



**2023-2024**

**La Villa ISD**

# **Disciplinary Alternative Educational Placement (DAEP)**

## **STUDENT GUIDANCE AND PROCEDURES**

**STUDENT AND PARENT(S) ARE REQUIRED  
TO ATTEND THE INTAKE/ORIENTATION**

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## **ACKNOWLEDGMENT FORM**

We acknowledge that we have received a copy of the Disciplinary Alternative Education Program Guidance and Procedures for the 2023- 2024 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 extracurricular school activities or public-school campuses or public-school grounds during their placement at DAEP. Students are also held accountable to the Student Code of Conduct as per LVISD's board policy.

\_\_\_\_\_  
Name of Student (Print)

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

\_\_\_\_\_  
Print name of Parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

Date: \_\_\_\_\_ School: \_\_\_\_\_ Gr: \_\_\_\_\_

Number of DAEP days assigned: \_\_\_\_\_ ID: \_\_\_\_\_

**\*\*Sign this page, remove it, and return it to the DAEP.**

Thank you. A copy will be kept on file at the DAEP and at the home campus. **It is required to sign and return this FORM page during the intake process.** Parents / guardians are responsible for making arrangements for a conference with the DAEP teacher no later than 1 full school from the date a DAEP placement is made by the campus. The conference is considered a DAEP intake meeting. The information in this packet is subject to change. It is the primary explanation on any and all areas connected to the DAEP. Parents are encouraged to read this information packet carefully prior to the DAEP conference.

# LA VILLA DISCIPLINARY ALTERNATIVE EDUCATIONAL PLACEMENT (DAEP)

**Purpose** A focus of DAEP placement is to address student behavior. The DAEP program is designed to help the student:

1. Understand that placement is because of unacceptable behavior and,
2. Learn methods for avoiding these behaviors in the future.
3. Successfully complete all academic work. Instruction is provided for the foundation subjects required for grade advancement and for qualifying electives.

**Program Description** The DAEP Program is for students who are removed from their home campuses for violations of the district's Student Code of Conduct. Students who commit serious infractions listed in TEC; Chapter 37 are subject to DAEP placement. In deciding whether to place a student in DAEP, regardless of whether the action is mandatory or discretionary, the district will take into consideration (mitigating factors):

- o Self-defense
- o Intent or lack of intent at the time the student engaged in the conduct, and
- o Disciplinary history
- o Temporarily Homeless
- o In custody of Child Protective Services (CPS)

**Appeals** Any student's parent wishing to appeal the decision of DAEP placement should follow the procedures outlined in the student's home campus handbook. Parental questions or complaints regarding discipline measures should be addressed to the campus principal, as appropriate, and in accordance to school board policy. The consequences will not be deferred pending the outcome of a grievance.

***If the student receives Special Education/ 504 services, a manifestation or placement ARD to determine action is required before placement can be made.***

**Placement Order** After the home campus conference with parent(s), if the student is placed in DAEP, the principal shall write a placement order. A copy of the DAEP placement order shall be sent to the student and the student's parent.

**Exceeds School Year** Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement. For placement in a DAEP to extend beyond the end of the school year, the campus administrator or the school district's designee must determine that: 1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or 2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

## LA VILLA DISCIPLINARY ALTERNATIVE EDUCATIONAL PLACEMENT (DAEP)

1. DAEP will be held at La Villa Middle School, 500 E. 9<sup>th</sup> Street from 7:45 a.m. – 3:30 p.m.
2. Students must be dropped off between 7:30 a.m. and 7:45 a.m. Parent/Guardian will be required to check in their child every morning with the security officer at the gate. Siblings or other relatives will not be allowed to check the student in.
3. If a student is tardy, they will not be allowed to stay and a day will be added to their days assigned.

### **Behavioral Expectations:**

4. Students will respect themselves and others including each other's property. Students may not talk or make any unnecessary noises.
5. Verbal or physical abuse of another student or staff member will result in consequences. Cussing is a form of verbal assault. Threats are taken seriously. Any of the above will result in consequences.
6. Students are expected to give all staff members their undivided attention at all times. Students who are concentrating on their assigned tasks will not have time to get into trouble.
7. Students will take their seat immediately upon arrival and/or as instructed.
8. Students must raise hand for permission to talk, ask questions, or change locations.
9. Students will use socially accepted and school appropriate language. Inappropriate writing, printing, or drawing will not be allowed.
10. Communication between students will be limited. Absolutely no writing or passing notes.
11. Students will not place their head down on the desk without the teacher's permission. If a student has continued difficulty staying awake, the student may be taken out of the classroom for some Intensive Physical Exercises.
12. Restroom and/or water breaks are by permission only.
13. No food or drinks are allowed as well as chewing gum. Students will be provided breakfast and lunch each day that school is in session.
14. Students will attend class daily. **Absences are unexcused unless a Doctor's note or court document is provided.**
15. Positive Behavior will be rewarded as observed by the DAEP teacher or staff.
16. DAEP Uniform for boys and girls: the dress code is fitted khaki pants and a solid red or white shirt with no designs.
17. Students may only use chrome books for school work. Students that are not on proper websites will lose their privilege to use the device. This will result in the student not being able to complete assigned online work.
18. All paper assignments will be turned in as they are completed with the Name, Date, and Teacher's name. All online assignments will be shown to the DAEP teacher when completed.

19. No sleeping will be allowed in class. This will result in days added to the assigned days.
20. Students are not allowed to mingle or socialize.
21. Earbuds and headphones are not allowed. If students need to watch an assigned video, please let the teacher know. Headphones will be provided.
22. Students must turn in cell phones in the morning as they arrive. Absolutely NO cell phones or other electronic devices will be used during class time unless it is provided by the school district.
23. Confiscated phones will result in added days to assigned days.
24. No personal laptops will be allowed.
25. **Criminal Trespass Warning** Student is prohibited from attending and / or participating in school-sponsored and / or school related activities and prohibited from being on school property other than DAEP / at a school-related or school-sponsored activity / on or off campus during the term of placement in DAEP. This restriction applies until the student fulfills the DAEP assignment at this or another school district.
26. The student and parent/guardian will be required to attend Family Plus meetings once a month as scheduled. Incentives for attending will be to remove a day off the assigned days.
27. Students will follow all rules at all times or parents will be notified and student will face other disciplinary measures.
28. **Leaving School During the School Day** If a student needs to leave school during the school day for a doctor's or dentist's appointment, the student must bring a note to school stating the time of the appointment and when he/she expects to be picked up by the parent/guardian. **A parent/guardian must come to the office to sign out a student during the school day.** A note from the doctor's office is needed when the student returns to school in order for the absence to be excused. Parents are asked to make every attempt to avoid scheduling appointments during school hours but rather schedule appointments after school hours to prevent any lost of instructional time for the student.