**DISCIPLINE ALTERNATIVE EDUCATION PROGRAM**

**POLICIES AND PROCEDURES**

**2020-2021**

Students are assigned to the DAEP campus from their home campus for a variety of reasons relative to discipline problems. While on the DAEP campus students will be expected to follow all rules, instructions, and directions given by staff members. The DAEP campus is more structured than other campuses in the district. The DAEP Code of Conduct, dress code, daily operating rules and regulations are non-negotiable.

**TYPE, DURATION OF PLACEMENT, AND ATTENDANCE**

**1.**  Unacceptable conduct during a student’s stay on the DAEP campus will result in the original placement time to be increased. Suspended days from DAEP must be made up on the DAEP campus. The are 2 types of DAEP placements:

**Discretionary Placement:**

A campus administrator may order a student for a 15,30,45,60 day or semester placement depending upon the infraction/referral on the home campus. If a student receives (1) referral during this initial placement, their assignment can be extended to 30 days. If a student receives (1) referral during their 30 day extended placement, their assignment can be extended until the end of the semester. Each absence will be made up with a 1 day extension.

(One day absent equal’s one day extension)

**Mandatory Placement:**

As directed by state law.

**2.**  If a student on the DAEP campus receives a referral for persistent misbehavior, it will result in the student being suspended.

**3.**  Student’s daily attendance will be reported to their home campus. Student assignment and placement days are counted as the days a student is in his/her seat. If a student is absent from DAEP and brings an excused note for the absence, the student’s absence is excused but not the DAEP placement day. That day must be made up.

**If a student leaves the DAEP Campus any time during the school day, that day will not count.**

**4.**  If a student arrives by car, or other means, and arrives after 8:00, he/she will not be allowed to attend school. He/she will be counted absent.

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# **DAILY ROUTINE**

All students shall arrive on the DAEP campus by 8:30 and proceed into the building only when instructed to do so by a staff member. Any students arriving after 8:30 am, other than by bus, will not be allowed in the building. Students shall be in full compliance with the student dress code (addressed later) before being allowed into the building. Once the students are allowed in the building, they will be escorted upstairs where they will be searched. The search will include removal of shoes and socks. If they pass the search, they will be given breakfast and sent to class. There will be no talking after entering the building.

Students will not move from class to class. The teacher will come to the student’s classroom. Adequate restroom and water breaks will be provided. All school rules are in effect during these breaks.

# **Rules and Procedures**

Students must:

1. Follow dress requirements at all times while on DAEP school grounds
2. Comply with safety measures to reduce the risk of acquiring or spreading COVID-19 including but not limited to wearing face covering
3. Students must comply with a non-invasive search daily
4. Remain seated at all times unless given permission to leave your seat
5. Remain facing forward and sit upright at all times
6. Be on task doing assigned schoolwork at all times

Students may not:

1. Use profanity or disrupt the learning environment
2. Communicate with another student while on DAEP school grounds
3. Sleep or put head down anytime during class
4. Write or draw on assignment folders, textbooks, library books, or any other school property
5. Have food or drink at your desk (unless given to you by the DAEP staff)
6. Be chewing on anything
7. Go to any activity or event at which any BISD students participate or go onto any other BISD property
8. Bring any prohibited items to DAEP
9. Draw, write, or display any markings or writings that could cause others to believe that the student is affiliated with a gang

**Consequences for Rule & Procedure Violations**

Administrative disciplinary actions could include one or more of the following:

1. Conference with student and/or student and parent conference
2. Suspension from school
3. Recommendation for an expulsion hearing
4. Any other consequences as determined by the administrator of DAEP

Refocus Room

The Re-Focus area is where students are sent to reflect on how they’re going to personally change the unacceptable behavior that is disrupting the teaching environment. Here the student will reflect on his/her behavior by writing about how the situation could’ve been handled differently and how it affects their education. Student’s risk losing credit for the day due to the accumulation of reflections and only administration can give the lost day back.

Refocus Expectation

1. One reflection piece will be assigned if a student breaks a DAEP rule of procedure.
2. Students are expected to reflect on decisions made, write how they would handle the situation differently, and raise their hand upon completion and present to the instructor.
3. If the student does the reflection immediately, there are no additional consequences.
4. Multiply reflections may be assigned if a student:
   1. Does not start the reflection immediately
   2. Makes a comment, questions, or argues with the teacher about the reflection
   3. Demonstrates disrespect to the staff member who assigns the reflection(s)
   4. Disrupts the classroom during the reflection process
5. All reflections must be completed by the end of the day
6. All reflections must be hand written by the student

**Serious Offenses**

**Abuse**

Students cursing, physically or verbally threatening or abusing other students and/or DAEP staff will be held to DAEP protocol and disciplinary consequences. Police will be summoned, a citation will be issued, and students may be suspended or expelled, depending on the seriousness of the offense.

**Illegal Substances**

Students possessing, using or selling drugs or alcoholic beverages, or suspected of being under the influence of drugs or alcohol while in DAEP, will be suspended and asked to leave the campus. If a student refuses to leave the campus, the police will be summoned, a citation will be issued, and the student will be suspended pending an expulsion hearing.

**Tobacco**

Students possessing, using, or selling tobacco products while in DAEP, will receive a three-day suspension with possible additional consequences.

**Serious/Persistent Misbehavior**

Engaging in serious or persistent misbehavior that violates the District’s previously communicated standards of student conduct and BAS rules, regulations and/or expectations, may result in disciplinary actions or suspension as deemed appropriate by the BAS

administration.

**Instructional Information**

**Classroom Expectations**

Complete all daily assignments as deemed acceptable by instructor by the end of each classroom period.

Textbooks, workbooks, and other classroom materials may not leave the classrooms unless approved by the teacher.

**Classroom Rules**

1. Be in class by 8:30 am
2. Enter the classroom quietly and sit properly in your assigned seat
3. Follow all staff instructions
4. Stay on Task
5. Raise your hand and wait to be called on before speaking
6. Raise your hand and wait for permission to leave your seat
7. Do not talk or otherwise communicate with other students until instructed to do so
8. Use appropriate social skills
9. Respect all school property

**Classroom Procedures**

1. Student work area must be clean and neat prior to departure
2. Complete all assigned tasks
3. Ask for help/ask questions
4. Computer usage is for directed academic purposes. No games or music
5. Shut down computers after each use

# **CLASS DISRUPTION**

Disruption of classes or school activities by students is prohibited by state law. Legal charges will be brought against any individual engaging in such disruptions.

# **SEARCH, SEIZURE, AND SURVEILLANCE**

The school has the right and the responsibility to ensure the safety of all students by conducting searches 1 to 3 times per day. School personnel will require students to reveal the contents of their pockets or to reveal items carried elsewhere on their person. Unapproved items will be disposed of, Ex: wrist bands, earbuds, food/ drinks and jewelry. Students will be subject to searches daily, and as deemed necessary by school personnel. All personnel who come on the DAEP campus are subject to being searched, observed through surveillance, and scanned with a metal detector.

## **DRUG TEST**

All placements are subject to mandatory testing for drugs, alcohol, and tobacco.

## **WEAPONS**

State law prohibits individuals from bringing onto school property knives, guns, or other weapons. The possession or use of articles not generally considered weapons, such as fireworks, ammunition, etc. is prohibited. Criminal charges will be filed for violation of this law, and the administration will suspend the student with a recommendation that the student will be expelled.

**BREAKFAST & LUNCH**

No breakfast or lunch may be brought into DAEP campus for a student. Students will eat what is provided from BISD.

## **ELECTRONIC DEVICES**

Radios, CD’s, tape recorders, paging devices, headphones, and cell phones are prohibited.

**\*CELL PHONES ARE NOT ALLOWED. IF YOUR STUDENT BRINGS A CELL PHONE TO SCHOOL, THEY WILL HAVE TO PAY $15.00 TO GET IT BACK. IF A PHONE IS TAKEN UP A SECOND TIME, IT WILL NOT BE RETURNED UNTIL THE STUDENT’S LAST DAY.**

## **COUNSELING**

The DAEP campus places a heavy emphasis on early and appropriate educational planning. The purpose of the counseling department is to aid students in solving their problems and in making adjustments to various situations in which they meet.

The school counselor is available to assist students with a wide range of personal concerns, including such as social, family, emotional, academic or chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor must inform the classroom teacher aide.

## **NURSE**

All medical needs are handled according to BISD board policy and Texas Department of Health guidelines. All students must have a record of current immunizations according to Texas State Law.

The school nurse, or other staff members, will take care of injuries or illnesses. If it is determined by the school nurse or principal that the student is too ill to remain in school, arrangements for student(s) to return home will be made as per information on the emergency procedure card. In the event that it is necessary for a student to bring a prescription drug to school, it should be brought in and registered with the school nurse/staff. The district requires a doctor’s written authorization as well as parent/guardian permission to administer medication to a student on a daily medication. It must be in the original container, whose label contains dosage requirements and the prescribing physician’s name. Students having drugs in their possession but for which they have no prescription, are in violation of state and school district’s policy.

Medication to be administered during school hours must be provided by the parent. Over the counter or non-prescription medications (such as Tylenol, cough syrup) also requires a doctor’s written authorization as well as parent/guardian permission. All medicine that is to be kept at school for the duration of the school year and administered on a daily or “as needed” basis requires a doctor’s note as well. Faxed copies are acceptable.

**COVID-19**

**Public Health Considerations**

The virus that causes COVID-19 can infect people of all ages, and Brenham ISD is doing everything possible to keep students, teachers, staff, and our communities safe. That said, research from the Centers for Disease Control (CDC), among others, has found that while children do get infected by COVID-19 and some severe outcomes have been reported in children, relatively few children with COVID-19 are hospitalized or have severe symptoms.

While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly.On campus we will implement the following practices that minimize the likelihood of viral spread:

**\*\*\* Face masks will be required\*\*\***

**PROVIDE NOTICE:** Requirements for parental and public notices

**PREVENT:** Required practices to prevent the virus from entering the school

**RESPOND:** Required practices to respond to a lab-confirmed case in the school

**MITIGATE:** Recommended and required practices to reduce likely spread inside the school

If a student is running fever or any of the following symptoms

* Chills or repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* Loss of taste or smell
* Diarrhea
* Feeling feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
* Fever
* Cough
* shortness of breath
* difficulty breathing

The student must notify school personnel immediately.

Student must get checked for Covid-19

If positive :

Students must self quarantine 14 days and must provide documentation of a negative COVID-19 or a doctor's release note before returning to school.

## **EMERGENCY MEDICAL TREATMENT**

If a requested copy cannot be retained, parents are required to complete an emergency card upon intake that includes a place for school officials to obtain medical treatment for the student in the event of an emergency, as permitted by law. Telephone numbers where parents or guardians can be reached during school hours must be kept up to date. Other information that may be required in the event of an emergency must be updated as necessary. The 911 address must be kept up to date.

### **BUS RIDERS**

Students who ride a school bus must obey all school bus rules. Students who misbehave will be suspended from riding the bus.

### **OFF LIMITS**

The terms of a placement under this section must prohibit the student from attending or participating in a school – sponsored or school – related activity. (S.B.I., Chapter 37)