

Smithville ISD

Discipline Alternative Education Program Handbook 2017-2018



This handbook is supplemental to the student handbook from the student's home campus. The information found within this handbook should be read and understood.

Board Approved: June 19, 2017

Rules and Regulations

1. DAEP Hours – **7:50am - 3:20pm**. Phone number – **512-237-5142**
2. Dress Code – Standard dress code consisting of jeans, white T-shirt and tennis shoes. T-shirts would be tucked in at all times with a belt worn on the jeans.
3. Arrival at DAEP – Once students are dropped off at the DAEP campus, they are to be seated inside the P.E. area. If the building is not open at the time they are dropped off, they are to stand in the front of the building by the big roll-up door. Once on campus, students should not leave.
4. Enter the classroom in a quiet, orderly manner.
5. Store personal belongings in assigned location. No personal items at student desks without permission.
6. Be seated in assigned seat.
7. Leave chair only with permission. Chairs, desks, and tables are not to be moved without the teacher's permission.
8. No food allowed in the classroom. Water is permissible in clear, sealable containers only.
9. Restrooms and water fountain may be used during breaks only with permission.
10. Raise hand and wait until called upon before speaking or asking a question.
11. Respect school property and property of others. Write only on paper or on the dry erase boards located in your cubicle.
12. Students will work consistently and quietly while in class and cooperate with each member of the educational staff.
13. The teacher's desks are off limits to students unless permission is given by the teacher.
14. Be courteous to the teachers, staff and fellow students.
15. Follow all directions the first time given.
16. Students are required to complete or attempt mastery in all subjects on a daily basis.
17. Students must take notes on each lesson. Students must ask for help if they are struggling.
18. Students should remain seated and not lean back in their chairs. Students should not look around into other student's cubicles.
19. Absolutely NO SLEEPING at any time.
20. All point sheets must be signed and returned on a daily basis to receive credit for the day.
21. Students must earn a minimum of 88% of their daily points in order to receive credit for the day. Failure to earn credit for three days could lead to suspension.
22. All electronic devices, including cell phones, must be turned in to the teacher before class starts and may be picked up at the end of the day. Failure to do so will result in suspension.
23. Credit for good behavior –A student can earn a reduction in days for good behavior based the point system utilized at the DAEP. Good behavior is reflective of social standards, academic standards, and attendance. The final decision to award credit will be at the discretion of the DAEP administration based on the recommendation of the DAEP instructors. Students assigned to the DAEP for fewer than 30 days, will not be eligible for a good behavior credit. (See separate Good Behavior Incentive Sheet.)

Character Education Classes

Students at the DAEP have the opportunity to participate in various character education classes throughout the year. Most of these are administered by outside agencies. It is expected that all eligible students participate in these programs. Parents and/or guardians will be notified when their student is eligible for a program.

Behavior Management

POINT SHEET – An integral part of the behavior management system of the alternative school is the **BEHAVIORAL EXPECTATIONS POINT SHEET**. It is used to chart daily student progress and will help to determine a student's eligibility for reentry to his/her home campus. Parents are expected to review these sheets daily and have the student return them signed each day. *If a student does not bring a point sheet home each day there is a problem and it is the parent's responsibility to follow-up and determine the problem.*

POSITIVE CONSEQUENCES – Students earn positive consequences for good behavior choices in several ways. Daily free time may be earned by:

- Upon successful completion of 6 A+ Mastery Tests, representing each subject that the student is enrolled in, while also making a reasonable effort during PE.
- By improving on their personal best in the DAEP Mile Run.

NEGATIVE CONSEQUENCES – Students who choose to act in an irresponsible manner will have consequences assigned to them. These consequences include the following options, depending on the nature, seriousness, and frequency of the rules violated:

- Deduction of points from point sheet.
- Loss of credit for the day.
- Required participation in the Bastrop County Juvenile Boot Camp Prevent Day(s).
- Suspension from school. (Examples of offenses which may lead to suspension: maintaining or possessing a cell phone or any other electronic device, using the computer for anything but A+ without permission, persistently refusing to follow instructions, profanity, and cheating.) This is not an all-inclusive list.
- Additional DAEP assignment.
- Expulsion to the Bastrop County Juvenile Boot Camp.

A. Detention and ISS are no longer available while assigned to DAEP. For example, any student truant while attending DAEP would be automatically suspended since ISS is no longer an option.

TRANSPORTATION

Students assigned to Alternative School will not be allowed to ride the district provided transportation or bring his/her car to school. Alternative transportation will be determined on an individual basis.

Reminder: There can be no cell phone usage while operating a motor vehicle on school property per state law.

LUNCH

Students are responsible for furnishing their own lunch and/or lunch money. Money *will not be* loaned.

Students *may not* call home for lunch or lunch money. Breakfast and lunch meals are prepared in the school cafeteria and will be delivered with prior notice from the students. Students may not have lunches delivered to the Alternative School. Students who qualify for free/reduced lunches may submit their application through their home campus.

PLACEMENT REVIEW

End of Grading Period: For placement in a DAEP to extend beyond the end of the next grading period, student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee. For the purposes of this handbook, the end of the grading period will be defined as the end of the semester or the end of the school year. A representative of the DAEP, a representative from the student's home campus, and a parent or guardian will participate in the review proceedings.

Exceeds 120 days: A student placed in a DAEP will be provided a review of his or her status, including academic status, by the campus principal and the DAEP administrator, at intervals not exceeding 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

RE-ENTRY TO HOME CAMPUS

A re-entry committee consisting of a representative from the home campus, a staff member from the DAEP, and the student's parent or guardian will review re-entry status prior to the student returning to his/her home campus.

In order for students to be eligible for re-entry to the home campus, the student must:

- Complete the length of assignment to the Alternative School with the State required attendance regulations being followed.
- Consistently exhibit re-entry level behavior as indicated on the ***BEHAVIORAL EXPECTATIONS POINT SHEET***.
- Maintain re-entry level behavior for the final three weeks of the assignment with no single behavior requirement not meeting the required level of success.
- Failure to meet the above requirements may result in an additional DAEP placement.

Smithville Alternative School

Point Sheet - Behavior Expectations

Name-
Grade-
Date-

	Morning					Afternoon					Comments	
	MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI		
	Come to school on time 10 points		10									
Positive Attitude 14 points		7					7					
Maximum effort 14 points		7					7					
Stay On task 14 points		7					7					
Follow Directions 14 points		7					7					
Appropriate Communication Language 14 points		7					7					
Complete Assignments 20 points		10					10					
Total Points per Day Per Period												
	0	55	0	0	0	0	45	0	0	0	0	
Must achieve 88% each day												
Total Daily points	0	100	0	0	0	0	100	100	0	0	100	
Minimum Points Required	88	88	88	88	88	88	88	88	88	88	88	
Achieved Daily Success	0%	100%	0%	0%	0%	0%	100%	Weekly Average	100%	0%	0%	
Days Served	N	Y	N	N	N	N	Total days served this week	1	1	0	1	
	0	1	0	0	0	0	Previous accrued Days	0	0	0	0	

Length of Placement Days	% Days reduced	Days served	Total Possible Points	Minimum Points Needed	Absence allowed
30	NA	NA	NA	NA	NA
30	NA	NA	NA	NA	NA
30	30%	21	2100	1974	1
30	20%	24	2400	2208	1
30	10%	27	2700	2430	2

All classes including PE must be passing to receive reduced days

Parent Signature
Date

Good Behavior Incentive Chart

Length of Discipline Placement	Percentage of Days Reduced	Actual Number of Days Served	Total Possible Points	Minimum Points Needed	Total Absences Allowed
30 Days	50%	15	1500	NA	NA
30 Days	40%	18	1800	NA	NA
30 Days	30%	21	2100	1974 (94%)	1
30 Days	20%	24	2400	2208 (92%)	1
30 Days	10%	27	2700	2430 (90%)	2

Length of Discipline Placement	Percentage of Days Reduced	Actual Number of Days Served	Total Possible Points	Minimum Points Needed	Total Absences Allowed
45 Days	50%	23	2300	NA	NA
45 Days	40%	27	2700	2592 (96%)	1
45 Days	30%	32	3200	3008 (94%)	2
45 Days	20%	36	3600	3312 (92%)	2
45 Days	10%	41	4100	3690 (90%)	4

Length of Discipline Placement	Percentage of Days Reduced	Actual Number of Days Served	Total Possible Points	Minimum Points Needed	Total Absences Allowed
60 Days	50%	30	3000	2946 (98%)	0
60 Days	40%	36	3600	3456 (96%)	1
60 Days	30%	42	4200	3948 (94%)	2
60 Days	20%	48	4800	4416 (92%)	3
60 Days	10%	54	5400	4860 (90%)	5

Length of Discipline Placement	Percentage of Days Reduced	Actual Number of Days Served	Total Possible Points	Minimum Points Needed	Total Absences Allowed
90 Days	50%	45	4500	4410 (98%)	0
90 Days	40%	54	5400	5184 (96%)	2
90 Days	30%	63	6300	5922 (94%)	3
90 Days	20%	72	7200	6624 (92%)	5
90 Days	10%	81	8100	7290 (90%)	8

Length of Discipline Placement	Percentage of Days Reduced	Actual Number of Days Served	Total Possible Points	Minimum Points Needed	Total Absences Allowed
120 Days	50%	60	6000	5880 (98%)	0
120 Days	40%	72	7200	6912 (96%)	3
120 Days	30%	84	8400	7896 (94%)	4
120 Days	20%	96	9600	8832 (92%)	7
120 Days	10%	108	10800	9720 (90%)	10

In order to qualify for any reduction of placement a student must be passing all classes at the DAEP at the time of release.

BEHAVIOR CONTRACT UPON ENTERING SMITHVILLE ALTERNATIVE SCHOOL

Date: _____

I, _____, enter to the following contract with the District Alternative Educational Program. I understand that I must work to achieve the following goals and objectives in order to return to my home campus. All these objectives must be met every day during my _____ assignment. The goals and objectives include, but are not limited to the following:

- GOALS:**
- 1) Attend school daily and arrive at school on time.
 - 2) Return signed daily point sheets to school.
 - 3) Be polite and respectful to all adults and students at the DAEP.
 - 4) Participate in counseling as needed.
 - 5) Resolve all conflicts with students and staff. Always allow staff to facilitate conflicts.
 - 6) Follow classroom/school rules at all times.
 - 7) Practice using effective social skills:
 - a) I will follow all instructions given to me.
 - b) I will be willing to accept “NO” for an answer.
 - c) I will accept feedback given by the instructor.
 - 8) You must never misuse any school property which would include the computer and internet service that is provided for the student.

Failure to reach these goals could result in loss of credit for the day, suspension from the DAEP, or another DAEP assignment.

WARNING: By signing this contract, I understand the following offenses are of such importance that if I violate any of them, I may face serious consequences, i.e. police referral, and/or placement in the Bastrop County Juvenile Boot Camp.

- 1) Possession/use of any type of illegal, or prescription drug.
- 2) Possession/use of any type of prohibited weapon .
- 3) Any behavior listed as an expellable offense in the Smithville ISD Student Code of Conduct.
- 4) Serious misconduct as defined by TEC 37.007 (c) which includes a) violent behavior that poses a direct threat to the health or safety of others b) extortion c) coercion as defined by Section 1.07 of the Penal Code d) conduct that constitutes the offense of 1) public lewdness 2) indecent exposure 3) criminal mischief 4) personal hazing or 5) harassment.

By signing below I understand all the above goals and objectives of the DAEP.

Student Signature	Grade	Date of Birth
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I, the parent or guardian of this student, understand and agree that I will encourage _____ to meet the terms of this contract.

Parent/Guardian Signature	DAEP Instructor Signature
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Parent contact information:

Cell	Home	Work
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SMITHVILLE ALTERNATIVE EDUCATION PROGRAM

Notification of Trespass Laws and Official Warnings

Students of the Smithville Alternative Education Program are to be only the Alternative School campus. Students may not be on any other campus for any reason without prior written consent and approval from the DAEP staff and the Campus Principal.

In pursuit of compliance to provisions of Senate Bill 1, students assigned to the DAEP campus will not be allowed to attend extra-curricular activities associated in any way with Smithville schools. Students attending such events will be considered in violation of the school's policies and State of Texas Trespass Laws.

If a student is caught violating this guideline, the school and law enforcement will file criminal trespass charges against the student.

I understand this Warning _____
Student's Name Date

I understand this Warning _____
Parent's Name Date

DAEP Instructor's Name Date