

Columbia-Brazoria I.S.D.

Disciplinary Alternative Education Program

Student Handbook



The DAEP Handbook is a supplement to the Student/Parent Campus Handbooks and Columbia-Brazoria Independent School District Student Code of Conduct. The Disciplinary Alternative Education Program is provided for those students who are on the verge of being expelled from all school privileges. Thus, each student entering this program is to read, understand and abide by all rules. Each student will be held accountable for his/her own actions under these rules.

CBISD Disciplinary Alternative Education Program
Columbia-Brazoria Independent School District
PO Box 158 West Columbia, Texas 77486
(979)345-5147

Mission

To offer a quality alternative educational program in a highly structured environment, which provides the student the opportunity to:

- increase self-discipline
- improve academic skills
- develop positive decision-making skills

Objective

The objective of the DAEP is to provide a highly structured environment and learning program. The emphasis of the program is on assisting and supporting the student in developing responsible behaviors. The program is designed to allow the student to make choices for positive improvements.

Program Description

Students will abide by the stated CBISD Student Code of Conduct and all additional rules governing the DAEP classroom. All educational and behavioral needs will be addressed while in DAEP.

CBISD Student Code of Conduct

CBISD's Student Code of Conduct is provided to each parent and student at the beginning of each school year. All behavioral standards apply to DAEP.

Searches and Interrogations

In accordance with the CBISD Student Code of Conduct, a student may be searched at any time. Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. CBISD will also use K-9 searches to detect illegal substances.

Referral Process

A student is assigned to DAEP by the designated school administrator. The administrator's recommendation is based upon the discipline options outlined in the Student Code of Conduct and the campus Student/Parent Handbook.

Length of Assignment

The designated school administrator shall set a term for a student's placement in DAEP. A student may be suspended or expelled from DAEP for violating the Student Code of Conduct. A student may return to regular campus after successfully completing the term of placement at DAEP. Students with excessive discipline referrals may receive a new DAEP placement.

Transportation

Bus transportation is provided by the district. However, final decisions regarding transportation will be determined by the designated school administrator after reviewing the seriousness of the infraction.

High School students who drive will park in a designated parking area. Students are to be dropped off or picked in the car rider area by the band hall. Students may not be dropped off in the main parking lot.

Arrival/Departure

The DAEP classes are scheduled Monday through Friday at the times listed below. Upon arrival in the morning students should report immediately to the DAEP classroom or area designated by the campus administrator. Students must leave campus immediately upon release at the end of each school day. It is the responsibility of the parent and student to adhere to the drop off and pick up time if providing individual transportation.

Secondary - Columbia High School – Grades 7-12
7:20 a.m. – 2:40 p.m.

Elementary – West Columbia Elementary – Grades K-6
8:15 a.m. – 3:40 p.m.

Columbia-Brazoria I.S.D.

Disciplinary Alternative Education Program

Rules and Procedures for DAEP

1. The Student Code of Conduct will be strictly enforced in DAEP. Violations may result in a new DAEP placement.
2. The student must report to the DAEP room immediately upon arrival on campus.
3. A specific dress code will be enforced in DAEP. Please review expectations in the student handbook before attending. Columbia High School and Junior High students will wear dark colored pants and a white shirt. All other school dress code rules apply as listed in the student handbook.
4. Only items necessary to complete assignments (books, pen, pencil, paper, and school related supplies) are permitted. **(NO BAGS/BACKPACKS ARE ALLOWED)**. Personal belongings will be stored in an assigned location.
5. Students will be assigned a desk and **ARE NOT ALLOWED** to leave their seats without permission. The student is expected to raise his/her hand when assistance is needed.
6. **NO SLEEPING** will be allowed. A head touching a desk or a wall is considered sleeping.
7. Food and drinks will only be allowed during the designated lunch break. Students will have the opportunity to purchase a lunch from the cafeteria or eat a sack lunch from home.
8. Restroom breaks are provided in the morning and afternoon at designated times by the teacher. Extra restroom breaks will only be allowed in emergency situations.
9. While assigned to DAEP, students may not participate or attend any extra-curricular activities. Students are not allowed on any school property at any time, except for the hours of their DAEP assignment.
10. High School and Junior High students will use Odyssey ware for all core classes. Elective class work will be provided by regular classroom teacher. Students are expected to bring a library book to read in addition to assigned school work. Newspapers and magazines are not allowed. All assigned work must be completed before a student is allowed to return to regular classes.
11. All visitors must report to the office for permission to enter the DAEP room or to arrange a conference with the DAEP teacher.
12. Students will respect school property and the property of others. Classroom furniture is to be moved only with permission by the teacher.
13. Electronic devices, including cell phones are not allowed and must be turned in to the DAEP teacher upon arrival.
14. Students who do not complete assigned work and/or display inappropriate behavior will be subject to further disciplinary action which may range from new DAEP placements, suspension or expulsion, depending on the nature of the infraction. In addition, students are subject to having citations issued by the police department and/or other law enforcement agencies and charges filed.

I have read and understand the above rules and procedures from the Disciplinary Alternative Education Program (DAEP).

Student Signature

Date

Parent Signature

Date

COLUMBIA-BRAZORIA I.S.D.
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM
BEHAVIOR CONTRACT

I, _____ enter into this contract with the Columbia-Brazoria I.S.D. DAEP and understand that I must complete all requirements stated in order to return to regular classes at _____.

Student Signature

Date _____

Parent or Guardian Signature

Date _____

Principal or Designee Signature

Date _____

DAEP Assignment: _____ Days

Start Date: _____

CBISD TRANSPORTATION SUSPENSION NOTICE

(please fax this notice to 798-5119 ASAP)

Student's Name _____

Campus: _____ **Grade:** _____

Driver: _____ **Bus #** _____

Date Suspension Starts: _____ **Number of days:** _____

Date Student May Return To Bus Riding Privilege: _____

Principal: _____ **Date:** _____

For any questions or problems with faxing, please call 799-1823 or EXT: 1823

Date received in transportation
Copy to bus driver-AM, PM, Mid-day, Transfer
Discipline file

Person who received fax/phone call

D.A.E.P. Transportation Information

Student Name: _____ Grade: _____

Student Address: _____

Parent Name: _____

Parent Phone #s: (1) _____

(2) _____

Dates of Service: _____

Home Campus: _____

DAEP Campus: _____

The Transportation Department will contact you regarding the service your are being provided with the appropriate information regarding location and times.

By signing below I understand that there may be different arrangements made concerning bus stop locations and times depending on the location my student will be attending DAEP. Changes may result in riding with students in higher grade levels. I understand that my student is expected to adhere to all normal bus rules and will accept responsibility for his/her actions. I understand that transportation may be denied as a result of disciplinary bus issues and as a result it will be my responsibility to get my student to the appropriate D.A.E.P. campus on time.

Parent Signature: _____ Date: _____

If there is any questions or concerns regarding transportation please feel free to contact the Transportation Department at 979-799-1820. The Transportation Department would be more than happy to assist you.

Debbie Jones
Director of Transportation
Columbia-Brazoria I.S.D.