not signing in. Student classroom directives are posted in each classroom; these rules also apply to them.

### ***Major Infractions of DAEP Handbook/Student Code of Conduct***

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 it, law enforcement officials will be called. Examples could be, but are not limited to:

1. Using, exhibiting, or possessing a firearm, a prohibited knife, club, or prohibited weapon.
2. Conduct containing elements of aggravated assault, sexual assault, aggravated sexual assault, arson, murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, conduct specified under 37.006 (A), (3), (4) related to alcohol or drugs that is punishable as a felony.
3. The campus will suspend and/or recommend expulsion of a student for retaliation against an employee involving any of the offenses listed above. A student may be expelled for violations specified in TEC Chapter 37.007(B) and (C) of the student code of conduct. This includes, but is not limited to, continued serious misbehavior while at the DAEP.



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### ***Administrative Disciplinary Options***

- Student conference if not in violation of the Code of Conduct
- Writing assignments after school
- After School Detention
- Loss of credit for the day
- Mentor/Counselor referral
- RTI Intervention
- Possible Suspension
- Law enforcement

***Parents/Guardians will be contacted for any disciplinary action taken against a student.***

### ***Searches by Trained Dogs***

The LISD Alternative Education School has adopted a zero tolerance for drugs, alcohol, and tobacco products. Student violations of the school policies will be handled through the disciplinary management policy. The campus uses specially trained dogs to sniff out and alert to concealed and prohibited items, illicit substances, and alcohol. This program is implemented in response to drug and alcohol use problems in consortium schools and to maintain a safe, drug-free environment conducive to education.

### ***Students should be aware that:***

1. Classroom and other common areas may be searched and/or sniffed at random by trained dogs.
2. Any school transportation or personally operated vehicles by staff, visitors, etc, on school premises may be searched.
3. If any contraband of any kind is found, the student shall be subject to appropriate disciplinary action as required by TEC 37.007.