

KENNEDALE ISD
Disciplinary Alternative Education Program
(DAEP)



DAEP PROCEDURE BOOK
2018-2019

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PUBLIC NOTICE OF NONDISCRIMINATION
KENNEDALE INDEPENDENT SCHOOL DISTRICT

It is the policy of Kennedale Independent School district not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Gary Dugger, and/or the Section 504 Coordinator(s), Dennell Dickey and Kim Chegwiddden at:

Kennedale ISD
140 W. Kennedale Parkway
Kennedale, Texas 76060
817-563-8000

KENNEDALE DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

Mission Statement: It is the mission of the DAEP to provide students with a concentrated and appropriate program of academics and social skills so they have the opportunity to experience success and to be prepared to return to their home campuses with the self-assurance they can take on daily challenges and future responsibilities with confidence and optimism.

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Kennedale Independent School District
Disciplinary Alternative Education Program
P.O. Box 467
Kennedale, TX 76060
(817) 563-8060 Fax (817) 483-3674

Dear Student and Parent:

Kennedale ISD believes all students can learn and should have the opportunity to reach their maximum potential. A safe, orderly, and supportive learning environment is essential to provide this opportunity. The District recognizes that the needs of disruptive and inattentive students can best be met through placement in a Disciplinary Alternative Education Program (DAEP), which provides both academic and social skills instruction in order to enhance student learning.

The goals of the district's Disciplinary Alternative Education Program include:

- providing students with a safe, secure environment conducive to learning and promoting academic success
- helping students learn appropriate social skills
- replacing those behaviors that inhibit school success with more appropriate behavior choices
- preparing students to participate successfully in the community in which they live

*Students must bring the following supplies on their first day of class at the DAEP:

- 2 packages of notebook paper
- 2 No. 2 pencils
- 2 blue or 2 black pens
- 1 large 3-ring notebook with 8 dividers
- 1 hand held eraser
- 1 box tissues
- Campus issued Chromebook and Charger for KJHS and KHS students

***Students will need to comply with DAEP dress code on their first day of class at the DAEP, as indicated. Choices in standardized dress code apparel, while at the DAEP will be limited to:**

- White, collared polo or dress shirts – **Only white undershirts with NO wording on them are permitted**
- Khaki, navy, or black colored Dockers™ STYLE slacks (any brand is acceptable). **No shorts or Capri style pants**
- Black, navy, or brown belt
- School appropriate shoes
- No jewelry is allowed, including watches
- No hooded jackets or sweatshirts may be worn in the classroom
- All other stipulations in the KISD Standardized Dress Code will be adhered to strictly

The DAEP procedure booklet is designed to inform students and parents of the general nature of the DAEP program procedures, expectations and regulations. We encourage parent participation, as parental involvement is essential to student success. Your support of our program and rules is needed and appreciated. The DAEP staff is available to assist you and your child as he/she works toward program/personal goals. Please contact the school at 563-8060 with any questions you may have.

Sincerely,

DAEP Faculty

PROGRAM STRATEGY

Kennedale Independent School District is dedicated to the educational needs of all its students. The DAEP is an alternative campus designed to serve students who have persistently violated the K.I.S.D. Code of Conduct or have committed serious or illegal acts under such code, the Penal Code, or other statutes and have been removed from the home campus. The structured student program at the DAEP emphasizes behavioral adjustment through self-discipline while affording the student opportunities for academic success.

CRITERIA FOR PLACEMENT

Students at KENNEDALE DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) are assigned through the home campus Behavior Coordinator and/or the students 504/ARD committee if applicable. On, or before, the first day of the student's attendance at DAEP, the student and a parent or guardian are required to attend a DAEP intake meeting. The purpose of the intake meeting is to review all policies, procedures and expectations of the student while at DAEP. Additionally, the parent is required to complete the DAEP student information sheet and required documents. Students will be expected to meet expectations of the program, including a set of rules and consequences, and academic standards. Parents and students should commit to support the program goals, and parents must be available should emergencies arise.

Placement Process

The standard placement procedure for all placements is determined on a case-by-case basis. The Campus Behavior Coordinator works with the District Discipline Committee to review the incident data, KISD Student Code of Conduct, Texas Education Code, and Texas Education Agency guidelines for all DAEP placements. The District Discipline Committee along with the Campus Behavior Coordinator verify if the student offense is mandatory or discretionary based on the TEC and TEA guidelines. The Campus Behavior Coordinator will make the final decision on the placement and length of placement and shall consider the following factors: did the student act in self-defense, the student's intent at the time of the conduct, and the student's discipline history and statutory requirements. Additionally the Campus Behavior Coordinator may review the following factors to determine placement and length of placement: degree of severity and/or the risk of danger, the student's demeanor and the overall effect on the school environment. The Campus Behavior Coordinator may include an early release and review placement date based on the required and additional factors considered during the placement determination process.

DAEP Exit and Early Release Review

Once the student has completed his/her assigned days or reached their possible early release date, he/she is eligible to return to the home campus after review by the DAEP Review Committee. The DAEP Review Committee consists of the student, parent/guardian, DAEP faculty member, home campus administrator, and district representatives. The review committee will evaluate the A behavioral evaluation record will be kept for each day of placement a student serves at the DAEP. This information may be used to determine an early return, if the student has completed the required number of consecutive good behavior days, and will be taken into account by the Review Committee during its meeting.

If the student is in high school, the parent and school official shall review progress toward graduation and establish a specific graduation plan. The district is not required to provide a course necessary to fulfill a student's graduation requirement while the student is in the DAEP, beyond that required by law. The DAEP Review Committee will be composed of the home school principal, the DAEP administrator or a designated representative, a central office administrator, and the Intervention Counselor.

ACADEMIC CURRICULUM

Students attending the DAEP will be receiving assignments from their home school campuses, as well as instruction on discipline management study skills, and social skills. Students will be helped with instruction as needed and as determined by both the student and the teacher. Additionally, students are required to complete writing and reading assignments as well as grade-appropriate STAAR instruction. Students will be required to read books assigned by the DAEP teacher. **Students are not allowed to bring books from home for the required DAEP reading.**

Students assigned to the DAEP will complete their designated state test(s) at the DAEP.

DAEP ATTENDANCE

Students shall attend class daily from 8:15 a.m. to 3:15 p.m. **All students who arrive on campus before 8:15 a.m. will be required to enter the DAEP building and go immediately to their desks.** Students should not arrive on campus before 7:45 a.m. Upon arrival, students must enter the building immediately and wait to be checked in by DAEP faculty/staff. The doors to the DAEP building will be locked at all times. Students will enter the DAEP building through the door at the front on the DAEP building, facing W. Kennedale Pkwy.

Students are to be picked up promptly at 3:15 p.m. If a student is walking home, or has his/her own vehicle and will be driving to and from the DAEP, they must leave the campus immediately after dismissal. Any students not picked up by 3:20 p.m., will be required to return to their classroom where they are to read or work on assignments quietly at their desks. Parents arriving after 3:20 p.m. will be required to come into the building to pick up the student. The DAEP will observe all K.I.S.D. holidays and breaks.

Success in the DAEP depends on the student being present each day. In order for an absence to be excused, the parent/guardian must do the following:

- First, the parent/guardian must notify the DAEP personnel by calling 817-563-8060 prior to 8:45 a.m. on the day of the absence.
- Second, when the student returns to the DAEP, he or she **must bring a signed note from the parent/guardian stating the reason for absence.** The DAEP adheres to the attendance policies outlined in the student handbook of the home school campus.
- An unexcused absence will not count toward the student's placement days.

Students are expected to arrive on time to the DAEP. For safety reasons, students are not allowed to return to the DAEP campus after being dismissed for the day. Violators will be subject to a criminal trespass citation (Section 30.05 of the Penal Code).

While assigned to the DAEP campus, students are not allowed on other District properties before, during, or after school and are prohibited from attending or participating in school-sponsored and/or school-related activities regardless of the location of the activity. Violators will be subject to criminal trespassing under Section 30.05, Penal Code. If a student does attend any school-sponsored and/or school related activity, the **minimum consequence**, at the DAEP, will be an uncredited day toward placement on the day the staff at the DAEP is informed of the infraction. If a second violation of this rule occurs, an additional placement of 15 days will be assigned to be served subsequent to the completion of the original placement.

Counseling

Counseling services are offered through the KISD Counseling Department as part of a comprehensive program designed to meet individual students' needs. Dr. Devlin, KISD's lead counselor, provides the services at DAEP. Services include individual and group counseling (only used in special situations), parent conferences, student crisis management, conflict mediation, and information and referral for outside services. Sessions may address self-esteem, problem solving and decision-making, behavior management, peer relations, goal setting, or other personal issues. Sessions may be provided on a regular basis or as needed upon request.

Family and Parent conferences may occur based on the request of the parent or counselor. These conferences may be held to gather information, address concerns, or assess progress.

Confidentiality is maintained in sessions and will not be released without written permission except where required by law. Exceptions include the sharing of information necessary to a student's academic development and of information that relates to matters of safety and/or security. Exceptions will only be shared with appropriate parties. A signed "Client Permission and Informed Consent" form will be offered during the intake process and must be on file to participate.

Assessments

Regularly scheduled STAAR, EOC, semester exams, and academic screeners exams assigned during the DAEP placement will be administered at the DAEP campus. Students will take all exams for which they are scheduled on the designated district day. STAAR and EOC scores will be reported from the student's home campus when received by KISD.

LAWS GOVERNING COMPULSORY ATTENDANCE IN TEXAS SCHOOLS

Texas requires a child who is at least six (6) years of age, or who is younger than six (6) years of age and has previously been enrolled in first grade, and who has not reached his/her 18th birthday to attend school unless exempt by Sec. 25.086. Upon enrollment in pre-kindergarten or kindergarten, a child shall attend school. A student 18 years or older and enrolled in school is required to attend school. **Education Code 25.085.**

Except as provided by **Texas Education Code 25.092**, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

A parent/guardian commits an offense of thwarting compulsory attendance under **Sec. 25.093**, if, after having been warned in writing, a child has unexcused voluntary absence of 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period from school (tardies are considered parts of days). An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$500. **Education Code 25.093/Family Code 51.03(b)(2)/Penal Code 12.23.**

A “failure to attend school” offense may be filed against any juvenile under **Family Code 54.021**, and on a finding that the child has engaged in truant conduct, a justice or municipal court may order:

- (1) the child to attend GED preparatory classes;
- (2) the child to attend a special program that the court determines to be in the best interest of the child, including an alcohol/drug abuse program;
- (3) the child and the parent/guardian to attend classes for students at risk of dropping out of school;
- (4) the child to complete reasonable community service;
- (5) the child’s driver’s license be suspended;
- (6) the child to attend school without unexcused absences; and,
- (7) the child to attend tutorials.

Family Code 51.03(b)(2) and 54.021

A parent/guardian of a school age child has the responsibility to require that his/her child attend school regularly. When sickness or higher obligations necessitate an absence, a note signed by the parent/guardian explaining the reason for the absence is required the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed (3) days to submit a written note excusing the absence.

A child not exempt from compulsory attendance laws may be excused for temporary absences, resulting from an unusual cause acceptable to the Superintendent, the principal or the teacher of the school in which the student is enrolled. The temporary absence may be the result of, but not limited to:

- (1) personal sickness;
- (2) family emergency;
- (3) religious holy day;
- (4) documented juvenile court proceeding;
- (5) Board-approved extracurricular activity; or,
- (6) Approved college visitation.

Education Code 25.087

MEAL PROCEDURES

1. No student will be allowed to leave campus to purchase a lunch. **No fast-food lunches may be brought to students for lunch.**
2. School cafeteria lunch and breakfast orders must be placed by 8:45 A.M. in order for a student to receive a lunch that day or breakfast the next morning. Breakfasts must be ordered from the cafeteria for the next day.
3. Students may order a cafeteria breakfast or lunch or bring meals from home.
4. Breakfasts and lunches brought from home **must be in 2 separate clear plastic bags with the student's name CLEARLY marked on each.** The lunch container must be turned in when the student arrives at the beginning of the day. The lunch will be returned to the student at the beginning of the lunch period.
5. Students will be allowed 20 minutes for breakfast and 30 minutes for lunch.
6. **At NO TIME will students be allowed to share any food items, whether they are part of the cafeteria lunch, breakfast, or food brought from home.**
7. Food brought to the DAEP **will not** be heated up for students.
8. Food items brought for breakfast or lunch may not be eaten at the student's desk at any time other than the 20 minute breakfast time or 30 minute lunch time. If a student is eating any food item at non-approved times, the item(s) will be removed from the student's desk and thrown away.

MEDICATIONS

1. Any medication brought to school is to be turned in upon arrival.
2. Students who take medication during the school day must have a copy of their parent/guardian or physicians' written authorization to give medication at school. If authorization has been provided to the home campus, the DAEP will acquire a copy of this authorization.
3. A medication permission form must be completed by a parent/guardian for any non-prescription medication used during the school day.
4. All medications must be in the original container and must be properly labeled. Students are not to have in their possession medication of any sort without a doctor's statement of the emergency need for such (i.e., bronchial inhaler). Medication will be kept by the DAEP staff in a secure area unless other provisions have been established at the home campus.

PHONE CALLS

Students assigned to the DAEP may use the school phone for emergency calls **only with permission of a campus administrator/teacher**. Cell phones may be brought to the DAEP, but they must be turned in when students enter the building. DAEP cell phone procedures are:

Cell phones must be turned off and turned in to the teacher/administrator by the student as they enter DAEP each morning. Cell phones will be returned to student as they are dismissed at the end of the day.

- If a student has not relinquished their device per the DAEP policy, the **minimum** consequence on the **first** occasion will be:
 - An unsuccessful day for that day
 - A parent or guardian will be required to pick up the cell phone from DAEP and pay \$10.00 fine before it is released.
- **Second incident**-the minimum consequences
 - An unsuccessful day for that day
 - A parent or guardian will be required to pick up the cell phone from DAEP and pay \$10.00 fine before the cellphone is released.
 - **The student will lose the privilege of having a cell phone at DAEP.**
- **Third incident** –the minimum consequences will be:
 - An unsuccessful day
 - A parent or guardian will be required to pick up the cell phone from DAEP and pay \$15.00 fine before the cellphone is released.
 - The student will lose the privilege of having a cell phone at DAEP
 - An additional placement of 15 days will be assigned to be served subsequent to the completion of the original placement.

PROGRESS REPORTS AND REPORT CARDS

Students/parents are provided progress reports and report cards following the student's home campus procedures. Parents may also check their students' progress using parent portal or the KISD App. Please remember that there will be a short delay in getting students work to and from their home campus due to the DAEP placement location.

TRANSPORTATION

Parents and/or students are responsible for transportation to and from the DAEP. Kennedale Independent School District will not provide transportation to any students assigned to the DAEP.

A student must have a parking permit from the high school in order to drive to or from the DAEP. If a student is driving him/herself to and from the DAEP campus, he/she must observe appropriate driving conduct and all traffic laws. Failure to observe appropriate driving conduct and all traffic laws can result in the student losing his/her driving privileges. While at the DAEP, a student may not drive onto any other campus in the Kennedale ISD. The minimum consequence for non-compliance is the loss of the privilege of driving to the DAEP.

Students may ride a bicycle to and/or from the DAEP. A rack is provided at the front of the building to which a student must secure the bicycle. KISD will not be responsible for bicycles not securely attached to the provided rack.

RESPONSIBILITIES OF STUDENTS

- Attend the required number of days
- Follow all DAEP and district rules and policies
- Be on time for school
- Respect classroom, school, other students, and teachers
- Finish all class work (neat, complete, correct and on time)
- Discuss your progress daily with your parent/guardian
- Participate in all assigned activities
- Be prepared with supplies, materials, assignments, and positive attitude each day

RESPONSIBILITIES OF PARENTS

- Accompany the student for enrollment on the designated intake day of the placement
- Ensure regular attendance by the DAEP student
- Inform the school of student absences by 8:45 am. the day of absence
- Send a note regarding the reason for student absence with the student on the day the student returns to school, **even if a phone call was made**
- Provide all required school supplies and materials
- Provide a daily discussion time with the student concerning behavior choices and activities of the day
- Attend scheduled conferences
- Maintain a positive working relationship with teachers and administrators
- Review and support the dress code and all other rules and regulations
- Actively monitor student's work and grades on parent portal

***Parental involvement is essential to student success.**

DAEP CODE OF CONDUCT

I. General Student Rules

1. Students are prohibited from possessing or using tobacco products anywhere on the DAEP campus.
2. Upon arrival at D.A.E.P, students are to immediately enter the building and go straight to their desk.
3. Students should not arrive at the DAEP campus before 7:45 a.m.
4. Students with home campus parking permits are to park in the front parking lot of the DAEP.
5. The DAEP campus is a closed campus. Students from any other school may not be on the campus without approval from the DAEP administrator. Failure to comply may result in criminal trespass charges.
6. Be on time to school.
7. Be prepared with all materials for classes.
8. Do all assignments in a timely fashion.
9. Leave ALL games, toys, cards, music, magazines, etc. at home, including ALL personal electronic devices. If a student is discovered to have a personal electronic device with them, it will be confiscated and held for the parent/guardian to pick up.
10. Remain in assigned seat at all times.
11. Refrain from note passing.
12. Do not bring gum or candy to the DAEP. (Drinks/snacks are to be left in the clear plastic lunch bag.)
13. Speak respectfully to teachers and fellow students at all times.
14. Do what your teachers ask of you, the first time asked.
15. Refrain from bad language.
16. Only one student may leave his/her seat at a time, and **only with a teacher's permission.**
17. Refrain from engaging in any conduct that would disrupt the school environment.
18. Sleeping in class is considered an off-task behavior.
19. Backpacks will be permitted but must be unpacked at the front door when the student enters the building. The backpack will be stored and returned to the student just before dismissal.

A student may be expelled if he/she engages in conduct set forth as expellable in the K.I.S.D. Code of Conduct. A student may be expelled and assigned to Tarrant County Juvenile Justice DAEP if, while in the DAEP, the student continues to engage in serious or persistent misbehavior that violates the Student Code of Conduct.

II. Meal Rules / Restroom Breaks

- A. Students will have 20 minutes for breakfast, and 30 minutes for lunch. If they finish their meal early, they may use the extra time to read, study, or put their head down on their desk. Students earning at least 10 behavior reward points in the morning will be provided headsets and will be allowed to listen to school appropriate music during lunch.
- B. Students will be allowed to go to the restroom one at a time. The restroom is checked before each student enters and after each student leaves.

III. Assignment Requirements – Students must follow these guidelines for ALL written assignments

1. When an assignment is to answer questions from a textbook (hard copy or online), you must answer in complete sentences unless otherwise instructed.
2. For **ALL** math assignments completed at the DAEP, you must show **ALL** work **WITH** the problem or on a separate paper with the numbers the work corresponds to on the assignment shown ON the scratch paper. The paper showing the work must be turned in with the assignment. Math must be done in pencil. **Math work done in anything other than pencil will be returned to be redone.**
3. All work must be legible. Illegible work will have to be redone so it can be graded accurately.
4. **ANY** assignments not completed during the course of the day should be completed as homework and turned in at the **BEGINNING** of the next class day.
5. **ALL** assignments that are done on the student's own paper (i.e. not a worksheet or handout from the teacher) need to have the follow heading at the top of the page.

Student Name (first & last)

Date Assignment is Turned In

Subject AND Teacher's Name

DAEP Assignment / Test #

Page # and Problems / Questions to be Completed

Technology: Students assigned to the DAEP will be allowed to use their KISD issued Chromebook for everyday use. The home campus will issue the Chromebooks. If a student hasn't been issued a chromebook from the home campus, he/she will have access to online classwork using the desktop computers provided at the DAEP. Classroom teachers may choose to assign classwork through google classrooms. The DAEP teachers will collaborate with the classroom teachers to help keep the student on track with their home campus classes and to make sure work is completed in a timely manner.

***The home campus classroom teachers will record all grades from completed work in online gradebooks. Parents may access this information from the parent portal.

IV. Dress Code

***Students will need to comply with DAEP dress code beginning with their first day of class at the DAEP, as indicated below.**

1. White, collared polo or dress shirts. Undershirts may be worn, but **MUST be white** and be **free of any wording or logos**. Shirts must be tucked in at all times.
2. Khaki, navy, or black colored Dockers™ STYLE pants (any brand is acceptable). Only cargo styles acceptable at the home campus may be worn @ the DAEP
3. A brown, navy, or black belt must be worn. The buckle cannot be larger than a credit card and must be school appropriate (as determined by the principal or teacher).
4. School appropriate shoes are acceptable.
5. No jewelry is allowed, including watches.
6. All other stipulations in the KISD Standardized Dress Code will be adhered to.
7. No hooded sweaters, sweatshirts, jackets, or coats can be worn in the classroom.
8. Non-hooded jackets may be worn at the student's desk, but the jacket, sweatshirt, or coat must remain completely unzipped at all times.
9. Hair styles or colors/facial hair/makeup that is distracting and/or disruptive will not be allowed. Do-rags, or bandanas OF ANY STYLE are not permitted and must not be brought on campus. Caps may be worn to school, but must be removed when a student enters the building.
10. No words or designs in hair is permitted.
11. Students are expected to be well groomed and dressed in clean and appropriate dress each day.
12. Students are not allowed to write or draw on themselves, their clothing, shoes, or school property.

DRESS CODE INFRACTION CONSEQUENCES

1. When a student arrives at school out of dress code, parents will be asked to bring the appropriate items for the student to change into.
2. Persistent refusal to adhere to the dress code may result in an additional placement of 15 days being assigned for the student to serve subsequent to the completion of the original placement.

DAILY BEHAVIOR EXPECTATIONS

I. Attendance

- A. Arrive on time – Any length of time after the designated arrival time is considered tardy.
- B. Enter and exit the room in a quiet and orderly manner – When entering and leaving the building there is to be no loud talking. Students will exit as their name is called.
- C. Read novel during S.S.R. time @ the beginning of day.
- D. Begin working on daily assignments immediately after the morning reading activity.

II. Work on Task

- A. Stay actively involved on designated assignment – Students are to do their work without the assistance of another student. If a student does not understand how to do an assignment, he/she should raise their hand and wait for the teacher to come to their desk. The teacher will assist them or will assign a tutor to assist them. **All work must be shown for all math assignments.**
- B. Complete reading and Writing assignments properly - When given a written assignment (essay, etc.), all the rules of English grammar, regardless of the subject should be followed. Dictionaries are provided to assist with spelling and word meaning. The heading shown on page 13 of this booklet must be used on the first page of any assignment that is completed on the student's own paper.
- C. Work quietly without disturbing others – Work should be completed without humming, whistling, making noises of any kind, drumming pencils or other items, or tapping feet.
- D. Turn in all assignments daily & remain caught up on all work – **As assignments are completed** the student is to raise his / her hand to turn it in. The teacher will check off the assignment on the student's assignment sheet. **Any assignments for the day that are not finished by the end of the day should be completed as homework and turned in the next day.** When students have completed their work for the day, including corrections, and are left with “nothing else to do” they should continue reading their SSR novel.
- E. Sleeping in class is considered an off-task behavior.

III. Cooperation

- A. Comply with DAEP dress code – The consequences for inappropriate dress are addressed in detail in this procedures book. **If jewelry is worn, the student will be required to turn it in to the teacher at the beginning of the day.**
- B. Remain in seat at all times – A student may not leave their seat without permission from a teacher. The student must sit up in the chair, facing forward with BOTH feet **under the desk and on the floor** at ALL times.
- C. Handle meal time appropriately. Students may not throw food, and they cannot share food with another person. When a student finishes his/her breakfast or lunch he / she must raise his / her hand and wait for permission to throw away their trash.
- D. Follow all classroom rules – This includes, but is NOT LIMITED TO, chewing gum, passing notes, throwing things, etc.
- E. Raise hand for assistance and wait patiently – Wait for the teacher to respond; remember each teacher can only help one student at a time. Do not speak out across the room to an instructor or another student.
- F. Comply immediately with adult instructions – If a student does not understand instructions, they should politely ask the teacher for an explanation.

- G. Have all supplies every day and get notes signed – All students are required to keep all assignment sheets and any worksheets received each Monday in the appropriate section of their binder. Students are required to provide their own supplies each day.
- IV. H. When notes are sent home, they must be brought back, signed, the next day.
- V. Self-control
 - A. Verbally & Non-verbally. Always use language appropriate for the classroom. Avoid any gestures or actions which display anger. These will not be tolerated. Do not use ANY inappropriate language, **written or verbal**, while at the DAEP. The use of loud, offensive language that results in any type of disruption to the classroom could result in a call to the police if the conduct continues after the **first** warning.
 - B. Respect others and their property – Do not take or disturb any belongings of a teacher or another student. Do not write on desks or deface any school property in any manner.
 - C. Respond calmly to others – Even when a situation creates conflict, respond in a mature quiet manner. Bring the problem to the teacher's attention. If a student disagrees with something, a teacher has said or done, it may be discussed politely and in the appropriate place and time. Acceptance of the teacher's final decision is mandatory.
 - D. Complete all unfinished work and corrections for homework each evening.

BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for a day, weeks, or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT SHOULD YOU DO IF YOU THINK YOUR OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

FOR MORE INFORMATION

Your School nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Criminal Trespass Warning

I, _____, understand that during my placement at the
(PRINT Student's Full Name)

Disciplinary Alternative Education Program (DAEP), I am not allowed to be on the premises of any property owned or operated by the Kennedale Independent School District other than the DAEP building and parking lot.

Violation of this agreement could result in loss of good days, suspension, and/or arrest under chapter 30.05 of the Texas Penal Code (statute attached).

Student Signature

Parent / Guardian Signature

EXTRA-CURRICULAR ACTIVITIES / TRESPASSING ON CHISD EVENTS: Students are not to be on any other school property and are not allowed to participate in or attend any school related function on or off CHISD campuses while enrolled in the DAEP. TEC 37.006(g). Students attending activities or going on campus risk the possibility of further disciplinary action or law enforcement involvement. Students enrolled at the DAEP will receive an explanation of a trespass citation at the time of enrollment.

KENNEDALE DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM

PARENT / STUDENT CONTRACT

- I have read the rules and consequences of this program and will support and reinforce them with my child. All rules, whether discussed during the initial conference, will be applicable from the first day through the last day of a placement.
- I will remain readily accessible for school contact by keeping an updated phone number and address on file with the DAEP
- I understand that the structured environment of this program has been designed to help correct problems that may have interfered with my student's educational progress.
- I fully understand the importance of my child being **on time** and of picking up my child **promptly at the assigned dismissal time.**
- I agree that my student will follow the KISD Code of Conduct and any rules from his/her home campus not listed in the DAEP handbook.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

GROUP ACTIVITY PERMISSION

Your student may have the opportunity to participate in **group activities** conducted by the counseling staff or guest speakers that will address various topics such as: Truancy; Getting Into Trouble @ School; Property Crimes such as Graffiti, Criminal Mischief, & Trespassing; Alcohol, Drugs, and Tobacco; Assault – what constitutes legal Assault; Gangs; Violence; Making Healthy Choices, and other issues teens faces. If you would like for your student to participate, please indicate this by signing below.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____