

**Gunter ISD**

**D.A.E.P.**



**Handbook**

**2011-2012**

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**STAFF:**

Roger Reed, Asst. Principal, D.A.E.P. Administrator  
Charlie Roten, D.A.E.P./ISS Facilitator  
Kelly Teems, High School Principal

**OFFICE HOURS**

7:30 AM-3:30 PM

**OFFICE NUMBER**

903 433-1542

**FAX NUMBER**

903 433-1492

**ADDRESS**

1102 N. 8<sup>TH</sup> Street  
Gunter, Texas 75058

## **MISSION**

This Disciplinary Alternative Education Program is committed to the belief that all children can learn and that all inappropriate behavior can be modified. Self-control and respect to self and others will be emphasized.

## **PURPOSE**

The Disciplinary Alternative Education Program provides an education to those in grades 5-12 who are having disciplinary problems on their home campus. Through a system of highly structured intervention strategies, opportunities will be provided to enable the child to increase self-esteem and self-control, to develop a positive attitude, and to make necessary behavioral adjustments required for a successful return to the home campus.

The primary objective of the Disciplinary Alternative Education Program is to help the student change the inappropriate behavior that caused the placement, to understand possible reasons for the behavior, and to learn methods for avoiding the problem in the future.

The secondary focus will be the completion of the assigned academic work.

## **ADMISSION**

A general education student may be assigned to the Disciplinary Alternative Education Program by the principal/assistant principal of their home campus.

A special education student may be assigned to the Disciplinary Alternative Education Program by the home campus ARD committee. An ARD committee must meet and make a recommendation before a Special Education student may serve more than ten (10) days in the DAEP setting. An ARD committee may determine that a DAEP assignment is not an appropriate placement for some students with special needs.

We strongly encourage parents/guardians to participate in the admission meeting and to be involved in the child's activity at the Disciplinary Alternative Education Program.

## GENERAL INFORMATION

- 1. THE SCHOOL DAY:** The student should attend classes from 8:15 AM to 3:15 PM. The earliest a student may arrive is 8:05 AM and the latest a student may be picked up is 3:25 PM. Any scheduling conflicts that may arise must be arranged with the DAEP coordinator.
- 2. SCHOOL CALENDAR:** Students assigned to the Disciplinary Alternative Education Program will follow Gunter ISD calendar.
- 3. STAAR and EOC TESTING:** Students attending the DAEP campus will take the STAAR and EOC test when appropriate at their regular campus.
- 4. OTHER TESTING:** When assigned to the Disciplinary Alternative Education Program; the student may be academically tested. Learning styles may be evaluated. This information will be used to aid in the development of the student's instructional program.
- 5. VISITORS:** All visitors are required to check with the coordinator (main high school entrance) before entering the Disciplinary Alternative Education Program facility.
- 6. ATTENDANCE:** State Law applies. The placement time in the Disciplinary Alternative Education Program may be extended, and the student may be denied credit if not in attendance the required amount of time. This requirement includes both excused and unexcused absences.
- 7. LUNCHES:** Lunch will be delivered to the DAEP facility from the high school cafeteria if student chooses to purchase it. Students may bring their own lunch but a refrigerator and microwave are NOT available. All drinks must be in factory sealed containers.
- 8. MEDICATION:** Requirements are to have parental permission form signed and returned to DAEP.

- 9. HOME CAMPUS VISITS/EXTRACURRICULAR ACTIVITIES:** A student is not permitted to visit home campus or to attend district extracurricular activities while assigned to the DAEP, unless written permission has been granted by the DAEP coordinator and the campus principal.
- 10. DISCIPLINE:** Students attending the DAEP must realize that continued misconduct will not be tolerated. Aggressive behavior, refusal, insubordination, disorderly conduct, no tolerance for sleeping, and profanity will be dealt with quickly and if necessary the police will be called. The outcome of the incident becomes a police matter and parents are RESPONSIBLE for any cost associated with police intervention.
- 11. DRUG TESTING:** Drug testing is mandatory. All students in the DAEP will be tested for drugs and alcohol.

## **ATTENDANCE**

**EXCUSED ABSENCE:** The reason for the absence must be stated in writing, dated, and signed by the parent/guardian. The note should accompany the student upon returning to school. The following will be considered excused absences:

- (1) Personal illness
- (2) Serious illness or death in the immediate family
- (3) Medical or dental appointments (note from doctor/dentist required)
- (4) Extenuating circumstances (should receive prior approval from the coordinator)

**UNEXCUSED ABSENCE:** Truancy from school (unlawful absence from school) will be reported to the home campus, parents/guardian, and law enforcement authorities as appropriate. A parent/guardian can be prosecuted for the truancy of a child. This will be at the discretion of the coordinator and the teachers meeting together.

**TARDIES:** Three tardies result in one added day.

**PERMISSION TO LEAVE SCHOOL:** Students are not to leave campus without securing permission from the DAEP administrator. The student must have a written note from a parent/guardian which states the name of the student, the reason for leaving, the time to leave, and the parent/guardian signature. The administrator will determine if the request is to be excused or unexcused. The parent/guardian must come and sign the student out of school. Students will not be allowed to leave early more than 3 times during stay unless prior approval has been granted by the DAEP administrator.

\*Absences put the student here longer. They must physically be here for the day to count.

## **STUDENT RESPONSIBILITIES**

1. Attend school daily and be on time.
2. Come to school prepared to work.
3. Be properly attired according to code.
4. Show a respectful attitude.
5. Conducts self in a responsible manner.
6. Show consideration for the rights of others.
7. Complete academic assignments.
8. Follow all school rules.

## **PARENT/GUARDIAN RESPONSIBILITIES**

1. Ensure your child complies with attendance requirements and properly report and explain absences and tardies. If possible, call the DAEP when you know your child will be absent.
2. Send your child to school with the proper attire.
3. Strive to prepare your child emotionally and socially to be receptive to following the rules of discipline at the DAEP and to complete academic assignments.
4. Cooperate closely with faculty and staff of the DAEP to achieve and maintain a quality program for your child.
5. Understand that the parent/guardian is liable for property damage caused by (a) the negligent conduct of the student, or (b) the willful or malicious conduct of a student who is at least twelve (12) but under eighteen (18) years of age, as mandated by the Texas Education Code 37.101.
6. Discuss the handbook with your child and sign the last page and return it.

## DAEP CODE OF CONDUCT

The following conduct may result in loss of privileges, three day suspension, or expulsion from the Disciplinary Alternative Education Program. Punishment will be determined by the severity of the offense. The judgment of the facilitator will apply and days can be added by the administrator.

1. Violation of the Dress and Grooming Code.
2. Acts of disrespect or threats to staff or other students.
3. Cheating
4. Stealing
5. Possession or use of tobacco products in the classroom or on school grounds.
6. Possession or use of an alcoholic beverage or controlled substance in the classroom or on school grounds.
7. Possession or use of anything that can be considered a dangerous weapon.
8. Abuse of public property.
9. Return to home campus or to any campus other than the DAEP campus while assigned to DAEP.
10. Promotion of or participation in gangs, secret societies, or any such association.
11. Failure to abide by rules in the classroom, on the grounds, or on the bus.
12. In addition, the Code of Conduct at the students' home campus will apply while the student is in attendance at the DAEP.
13. Discipline will be strict and firm, but fair. It will be based upon careful assessment of the circumstances of each case. (Ex: The seriousness of the offense, the frequency of the misconduct the student's attitude, and the potential effect of the misconduct upon the school environment.) A student who becomes disruptive and does not control his/her behavior will be removed from the room and police may be called to intervene. The outcome of the incident becomes a police matter and parents are RESPONSIBLE for any cost associated with police intervention. If the student fails to cooperate; he/she may be suspended for three days. Expulsion is also possible for students who are persistently disruptive.

**\*No tolerance for sleeping or disorderly conduct 1<sup>st</sup> time parent is called. Second time the police will be called and student will receive a citation.**

## PROHIBITED OBJECTS

Prohibited objects will be taken from the student and held until it can be determined whether the object can be returned. **Some objects may not be returned, and none will be returned to the student, the parent/guardian must come pick it up.** Prohibited objects include the following:

1. Tobacco
2. Alcoholic beverages
3. Controlled substances (non-prescription)
4. Weapons: guns, knives, or any other item that can be used as a weapon.
5. Pagers
6. Cell phone
7. Mp3 Players, Headphones and C.D. players
8. Cigarette lighters

## DRESS CODE

Students will maintain a clean and tidy appearance everyday. It is the student's responsibility to wear the proper clothes while attending DAEP.

1. Straight leg jean (blue jeans) and a solid white (not V-neck) T-shirt. (No wide leg or skinny jeans allowed.) No holes allowed in jeans or fringe. **No colors besides blue permitted.**
2. Trousers will be worn around the waist. Pants that sag will not be permitted.
3. Shirts tucked in at all times.
4. There will be no jewelry worn by male or female students. This includes any type of earrings whether in the ear, nose, tongue, navel, eyebrow, etc.
5. No facial hair or sideburns below earlobe. Boys must be **CLEAN SHAVEN.**
6. No caps, hats, or any other hair coverings are allowed at the DAEP, so don't bring them. If you bring one it will be taken up until you finish your time at the DAEP.
7. Hair must be above eyebrows and off the collar. Hair cannot hang in eyes nor can it be any unnatural color.
8. Must wear closed toed and heel shoes. Tennis shoes or boots are permitted.

Gunter ISD  
Disciplinary Alternative Education Program

**ACKNOWLEDGMENT FORM**

We acknowledge that we have received a copy of the Disciplinary Alternative Education Program Handbook for the 2011-12 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences. Texas Penal Code Section 30.05 Criminal Trespass requires prior notice that entry was forbidden. This notice prohibits the student listed below to attend any extra curricular school activities or public school campuses or public school grounds during their placement at DAEP.

---

Print name of student

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Signature of student

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Print name of parent/guardian

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Signature of parent/guardian

Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_

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Signature of GISD Administrator

Gunter ISD  
Disciplinary Alternative Education Program

Trespass Notification

TO: \_\_\_\_\_ assigned to DAEP at Gunter High School, 1102 North 8<sup>th</sup> Street, Gunter, TX 75058.

D.O.B. \_\_\_\_\_ DATE: \_\_\_\_\_

You are hereby notified that your presence on or in the property of any public school or your attendance at school related functions while you are enrolled at the Disciplinary Alternative Education Program (DAEP) is no longer allowed. You are to refrain from entering there-in or there-on for any reason whatsoever until the DAEP Campus Administration gives written notification of your good standing with school officials at your home campus.

You are further notified that upon violation of this notice, you may be subject to immediate arrest or a trespass warrant.

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

Signature of Parent: \_\_\_\_\_

Signed on this day: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

## Cell Phone

Students assigned to the DAEP are permitted to bring cell phones to the facility however the phone must be turned in to the DAEP facilitator immediately upon arrival that morning. The phone will be returned to the student upon the conclusion of the student's day. Any DAEP student caught with a cell phone on his/her person, backpack, or cubicle will immediately forfeit the phone for a minimum of 5 calendar days and must pay a \$15 dollar fine. The phone will only be returned to the parent/guardian. The student in violation will also automatically receive an additional 5 days in the DAEP.

Random searches of pockets, shoes, backpacks, purses will be conducted to ensure student safety and compliance.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## Requirements for Administering Medication at School

No medications will be administered by school personnel or stored for a student unless it is all of the following.

All prescription medicine must be in appropriate prescription bottle with a prescription label bearing the student's name, the name of the medication, and instructions for giving the medicine. The same is true for non-prescription medicine to be given during school hours. (Ex: Tylenol must be in a Tylenol bottle)

**No Medication Will Be Furnished By The School. All Medication Must Be Kept Locked Up In The DAEP Facility.**

All medication must be accompanied by a written request from the parent:

\*\*\*Parent Request for School To Administer Medication\*\*\*

Name of student: \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Condition medication is prescribed for \_\_\_\_\_

Amount of dose \_\_\_\_\_ Time dose to be given \_\_\_\_\_

Last day to be given \_\_\_\_\_

Medication remaining is to be returned home / destroyed. (circle one)

Special Instructions (including side effects)

are: \_\_\_\_\_

\_\_\_\_\_

I hereby request that personnel of the Gunter DAEP administer the medication described above to my child. I have supplied all information concerning the dosage of the medication and the times of administration.

I hereby release the Gunter DAEP and its employees and medical advisors from any and all liability in connection with the administration of this medication.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**Gunter ISD**  
**DAEP Mandatory Student Drug Testing Program**  
**Parent/Student Consent to Test**

I, \_\_\_\_\_ (print name of parent/guardian) am parent/guardian of  
\_\_\_\_\_ (print name of student), a minor student enrolled in the Gunter  
Independent School District.

I present that I have the authority to consent to drug/alcohol testing of my child. I understand Gunter Independent School District's policy regarding illegal substances use and participation in GISD sponsored extracurricular activities. I understand that is the practice of the GISD to conduct drug/alcohol tests for the purpose of carrying out this policy prior to student participation or continued participation in extracurricular activities.

I understand that my child cannot be compelled to give a urine sample. I understand that if he/she gives a urine sample it will be tested for drugs and/or alcohol. I understand that the giving a urine sample, when requested by GISD, is a condition of my child's continued participation in extracurricular activities. I understand that if a test of my child's urine sample reveals an unexplained presence of a drug or alcohol, the GISD may take action against him/her up to and including termination from participation in extracurricular activities, as specified in the policy. An exception will be made for use of legally prescribed medications taken under the direct supervision of a physician. Based on my understanding of the above, I hereby authorize Alere Toxicology Services/Ron's Mobile Drug Testing and other trained personnel, to collect urine samples from my child for the purpose of testing for the presence of drugs and/or alcohol.

I further authorize the officers, employees, and agents of Alere Toxicology Services/Ron's Mobile Drug Testing to communicate my child's drug/alcohol test results both orally and in writing to each other, and me, and to GISD administrators and personnel responsible for administering the testing program and extracurricular activities, and to communicate such test results at any GISD administrative or legal proceeding. I also authorize the officers, employees, and agents of Alere Toxicology Services/Ron's Mobile Drug Testing to have continued access to my child's urine sample/test results for the purpose of any further analysis or study that may be necessary, and to require the results be communicated to me prior to any GISD administrative proceedings or disciplinary actions. I understand that no physical/patient relationship is established by the collection of this urine sample by Alere Toxicology Services/Ron's Mobile Drug Testing, and that no privilege of confidentiality will attach to these test results.

**I agree to allow my child to participate in this program as: (check as appropriate)**

- \_\_\_\_\_ A student involved in extra curricular activities
- \_\_\_\_\_ A student who drives an automobile to school and parks on school property
- \_\_\_\_\_ A student on a voluntary basis

**Form Continued on Next Page**



## GUNTER ISD DAEP ENROLLMENT FORM

Date \_\_\_\_\_ DOB \_\_\_\_\_

Student's Name \_\_\_\_\_

Campus \_\_\_\_\_ Grade \_\_\_\_\_ SPED \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Parent's Name \_\_\_\_\_

Cell Phone or Work Phone \_\_\_\_\_

Parent's Name \_\_\_\_\_

Cell Phone or Work Phone \_\_\_\_\_

Number of days assigned: \_\_\_\_\_ Start Date \_\_\_\_\_

Reason for Placement \_\_\_\_\_