

# Tyler County Disciplinary Alternative Education Program

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## **2016-2017 HANDBOOK**

**FOR**

**WOODVILLE ISD  
SPURGER ISD  
CHESTER ISD  
WARREN ISD  
COLMESNEIL ISD**

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# Tyler County Disciplinary Alternative Education Program HANDBOOK

## DAEP Rules and Guidelines

**The Disciplinary Alternative Education Program, hereafter referred to as the DAEP, is not in-school suspension. DAEP is the last step before expulsion. Students entering DAEP are doing so because of an event specifically outlined in the Student Code of Conduct, persistent misbehavior, a criminal conviction or a pending criminal conviction. This is a disciplinary campus.**

A student entering alternative school should understand that by their choices and actions, many of the privileges previously enjoyed at their home campus have been lost for the duration of the DAEP assignment and must be earned back. The DAEP student shall also realize that their behavior record does not start over at DAEP. The disciplinary infractions documented at the home campus will be supplemented by any further need for discipline at the DAEP.

WE DO NOT WANT YOU TO WANT TO BE HERE. DAEP is not a fun place. It is set up to provide the student with the opportunity to continue their education while in a setting that will hopefully guide them toward choosing to make better decisions for themselves so that they can return to their home campus. They are expected to cooperate with the DAEP staff, to improve their behavior and decision making skills as they continue their educational program toward a successful graduation.

The TCDAEP Director and the Superintendent of Woodville ISD will clarify any discrepancies in this handbook or any of the TCDAEP paperwork. The following rules will be strictly enforced. Violations of rules will result in specific disciplinary action. Any rules that apply as stated in the handbook for the home campus will also apply at the DAEP.

The Director/Principal is responsible for the operation of the school. If any of the regulations need to be changed, except regulations specifically adopted as School Board Policy, the director/principal may do so with the approval of the Superintendent by announcing the change to the student body. **A parent/guardian's permission for a student to violate the school's regulations or a parent/guardian's approval of the violation after its occurrence does not legalize the action.** The student's success is up to them.

## **GENERAL RULES and DIRECTIVES**

1. All requests or directives of DAEP personnel will be followed without question or argument.
2. Profanity, disrespect, bullying of any kind, disobedience, vandalism, and gang related graffiti or activities will not be tolerated.
3. Students are to remain awake and on-task at all times. No student will be allowed to disrupt or keep other students from learning.
4. Students must demonstrate daily that academic progress is being made. All assignments are to be current. Students shall be expected to adhere to the posted schedule of class times and activities.
5. Students will be observed and monitored by staff at all times. Students will be scanned with a hand-held metal detector upon entering the DAEP. DAEP personnel may conduct searches of outer garments, pockets, belts, hair, collars, socks and shoes as deemed necessary. Searches may also include the use of trained dogs to search areas vacated by the students.
6. Computers, calculators or any other technology equipment used in the classroom are learning tools and shall be treated as such. No settings may be changed on any equipment without express permission. Any unauthorized or non-educational use of these devices will be a violation of this rule. Students will be strongly disciplined with possible suspension or expulsion considered.
7. Students are not to enter any public school campus during their enrollment at DAEP. Students are restricted from attending any school event, activity, or program, on or off campus, in or out of town. Loitering around the DAEP or any public school campus is not allowed and a Criminal Trespass citation will be issued.
8. The Parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete coursework required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

## **ITEMS NOT ALLOWED**

1. No electronic devices are allowed. These items will be confiscated and returned only to a parent/guardian. If the student has a set of ear phones they want to bring it will be the student's responsibility to keep up with them.
2. Cell phones are not allowed. They will be confiscated and returned to the parent/guardian after a \$15.00 fine is paid. Subsequent situations will result in further fines and the phone being held until the end of the DAEP assignment.
3. Candy, gum, soft drinks, backpacks, overnight bags, purses or wallets shall not be brought to the Alternative Campus. Such will be taken up and returned to the parent/guardian. Continued violation of this rule will be considered insubordination and will be handled accordingly.
4. Any money brought to the DAEP will be applied to the student's lunch account. (no exceptions)
5. Tobacco, tobacco products, drugs or drug paraphernalia are prohibited and criminal charges will be filed.

## **ARRIVAL and DISMISSAL FROM DAEP**

1. Transportation to the DAEP is not provided by WISD. Students may not drive vehicles to DAEP. Students may not walk or ride bicycles unless accompanied by a parent/guardian who is utilizing the same transportation. Students are to be transported to the DAEP by the parent/guardian.
2. DAEP opens the door at 7:30 AM. Students arriving early must be continually supervised by the parent/guardian until DAEP staff arrives. **Before leaving, the parent/guardian is to escort the student to the door and wait for the staff to receive/check-in the student and take charge of them.**
3. Students are expected to be in their assigned seat by 7:30 AM each morning. Students will remain quietly in their assigned seat unless specific permission or a directive is given to do otherwise. Upon arrival students are to begin their daily assignments immediately.
4. Any student who enters the building after 7:35 AM will be counted tardy and the time will have to be made up at the end of the DAEP time assigned.
5. **Students are released at 3:00 PM when the parent/guardian comes to the door and the staff dismisses the student to their supervision.** Absolutely no student will be released to anyone other than parent/guardian or a designated person(s) of record at any time. Anyone picking up a student must be on the official release list. If a designated person other than the parent or guardian must sign out the student they must be prepared to present appropriate identification to be copied and kept on file. A designated person is defined for the purposes of this handbook, as being at least 18 years of age and not enrolled in any public/private school. This is to protect the student and the parent/guardian.
6. Arrangements for transportation should be made prior to the student coming to school each morning to avoid last minute phone calls, and confusion as to how the student is to get home. An occasional emergency situation is understandable but should be the exception and not the rule.
7. Students who are not picked up by 3:00 PM will have 3 days added to their time at the TCDAEP. Three days will be added for each day the student is picked up late. After the second late pick up, the parent/guardian will be reported to Child Protective Services.

## ATTENDANCE

1. Parent/guardians are to phone the DAEP by 9:00AM of the morning the student is absent. A welfare check by the appropriate law enforcement agency will be requested if the student is not accounted for. **409/331-3437**. Attendance is mandatory for the full length of the DAEP assignment.
2. All days that the student is counted absent shall be made up. If unexcused, the student will make up two days for each unexcused absence at the DAEP.
3. The home campus will be notified of all absences.
4. Court ordered appearances or any other appearance that is court ordered is excused with proper documentation as long as the student attends class before and/or after the appointment. The student will not lose points for these appointments.
5. If the student is attending a doctor's appointment or other non-court ordered appointment, the day/days shall be made up if they are all day appointments. If the student is present part of a day with a doctor not it is not a makeup day.

6. Documentation (a note) for all absences is required. It is the responsibility of the student/parent/guardian to provide the documentation. All notes must have the date, day of visit, the reason for the absence, or the person the student is meeting with and their signature as well as the student's name. If this note is a doctor's note, the doctor is to indicate how long the student is to remain outside of school.

A student persistently absent from school or any class without proper permission or documentation may be charged with failure to comply with the compulsory attendance law.

7. After three (3) unexcused absences; the DAEP Director will recommend that the home school file appropriate charges for non-attendance. The student and/or parent/guardian may receive a citation for failure to comply with the compulsory attendance law and be summoned to court.

## **DISCIPLINE**

1. The first discipline

notice is a written notification to the parent/guardian of the violation(s) and the disciplinary action imposed upon the student. (Loss of one point – refer to DAEP Point System)

2. The second discipline notice is a written notification to the parent/guardian of the violation(s) and the disciplinary action to the student which may include, but is not limited to suspension. (Loss of two points – refer to DAEP Point System)

3. The third discipline notice is a written notification to the parent/guardian of the violation(s) with possible suspension pending possible recommendation to the home campus principal for expulsion. (Loss of 3 points – Refer to DAEP Point System)

4. After three disciplinary notices have been issued; a parent/guardian/director conference will be required with possible recommendation for expulsion.

5. Expulsion will be for the amount of time designated by the Superintendent of the home school district. Following the expulsion, the student must return to the DAEP and successfully complete the remaining original assignment time with a minimum of one week added to the original assignment

6. Parent/guardians are encouraged to check on their student frequently and to request a meeting be scheduled to meet with the DAEP director to discuss the behavioral progress of their student. Working together can bring about greater support and success for the student.

**7. Some discipline incidents could be extreme enough to result in the student's immediate removal from the DAEP or even to receive a recommendation for expulsion on the first discipline notice.**

8. Students may also be turned over to the appropriate authorities and receive citations for serious offenses.

## DRESS CODE

The development of individual pride is an important phase of education as well as preparing students to be successful in the work force. Personal appearance has a direct influence on behavior and is an important factor in developing and maintaining an atmosphere conducive to learning. Based upon the DAEP Point System, points for dress code non-compliance will be viewed as a disciplinary issue. No insignias or designs will be allowed on any article of clothing. All students will be expected to be clean and neatly groomed in all aspects of their dress. **There will be no red worn by DAEP students.** The following dress code will be rigidly enforced.

1. Pants and Skirts - **Only black or navy blue** pants/jeans or skirts will be worn. There will be absolutely no over-sized, saggy, multi-pocketed or skin-tight pants. Belts will be worn and fastened as they are intended; in the belt loops and properly secured. Belt buckles will be no more than 2 inches in any direction. **Belts shall not have any decoration, writing, or adornments.** For girls, skirts must fall below the bottom of the knee. NO RED anything.
2. Shirts – Students will wear only plain (no writing or graffiti) **navy blue or black t-shirts**. Shirts will be tucked in. There will be **absolutely no** writing on your shirt. Proper undergarments are to be worn at all times. No form-fitting shirts will be acceptable. Coats will be checked at the door so students may choose to wear long-sleeved T-shirts if they are cold natured.
3. Shoes – Only closed toed shoes will be worn. Socks must be worn at all times with all shoes.
4. Jewelry – No jewelry of any kind will be allowed for boys or girls. This includes tongue rings, belly rings, toe rings or any other body piercing adornments. No grills of any kind are allowed. Such items will be taken up and returned only to the parent/guardian.
5. Hair – Hair will be clean and neatly groomed. For male students, the hair will be worn no longer than  $\frac{1}{2}$  “ above the eyebrow,  $\frac{1}{4}$  “ above the top of the ear, and  $\frac{1}{2}$  “ above the collar. Students hair will rise no higher than  $\frac{3}{4}$  “ from the scalp. Females will wear their hair in a ponytail if length permits. Hair will be worn no longer than  $\frac{1}{2}$ ” above the eyes and must be pulled completely out of the eyes. Females with short hair will wear their hair no longer than  $\frac{1}{2}$ ” above the eyebrows. Hair for all students will be the student’s natural color; will be neat and appropriately styled for the length so as not to cause disruptive attention. Male students will be clean-shaven with sideburns not to extend below the middle of the ear and no flare.

No student will wear makeup or fingernail polish.

6. Miscellaneous – Absolutely no hats, caps, sunglasses, combs, headband, barrettes, or bandanas shall be worn or brought into the DAEP building. Ponytails will be pulled back

with covered elastic bands only. Contact lenses are permitted, but must be of a natural, human color and design. Tattoos will be covered at all times.

7. Should any items of clothing, hair, or accessories be deemed a nuisance, they shall be prohibited by the Disciplinary Alternative School Director.

As dress code is explained thoroughly at the orientation of the student and parent/guardian, any non-compliance or violations of dress code will be considered a discipline issue and will be handled accordingly. Such action could result in a lengthened assignment to DAEP as well as other sanctions imposed by the DAEP Director as deemed appropriate for the situation.

### DRUG TESTING

Students may be tested for use of a controlled substance if DAEP personnel have a reasonable suspicion that the student is under the influence. Students who are found in possession of or under the influence of a controlled substance will be dismissed from DAEP and recommended for expulsion. Criminal charges may also be filed.

### EMERGENCY INFORMATION

**Very Important:** In the case of an emergency, DAEP personnel need to be able to quickly get in touch with parents or guardians. **If there is a change in address, telephone number(s) or job, the DAEP is to be notified promptly with the new information.**

### EXITING the DAEP

Several days before a student exits the DAEP, he or she will receive an exit letter. The parent/guardian needs to sign the letter which will be returned to the DAEP by the last day of the assignment. The DAEP will notify the home campus of the student's completion of the program and the expected return to the campus. Parent/guardians are to contact the home campus concerning readmission. Students must have earned all points to be eligible for exit.

### GRADES

All academic grades will be supervised and reported by the DAEP to the student's home campus. Grade reports will be mailed or faxed to the home campus at the end of each six weeks as well as upon the student's exit from DAEP. Report cards will be issued by the home campus. Each six weeks and upon dismissal from DAEP, students will receive a numerical average for each course. A conduct grade will also be given. The DAEP does not issue grade reports directly to the student or parent/guardian. All student work will be maintained on file until the completion of the DAEP assignment.

### MEALS

Breakfast/lunch will be available for purchase or be provided as a free/reduced lunch through the WISD High School cafeteria. Students may bring a lunch to be stored in a designated area. The contents will be checked to assure that no candy, gum, or soft

drinks are brought to school. The DAEP requires a student to eat at least one meal during the school day. Commercially prepared fast food of any kind is not allowed on the school campus as per state law.

## **MEDICATION**

All medication will be brought to the school by the parent/guardian only and is to be discussed with DAEP personnel. Medicine must be in the original container and clearly marked with the student's name, dosage, and directions from the pharmacy. The medication must be accompanied by a note from the prescribing physician. The parent/guardian will complete a permission/information form at the time the medication is brought. Over the counter medications will not be given at the DAEP unless accompanied by a note from a physician providing the appropriate information to the DAEP. All medications will be held in a secured area. No exceptions.

## **RESTROOM BREAKS**

Students will be given breaks at mid-morning and after PE. Students may also go to the restroom during lunch and at 3:00 PM. Breaks will be timed and monitored closely.

## **SUPPLIES**

Students shall bring the following items and have them available every day:

1 package #2 pencils

1 package notebook paper or equivalent

Graph paper if required by the course

An extra eraser

1 small package of tissue for personal use only

All items are to be clearly marked with the student's name

Items do not have to be new; they may be from supplies already on hand.

All supplies are to be replenished as they are used to be sure that all necessary items are available when needed. Points will be deducted when school supplies are not available as needed.

## **IMPORTANT TELEPHONE NUMBERS**

<b>DAEP</b>	<b>331-3437</b>
<b>Chester High School</b>	<b>969-2211</b>
<b>Chester Middle School</b>	
<b>Spurger Schools</b>	<b>429-3464</b>
<b>Warren High School</b>	<b>547-2243</b>
<b>Warren Middle School</b>	<b>547-2246</b>
<b>Woodville High School</b>	<b>283-3714</b>
<b>Woodville Middle School</b>	<b>283-7109</b>

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## Parent/guardian and Student Acknowledgment Form

1. We understand that the DAEP student will not be allowed to use the telephone unless it is an emergency.
2. We have received a copy of the Tyler County DAEP Handbook and understand the Rules and Guidelines set forth in this document. We understand that all students attending the DAEP will be accountable for their own behavior and will be subject to the disciplinary consequences outlined in this handbook.
3. We understand that assignment to the DAEP is the last option for this student to receive a public education prior to expulsion. Success will be completely dependent upon the behavior, attitude, and actions of the student. In order to take advantage of this opportunity, this student must participate in and successfully complete the classroom course work assigned.
4. Rest is very important for good classroom performance, but we understand that this student will not be allowed to sleep in class at any time.
5. We understand that drug testing may become necessary and we consent to drug testing if it is necessary.
6. We are aware and understand that one of the provisions in the TCDAEP Handbook Discipline Code indicates that Corporal Punishment may be an option exercised by the TCDAEP Administrator. Corporal Punishment (is / is not) permissible for this student.
7. We understand the Trespass restrictions for students assigned to the DAEP as stated in the Handbook.
8. We grant permission to the Tyler County Disciplinary Alternative Education Program (TCDAEP) and Woodville Independent School District (WISD), to make videotapes, photographs, and/or sound recordings, separately or in combination, of our child, for the safety and protection of our child in the classroom. We also understand that these videotapes, photographs, and/or sound recordings may be used in the determination of our child being a victim, our child being in violation of the student code of conduct, or our child being in violation of the TCDAEP Handbook. We also understand that it may be necessary for these recordings to be viewed by school personnel, law enforcement, and other parent/guardians in the determination of the school or state laws being violated.
9. We understand that any questions or concerns are to be directed to the DAEP Director or to the WISD ISD Superintendent of School

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Parent/Guardian Signature

Date

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Student Signature

Date

**PERMISSION TO BE PICKED UP**

**Please remember that this can not be another student enrolled at a public or private school or under the age of 18.**

Permission is granted by (relation to student) \_\_\_\_\_

To allow the following persons to pick up my child \_\_\_\_\_  
from the DAEP.

Name	Relation to student	Phone Number(s)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature	Date
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Phone numbers where I can be reached \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

# **Tyler County Disciplinary Alternative Education Program**

## **Handbook Acknowledgement Form**

I have read the TCDAEP Handbook, and by the signing of this document I state that I am aware of and understand all the rules of the TCDAEP.

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Tyler County DAEP Point System**

Students serving under a MANDATORY placement (weapons, drugs, etc.) will NOT be eligible for early dismissal from the DAEP. Only students who have been placed for accumulated, DISCRETIONARY offenses will be eligible to earn extra points toward an early exit.

Students who have been placed at the TCDAEP must obtain the minimum number of points needed for release before they will be allowed to re-enter the regular classroom. For example, a student receiving a 45 school day mandatory placement must earn 135 points in order to be dismissed. A student shall remain in the DAEP beyond the initial placement assignment until the minimum number of points is earned. DAEP students with discretionary assignments will be allowed to earn one (1) extra point per week to shorten their assignment by a number of days to be based upon the initial placement.

### **CALENDAR PLACEMENTS**

Students will be placed under a calendar/school day placement. The actual number of school days to be served by the student will be multiplied by 3 in order to determine his/her necessary exit points.

### **DAILY POINTS**

The student will accumulate points on a daily basis in the following manner:

- 1 point by being on time, in possession of all necessary materials, and being neatly groomed:
- 1 point by completing all assigned work (as it was intended) scheduled for the day:
- 1 point for not having any discipline problems for the day:

### **EXTRA POINTS**

In order to earn early release, students may prove themselves by earning the extra points in the following fashion:

- completing all assigned work for the week with no discipline problems for the entire week
- any other exceptional, out-of-the-ordinary display of cooperation and diligence that indicate a positive change in behavior

These points are acknowledged and awarded by the DAEP Director.

**Tyler County Disciplinary Alternative Education Program  
Health Services**

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

Dear Parent or Guardian,

Any medication which is to be given at school must be furnished by the parent or guardian. The medication must be in the original container and must be properly labeled. A written request which includes the information below must be sent with the medication.



Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
School: \_\_\_\_\_

Medication: \_\_\_\_\_

Instructions: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Contact info for any questions: \_\_\_\_\_

**Any Known Allergies:** \_\_\_\_\_



Medical History: \_\_\_\_\_

In case of serious accident or illness, and attempts made to reach persons on contact sheet including you a representative of the school district will take your child to Child's doctor: \_\_\_\_\_ Phone: \_\_\_\_\_  
OR the nearest hospital for treatment by any license physician. \_\_\_\_\_ initials

**TYLER COUNTY DISCIPLINARY ALTERNATIVE  
EDUCATION PROGRAM  
505 NORTH CHARLTON  
WOODVILLE, TEXAS 75948  
409-331-3437**

August 12, 2016

Parent/Guardians of the Students at the Tyler County DAEP

Re: Alcohol and Drug Counselor

Dear Parents/Guardians of \_\_\_\_\_

We are provided an Alcohol and Drug Counselor by the Tyler County Juvenile Probation Department for the students attending classes at the DAEP. If you have no objections to your student seeing this counselor please sign and date below.

Thank you,

Glenda H. Burwood  
TCDAEP Director

Sign: \_\_\_\_\_

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

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Tyler County Disciplinary Alternative Education Program

505 North Charlton

Woodville, Texas 75979

Cubicle Assignment Sheet

Student: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ID Number: \_\_\_\_\_

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

Dates of Service: \_\_\_\_\_

Cubicle Assignment: \_\_\_\_\_]

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Tyler County Disciplinary Alternative Education Program  
f505 North Charlton  
Woodville, Texas 75979  
409-331-3437

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**Criminal Trespass Warning Notice**

**NAME:** \_\_\_\_\_

**RACE:** \_\_\_\_\_ **SEX:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Location of Warning: Disciplinary Alternative Building  
110 Pine Street  
Woodville, Texas**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

SECTION 37.107 OF THE TEXAS EDUCATION CODE STATES THAT A PERSON COMMITS AN OFFENSE IF HE/SHE TRESPASSES ON THE GROUNDS OF ANY SCHOOL DISTRICT OF THIS STATE AND HE/SHE HAS NOTICE THAT THE ENTRY WAS FORBIDDEN OR RECEIVED NOTICE TO DEPART BUT FAILED TO DO SO. AN OFFENSE UNDER THIS SECTION IS A CLASS C MISDEMANOR.

I HEREBY ACKNOWLEDGE HAVING BEEN WARNED/GIVEN NOTICE THAT IF I TRESPASS ON THE ABOVE MENTIONED PROBERTY I WILL BE SUBJECT TO PROSECUTION FOR CRIMINAL TRESPASS.

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**Person warned**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**School Officer**



**Tyler County Disciplinary Alternative Education Program**  
**505 North Charlton**  
**Woodville, Texas 75979**  
**409/331-3437**

Glenda H. Burwood  
Director

Philip Scoggins, Teacher

**Date** \_\_\_\_\_

**Permission for Use of Video and/or Photographs in the TCDAEP Classroom**

I grant permission to the Tyler County Disciplinary Alternative Education Program (TCDAEP) and Woodville Independent School District (WISD), to make videotapes, photographs, and/or sound recordings, separately or in combination, of **my child**,

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for the safety and protection of my child in the classroom. I also understand that these videotapes, photographs, and/or sound recordings may be used in the determination of my child being a victim, my child being in violation of the student code of conduct, or my child being in violation of the TCDAEP Handbook guidelines.

I understand that my child may be videotaped and/or photographed participating in the TCDAEP classroom setting. Photos and/or video footage will remain the property of the TCDAEP to be used as necessary to support the contention that my child is/was a victim, my child was in violation of the student code of conduct, or my child was in violation of the TCDAEP Handbook. This videotape, sound and/or photographic information may be viewed by school officials, law enforcement personnel or other parent/guardians as needed in the process.

When I sign my name to this page, I am indicating that this page was read by me and that I am agreeing to the use of photographs, videotapes, and/or sound recordings of my child for the situations listed above.

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**Signature** of Parent/Legal Guardian Date

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Signature of Program Staff Member Date