

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

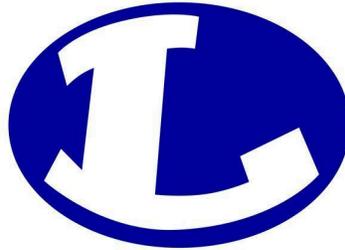
## ***Mission:***

The Lampasas Independent School District Disciplinary Alternative Education Program (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 their placement is because of unacceptable behavior. Students will be provided the same quality education that the students receive at their main campus, with a focus on improving their educational practices and providing ways to improve their character and self-achievement. 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



## ***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 of education as the home campus. We provide all services and accommodations that our students require. The program offers opportunities to participate in character-building and life-skill activities.

## ***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 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 6 weeks of a semester may result in a placement extending to the next semester or school year.

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

## *Special Services*

Special Services students assigned to the DAEP will be admitted by the ARD committee's manifestation referral. Students will receive all services and accommodations provided for students assigned to DAEP that have been established through ARD or 504 committees.

## *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 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 replacement. 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 they will 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 in. Their name will be placed on the locker, and the student will utilize it until they leave DAEP, but personal items (keys, wallet, jewelry) will be put in an assigned bag and secured.**

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**Extracurricular activities** on their main campus or at other campuses in Lampasas ISD (LISD). Students 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.

## *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 allowed 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](mailto:scottw@lisdtx.org). Excused absences only count for daily attendance and will not count for placement days for students in DAEP.

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

## ***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 listed on page 8 of this document. Consistent tardiness could lead to further action by the DAEP administrator. 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.**

**Breakfast 7:35 - 7:55 am.** (If a student orders breakfast and arrives after the assigned time, breakfast will not be available.)

**Start Time 8:00 a.m.** School starts with the Pledge to the United States and the Texas flag, and a moment of silence. Students who do not want to participate are expected to stand quietly and let the other students acknowledge.

**Lunch 11:30 -12:00 pm:** DAEP will order through LMS Food Service and provide the students with daily meals. Students can bring home lunches minus soda, energy drinks, or coffee. 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.

**Release: The school day ends at 3:00 pm,** and parents are responsible for picking up the student unless after-school detention has been assigned.

## ***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 Minor Infraction Policy listed on page 6 of this document. 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. If you have a sweater, long sleeve, carmit your must have an appropriate uniform undershirt under it and tucked in.

**Shave:** Per the LISD Student Code of Conduct (Boys)

**Pants:** Blue or Black jeans to be worn **only**; if the pants have holes, they will be worn following the standards of the Student Code of Conduct. **Belts are Mandatory.** Sagging is not allowed. No shorts are to be worn under their pants.

**Shirt:** Plain tee shirt, colors black, blue, or white, no writing or emblems. The shirt will be tucked in. You can wear a long-sleeved shirt under it if you are cold-natured. (No Hoodies),All jackets, sweaters, or non-hooded sweatshirts can be worn to school, but they will be hung in your assigned locker.

**Visible Jewelry** and piercings are not allowed, and no earbuds; the facility will provide them if needed

**Hats;** no hats or head coverings can be worn in the building and will be stored in the student's locker.

**Tattoos:** MUST be covered before entering the building.

**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.

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

## ***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

3rd offense – 10 days added to DAEP assignment

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

Textbooks are located on the student's Chromebook. 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 with them. Elementary students have multiple ways to receive assignments: Chromebooks, 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 materials, DAEP staff will get them from 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 Chromebooks from their home campus. Chromebooks will not be taken home.

## ***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. 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.

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

## ***School Assignments***

- The student is required to complete the assignments in Edgenuity in each subject assigned daily.
- If the work is complete, the student will focus on completing any missing assignments. High School Students will complete assignments in CANVAS and middle school Google Classroom or manual assignments before the end of the day if possible, unless it is a project. If work is complete, the student can work on missing assignments.
- Noncompliance could warrant completing assignments after school. Parents will be notified.
- Completing assigned work is mandatory, and violation of this policy could result in disciplinary actions.

## ***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. 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.

## ***District Policy***

Offense LISD Discipline Education

1st offense e-cigarette, cigarette, or other tobacco products Vape education		Max of 10 days ISS, Home campus
2nd offense e-cigarette, cigarette or other tobacco products		20 Days DAEP Vape education
3rd offense e-cigarette, cigarette or other tobacco products		25 Days DAEP Vape education
1st offense THC	30 DAYS DAEP	Drug Program Education
2nd offense THC	45 Days DAEP	Drug Program Education
3rd offense THC	60 Days DAEP	Drug Program Education

House Bill 114 states that a student shall be removed from class and placed in a disciplinary alternative education program if that student possesses, uses, sells, gives, or delivers to another person an e-cigarette at or within 300 feet of the school.

LISD will place students into DAEP for offenses involving all tobacco products as well.

If DAEP is at capacity, students can go to ISS.

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

## *Medicine at School:*

A student needing 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 the pills with the nurse or the administrator on this campus. 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. **Nonprescription medication, upon a parent's written request, when properly labeled and in the original container. The parent shall provide a written order from the prescribing physician or other healthcare professional with prescriptive authority who is licensed to practice in Texas.**

All medicine distributed to a student will be documented in Skyward 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. Upon student separation from the DAEP campus, parents must pick up the student's medication.

## *DAEP GENERAL CAMPUS GUIDELINES\*

Be prepared for class

**Actions are a choice; you are solely responsible for yours**

Give 100% of your effort to assignments

Follow the Student Code of Conduct

No Return Policy if at all possible

## *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 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. 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. **Unsatisfactory days will be served at the end of the initial placement. A new referral form will be completed by the DAEP administrator, and a parent conference will be conducted before the student's last day of their placement.**

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

## ***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 to be taken. 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:

- threatening another person who causes a disruption
- bullying
- fighting
- assault
- possession of a weapon or firearm
- possession of drugs or drug paraphernalia
- use of offensive or vulgar language towards a student or teacher
- under the influence of drugs or alcohol
- criminal trespass
- 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.

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

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

***Parents/Guardians will be contacted***

***Three (3) day suspension with recommendation for expulsion, or law enforcement will be contacted***

Student and Parent DAEP Acknowledgement Statement (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 with the responsibilities contained in this packet and the LISD Student Code of Conduct may result in further disciplinary actions.
- I also understand that Students serving a DAEP placement shall stay off all other Lampasas Independent School District campuses at which events 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.