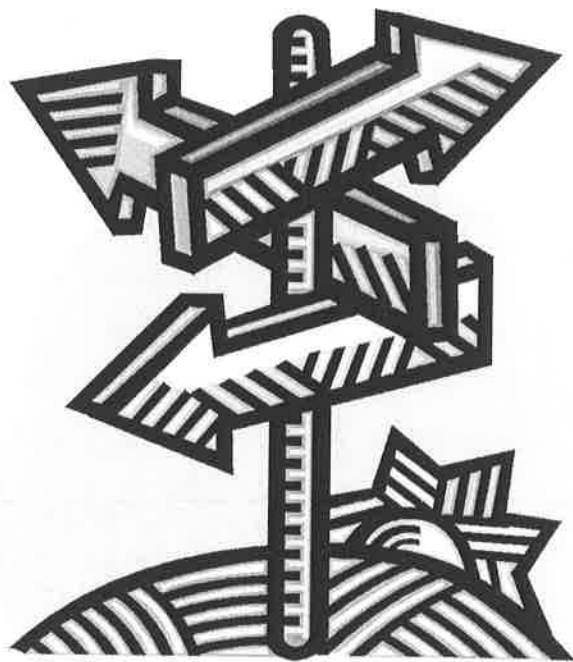


TCDAEP  
Tyler County Disciplinary  
Alternative Education Program

2023-2024 Handbook



WOODVILLE ISD  
SPURGER ISD  
CHESTER ISD  
COLMESNEIL ISD

## INTRODUCTION

The Tyler County 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, but will use restorative discipline concepts to address individual student needs and hopefully return a reformed student to his or her home 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 DAEP Program Coordinator 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 Program Coordinator/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 Program Coordinator/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.

### **Important Telephone Numbers**

DAEP	(409) 331-3437
Chester High School	(936) 969-2211
Spurger Schools	(409) 429-3464
Woodville High School	(409) 283-3714
Woodville Middle School	(409) 283-7109

## PHILOSOPHY

The Tyler County Disciplinary Alternative Education Program has been established to address the unique needs of students in at-risk situations. We believe that the future of our country depends on the education of its youth. Education should be the concern of everyone in that it provides for the optimum development of each individual so that they may make satisfactory decisions in an ever-changing society.

The Tyler County Disciplinary Alternative Education Program is dedicated to its students and believes in the dignity and worth of each individual. It is the desire of the staff to work with students, parents, and the community to address the needs of the individual. Together we can establish a setting in which they are successful academically, emotionally, and socially.

## **MISSION STATEMENT**

The mission of the Tyler County Disciplinary Alternative Education Program is to provide students in at-risk situations an alternative education that is linked to the regular classroom and will guide them to be responsible citizens who exhibit appropriate social skills, academic skills and behaviors.

## **PROGRAM GOAL**

The goal of the Tyler County Disciplinary Education Program is to return students to their home campus so that they can be successful academically and socially as they continue their education.

## **SPECIAL NOTE TO PARENTS AND GUARDIANS**

Parents(s)/Guardian(s) are the people most important to a child's healthy growth and development. Your positive, active participation in your child's Disciplinary Alternative Education Program (DAEP) experience is the key to their success. We also encourage you to communicate with the staff as needed.

## **STUDENTS SERVED**

The TCDAEP shall serve students of 6<sup>th</sup> grade through 12<sup>th</sup> grade.

## **GRIEVANCE PROCEDURES**

A student or parent who has a complaint concerning the operation/maintenance of the TCDAEP should first bring the matter to the TCDAEP teacher, coordinator, and/or director. If the outcome is not satisfactory, a conference with the home campus administration can be requested. If the outcome of the conference with the home campus administration is not satisfactory, the parent and student may appear before the TCDAEP Board of Directors. If the student or parent has a complaint relating to the placement in the TCDAEP they should contact their home campus administration.

## **INDUCTION PROCEDURES**

DAEP students and their parent(s)/guardian(s) must meet with the TCDAEP staff before attending class. The TCDAEP staff will have been given prior notice of student assignment to DAEP by the home campus. **The TCDAEP will accept new students Monday through Friday from 9:30 am to 10:30 am by appointment only.** A student will not be allowed to enter TCDAEP until this meeting occurs.

## **DAEP SCHOOL CALENDAR**

TCDAEP will follow the **Woodville ISD school calendar** which will be provided upon admission. All students assigned to TCDAEP will follow this calendar unless the home campus provides for alternative arrangements.

## **INSTRUCTIONAL DAY**

The TCDAEP staff is available from 7:15 a.m. to 3:10 p.m. Students should report directly to the TCDAEP classroom as soon as they arrive on campus. Students should be seated in the TCDAEP classroom no later than 7:25 a.m. and will be released at 2:55 p.m.

## **EMERGENCY NOTIFICATION**

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.

## **CODE OF CONDUCT**

Students assigned to the TCDAEP will be responsible for their home district Code of Conduct as well as the TCDAEP rules and guidelines.

## **TRESPASSING**

TCDAEP students may not enter any public school campus or public school property or attend any school related functions, on or off campus, in or out of town, during their enrollment at DAEP. Loitering around the DAEP or any public school property is not allowed and a Criminal Trespass Citation will be issued. "Should your student withdraw prior to completing his/her placement, he/she will continue to be trespassed from WISD property and events until such time that he/she reenrolls and completes his/her days of assignment at DAEP or re enrolls after serving the days assigned in another school district's DAEP."

## **TRANSPORTATION**

Transportation to the DAEP is not provided by Woodville ISD. Transportation decisions will be decided by the home campus and arrangements made by the home principal. Students may **not** drive vehicles to the TCDAEP. 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.

## **MEALS**

Breakfast/lunch will be available for purchase or be provided as a free/reduced lunch through the WISD High School cafeteria. 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.

## INSTRUCTIONAL DESIGN

Students will continue to be enrolled in their home campus; therefore, the campus administration will decide on the course of study with emphasis on the core subjects. 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. This notice shall include information regarding all methods available for completing the coursework. It is important to note that due to specific criteria regarding Honors, PreAP, AP, Dual Credit and/or certain CTE courses, students placed in DAEP for extended periods of time may be withdrawn from such courses and placed in alternative courses.

The instructional design at the Tyler County DAEP will be through **Google Classroom**. Each District will be responsible for setting up students in a Google classroom program through their school district. Each district will also be responsible for providing their students with a Laptop / Chromebook. Some courses may not be appropriate for Google classroom such as electives (a district may choose to send work in the deem fit for those classes). If a district uses a different program other than Google Classroom that is their option, but the DAEP staff needs to be informed. Constant communication between the students and the teachers via email will keep the student on pace, it is the students responsibility to do his or her work on a daily basis.

Home campuses are responsible for providing any additional instructional lessons and materials for courses not available through Google Classroom. Home campus teachers will generate assignments and determine grades. The Alternative Education Staff will be responsible for administering assignments/tests, and teaching lessons provided by home campus teachers. The Individual Education Plan (IEP) will be followed for those students enrolled in Special Education. Home campus teachers are encouraged to visit students at TCDAEP. Home campuses are responsible for dropping off and picking up assignments, materials, etc. for their students assigned to DAEP.

Documentation of participation in a behavior management system to learn appropriate interpersonal relations will be required for students to return to the home campus. Students will participate in social skills training, conflict resolution and other group activities. Counseling services are also provided by an Alcohol and Drug Counselor through the Tyler County Juvenile Probation Department.

Community Service is built into the Tyler County Disciplinary Alternative Education Program's curriculum. It provides students an opportunity to learn to work together as a group to accomplish goals. Students are able to see the results of their work and feel a sense of pride for their accomplishments. In the event of inclement weather, students are provided with other employment skills training. This program is further outlined in the community service attachment.

A physical fitness program has been added to the DAEP curriculum. This is an earned privilege as students must exhibit good behavior and complete their work on a daily basis to be eligible to participate. The program consists of weight training for 30-40 minutes four times a week.

## INSTRUCTIONAL MATERIALS

Computers, calculators, and other various technology equipment will be provided as needed. These devices are to be used in the classroom as 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 the program and students will be strongly disciplined with possible suspension or expulsion considered.

## **SUPPLIES**

Students are responsible to bring the following items and have them available every day.

1 package of #2 pencils

1 package of notebook paper or equivalent

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 must be replenished as they are used to be sure that items are available when needed.

## **GRADES**

**A student is responsible for his or her grades.** While all attempts will be made and support offered, it is up to the student to keep track with work and to do their work on a daily basis. All academic grades will be supervised and reported by the DAEP to the student's home campus. Each six-weeks and upon dismissal from DAEP, students will receive a numerical average for each course. Grade reports will be mailed or emailed 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. The DAEP will 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. The DAEP Director reserves the right to deny a student a day of placement credit if the student refuses to work on any given day ( This simply means the student will be counted Present for the day but no day will be removed from the days remaining of a placement).

## **SECURITY**

The classrooms and student areas are under video surveillance and are monitored by school personnel. The surveillance cameras are continuously recording. These recordings may be viewed by school personnel and law enforcement to determine potential violations of DAEP and/or the student code of conduct.

Students assigned to TCDAEP will empty their pockets and are subject to search when they enter the building, including but not limited to, outer garments, pockets, belts, hair, collars, socks and shoes. A metal detector wand is used prior to entering the TCDAEP classroom. Trained dogs periodically search the premises of the school for contraband. Dogs are trained to alert on various substances including alcohol, drugs and gunpowder. TCDAEP may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. Woodville ISD School Resource Officers, Woodville City Police Officers, Tyler County Juvenile Probation Officers and Tyler County Deputies visit the TCDAEP periodically.

Personal items will be placed in a ziplock bag and secured. Any items prohibited by TCDAEP will be confiscated and may be returned as noted below:

Prohibited Items include:

1. No electronic devices are allowed and should not be brought to DAEP. These items will be confiscated and returned to the parent/guardian only. The only exception to this policy is a set of personal earbuds or earphones to use for instructional purposes. If brought from home, it is the student's responsibility to keep up with them. DAEP staff are not responsible for any lost or damaged personal items.
2. Cell phones are not allowed and should not be brought to DAEP. These will be confiscated and returned to the parent/guardian only.
3. Candy, gum, soft drinks, backpacks, overnight bags, purses, or wallets shall not be brought to the DAEP. Any items will be confiscated and returned to the parent/guardian only. Continued violation of this rule will be considered insubordination and the student will be disciplined accordingly.
4. No money should be brought to DAEP. Any money brought by a student will be confiscated and applied to the student's lunch account. (No Exceptions)
5. Tobacco, tobacco products, drugs, drug paraphernalia, vaping materials, alcohol, or weapons of any kind are prohibited. Items confiscated will be turned over to appropriate authorities. Violations of this nature will be handled according to TEC Chapter 37 and the Student Code of Conduct and could result in suspension, expulsion, and/or criminal charges.

## **VANDALISM**

If a student is caught vandalizing school property at the DAEP, he or she will be subject to a vandalism charge to be processed by the local Municipal court for a fine. The student will also be subjected to a 3 day suspension. This would include but not be limited to , Writing on desk tops, carving on desktops or cubicles, writing on restroom walls, etc. This is not an exhaustive list, The DAEP director will have final say of such matters.

## **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.

## **ATTENDANCE**

Every student is expected to attend school each day unless he/she is ill. Attendance is mandatory for the full length of the DAEP assignment.

**The parent/guardian must call DAEP at 409-331-3437 by 9:00am of the morning the student is absent.** When a student is absent, the parent, home campus and probation officer (if applicable) will be notified. A welfare check by the appropriate law enforcement agency will be requested if the student is not accounted for.

Days absent will **NOT** count towards the days served in the DAEP, therefore it is important to understand that any absence can affect a student's release date. All days that a student is absent must be made up as the student must physically be in class the full number of assigned days. Excused absences will be made up a day for day.

**Documentation is required for all absences.** It is the responsibility of the student/parent/guardian to provide a doctor's note or other documentation upon the student's return to school. All notes must include the name of the student, the day/date of the visit, the reason for the absence, and the name of the person the student is meeting with along with their signature. If a doctor's note is due to illness or other health-related issue, the doctor must indicate how long the student is to remain outside of school and the day/date the student is expected to return to school.

If a student must leave school during the school day for a doctor's appointment or court-ordered appearance, the parent/guardian must come in and sign the student out. Documentation is needed when the student returns to school in order for an absence to be excused. These absences will not need to be made up IF the student attended DAEP for at least part of the same school day. Absences for all day medical or court-ordered appointments will be excused with proper documentation, however if absent for the full day, then the student must make up the day(s) missed, one for one.

A student persistently absent from school without proper permission or documentation and his/her parent/guardian may be charged with failure to comply with compulsory attendance laws. After three (3) consecutive unexcused absences, the DAEP Director will recommend that the home campus file appropriate charges. The student and parent/guardian may receive citations and be summoned to court.

### **TARDY**

A student is considered tardy to the campus if they arrive after 7:35am. If a student arrives after 7:35am, they will not receive credit for that day's attendance but will not have an additional day added for an unexcused absence. The student will be counted present for attendance but days remaining of placement will not be reduced nor added to. **No student will be admitted into the DAEP after 7:45 am unless they have documentation from a court appearance or medical appointment.**

### **ILLNESS**

If a student becomes ill during the day, parents/guardians will be contacted. He/she should be picked up in a timely manner and will only be released to a parent/guardian or other person designated on DAEP forms for emergency notifications/pickup or home campus personnel. If a student is sent home for vomiting, diarrhea, or fever, they will not be allowed to return for 24 hours.

### **MEDICATION**

All medication should be turned into TCDAEP staff as soon as the student arrives on campus. It will be kept in a secure place and distributed by TCDAEP staff. Parents/guardians will complete a medication form at the time the medication is brought, giving DAEP staff permission to administer the medication as prescribed. All medication, prescription and non-prescription, should be in the original bottle and clearly marked with the student's name, dosage, directions for administration from the pharmacy or the prescribing doctor. Over the counter medications will **NOT** be given at the DAEP unless accompanied by a note for the prescribing physician. **No exceptions will be made to this policy.**



## FOOD AND BEVERAGES

Only food and beverages for a student's breakfast or lunch are allowed in the DAEP building. Students will be required to take their meals to Coach Williams desk and may retrieve them during appropriate Breakfast and Lunch periods.

## GENERAL RULES AND DIRECTIVES

The following rules are in addition to or to emphasize rules and expectations of DAEP and home campuses. Students are still responsible for the information contained in their home district handbook

1. All requests or directives of DAEP personnel will be followed without question or argument.
2. Students are to be respectful to staff, visitors, and other students at all times.
3. Profanity, disrespect, harassment or bullying of any kind, disobedience, vandalism, and gang-related graffiti or activities will not be tolerated.
4. No student will be allowed to disrupt or keep other students from learning. There will be no shouting, running, jumping or horseplay on the DAEP campus.
5. Students are not allowed to talk, turn around in their seats, or leave their seats without permission.
6. Gang signs or gestures are unacceptable in greeting and on book covers, notebooks, boxes, desks, etc.
7. Writing or drawing on assigned cubicle or book covers is not allowed.
8. Students are to refrain from inappropriate and/or open displays of affection such as hugging, kissing, and/or embracing on school campus.
9. Students must have permission to use the DAEP telephone. Permission will be granted for illness or serious emergency reasons only.
10. Restroom breaks are given as needed. Students may also go to the restroom during lunch and at dismissal. Breaks will be timed and monitored closely.

## DAILY PROCEDURE

Students at TCDAEP are expected to follow strict guidelines in procedure in order to maintain a safe and orderly environment. Daily procedure will be as follows:

1. DAEP opens the door at 7:25 a.m. Students arriving early must be continually supervised by parent/guardian until DAEP staff arrives and allows student entry. Students are to **remain in the vehicle** until the DEAP doors are opened at 7:25am. Upon DAEP staff opening the doors

students may start exiting their vehicles. This allows DAEP staff time to visually inspect the students for proper dress code. The DAEP staff will wave or signal to the guardian for each student if everything is good and when they can pull away from the building. Check-in must be completed by DAEP staff before guardians depart from the premises.

2. If a student begins to develop a pattern of not doing his or her work, the student could be subject to disciplinary action. These actions could be in the form of denied daily credit even though a student will be counted present, they will not receive credit for a day of service. Suspension can also be another disciplinary response to lack of academic work.
3. Students should leave all personal items such as cell phones, hats, purses, wallets, etc. at home. Students will not be allowed to have any personal items inside the classroom; therefore, items brought to campus will be locked away until the end of the day or the end of the DAEP assignment period. Confiscated items will be returned to the parent/guardian or campus principal or given to appropriate law enforcement personnel. **NO EXCEPTIONS.**
4. Students are expected to be in their assigned seat by 7:35 a.m. each morning. Upon arrival, students are to begin their daily assignments immediately. Students will remain quietly in their assigned seat unless specific permission or a directive is given to do otherwise. Throughout the day, students are to remain awake and actively on-task.
5. DAEP students will be dismissed at 2:55 p.m. Parents/guardians must wait in their vehicle for their student to be released to them. DAEP staff will let the guardians know if any issues have occurred during the day before the guardian departs from the DAEP pick up area. Guardians are expected to contact the DAEP if they are running late. **Patterns of continuous late student pick up could result in the parent/guardian being reported to Child Protective Services (CPS.) A call will be placed to Woodville ISD's School resource officer if a student is not picked up by 3:15 p.m. The student can be taken to the Woodville Police station for pick up by a guardian. This will be left at the discretion of the DAEP Director and School resource officer.**
6. No student will be released to anyone other than the parent/guardian or a designated person(s) of record at any time. Anyone picking up a student must be on the official release list. 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 parent/guardian, as well as the districts involved.
7. Arrangements for arrival and dismissal should be made and discussed with the student prior to the student coming to school to avoid confusion and last minute phone calls. An occasional emergency situation is understandable but should be the exception, not the rule. In case of an

emergency situation that impacts arrival, dismissal or attendance, DAEP staff should be notified immediately at **409-331-3437**.

## **DRESS CODE**

The Tyler County DAEP will follow the Woodville ISD student Code of conduct on proper dress at school. The following exceptions will apply and anything may be deemed inappropriate by the DAEP Director at his or her discretion .

### **Dress Code Enforced Exceptions**

Students are expected to be clean and neatly groomed in all aspects of their appearance and dress. Pants, Shirt and or a jacket along with proper shoes ( outlined below) are expected daily.

1. Stretchy pants or workout style leggings will not be allowed.
2. No shorts of any kind will be allowed
3. Jeans with holes or rips/tears in them will not be allowed.
4. All jeans and clothing must be size appropriate, no excessively baggy clothing or excessively tight clothing will be allowed.
5. All shirts and Jackets and hoodies must follow the Woodville ISD dress code.
6. Camo style jackets are appropriate.
7. Hoodies are acceptable but hoods must be removed prior to entrance into the DAEP.
8. Students must wear shoes to the DAEP, no Slip on (House Shoes will not be allowed). Shoes with no back on them will not be allowed. High heels and excessively tall boots will not be allowed. No sandals or crocs are allowed.
9. No pants sagging is allowed. Students will be provided with a zip tie to correct this or be forced to wear a belt on a daily basis if the problem continues.
10. No jewelry of any kind will be allowed for boys or girls. This includes watches, rings, earrings, 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.
11. Hair will be clean and neatly groomed. Hair for all students will be of a **natural color**; will be neat and appropriately styled for the length so as not to cause disruptive attention.
12. No student will wear makeup or fingernail polish.
13. No hats, caps, sunglasses, combs, headbands, barrettes, or bandanas shall be worn or brought into the DAEP building. Contact lenses are permitted, but must be of a natural, human color and design.
14. Tattoos and brandings that are offensive must be covered and may not be visible. It is the student's responsibility to provide covering for the tattoos or marking.

TCDAEP Staff will have final say in what is considered appropriate dress. Should any items of clothing, hair, or accessories be deemed a nuisance, they shall be prohibited by the Disciplinary Alternative

School Program Coordinator/ Director. As the 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.

## **STUDENT MANAGEMENT AND DISCIPLINE**

The TCDAEP staff cannot reasonably be expected to anticipate every specific and possible action, which might occur. This document does not attempt to formulate and/or disseminate a specific rule for every eventuality. The enumeration of certain specific rules is not intended to exclude other rules which are also laws, as well as rules of acceptable dress, behavior and safety appropriate to schools. The TCDAEP staff are expected to exercise their prudent judgment in such matters.

1. The first discipline notice is a Verbal **WARNING** notification to the student of the violation(s) and any disciplinary action to be imposed upon the student for future infractions.
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.
3. The third 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.
4. The fourth 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.
5. After four disciplinary notices have been issued; a parent/guardian/director conference will be required with **possible recommendation for expulsion**.
6. 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.
7. Parents/guardians are encouraged to check on their students frequently and to request a meeting be scheduled to meet with the DAEP director to discuss the behavioral progress of their students. Working together can bring about greater support and success for the student.
8. 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. This will be left up to the discretion of the DAEP program director.
9. Students may also be turned over to the appropriate authorities and receive citations for serious offenses.
10. For every day a student is Suspended they could receive 1 day added to their DAEP placement, this will be based on the infraction type and left to the discretion of the DAEP Coordinator. This will be determined by infraction type and occurrence of infraction committed.

## **COMPLETION OF TCDAEP**

Before a student exits the DAEP, he/she will receive an official exit packet. This dismissal packet will include a letter stating that the student has completed his/her term at DAEP and is released to their respective campus. A copy of the letter will be sent home with the student on the last day of DAEP.

service and it will also be forwarded to the behavior coordinator on the student's home campus. The packet will also include a current progress report of student classes and grades. Campus behavior coordinators and guardians will be informed of the release date in advance of actual program release.

### **SPECIAL CONSIDERATIONS**

Any and all special circumstances regarding any policy or procedure at the Tyler County DEAP will be considered by the program director and or the Superintendent of Woodville ISD based on the recommendation of the school attorney. We will strive to make sure that all decisions that are deemed special accommodations are inline with state and federal laws as they pertain to the public education code and a students right to a free and appropriate public education. Some special circumstances may be reviewed and allowed at the discretion of the Superintendent of the school the student attends.

### **Transition Plan from DAEP Back to Regular Campus**

To ensure a smooth transition from DAEP back to the home campus, the following will take place:

- A student placed in a DAEP may be provided a review after a set number of assigned days. This review shall focus on the following criteria: academic status, attendance, completion of assignments, behavior, tardies while in DAEP, and additional information deemed significant by the DAEP campus behavior coordinator and the home campus behavior coordinator or designee.
- If a favorable review is met, the student may return to his/her home campus. If not, the student remains at DAEP until further notice.
- On the last day, the DAEP administrator provides written notice to parents and the home campus administration. A Return to Campus form is shared which highlights the student's time in DAEP.
- Once back on the home campus, a transition team meets within 5 days of the student's return to create a transition plan as required by Chapter 37.

The personalized transition plan must include recommendations for the best educational placement of the student. This plan may include recommendations for counseling, behavioral management, and/or academic assistance for the student with a concentration on the student's academic or career goals; recommendations for assistance for obtaining access to mental health services provided by the district or school, a local mental health authority, or another private or public entity; the provision of information to the student's parent or a person standing in parental relation to the student about the process to request a full individual and initial evaluation of the student for purposes of special education services under Section 29.004 (**Full Individual and Initial Evaluation**); and a regular review of the student's progress toward the student's academic or career goals.



## Important Highlights

### JULY

27-28 New Teacher Training  
31 Staff Exchange Day

### AUGUST

1-4 Staff Development  
7-8 Staff Development  
9 First Day of School

### SEPTEMBER

04 Labor Day/School Holiday  
22 Parent Teacher Conferences/Student Holiday

### OCTOBER

2-6 Fall Break  
13 Staff Development

### NOVEMBER

17 Staff Development/Student Holiday  
20-24 Thanksgiving Break

### DECEMBER

21 Student Early Release at 1:00 PM  
22 Staff Exchange Day/Student Holiday  
25-29 Christmas Break

### JANUARY

1-3 Christmas Break  
4-5 Staff Exchange Days/Student Holidays  
8 Staff Development/Student Holiday  
15 M.L. King Day/School Holiday

### FEBRUARY

16 Staff Development/Student Holiday  
19-23 Winter Break

### MARCH

15 Parent Teacher Conferences/Student Holiday  
29 Good Friday/School Holiday

### APRIL

1-5 Spring Break

### MAY

23 Student Early Release at 1:00 PM  
24 Staff Development/Student Holiday & High School Graduation

### Key

1<sup>st</sup> & 3<sup>rd</sup> - 9 Weeks Grading Period

2<sup>nd</sup> & 4<sup>th</sup> - 9 Weeks Grading Period

Staff/Student Holiday

Staff Development/Student Holiday

Staff Exchange Day

New Teacher Training

Student Early Release

Access the TEA 2023-2024 Student Assessment Testing Calendar at the following link:

<https://tea.texas.gov/sites/default/files/student-assessment-testing-calendar-23-24.pdf>

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1<sup>st</sup> Semester – 83 Days

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2<sup>nd</sup> Semester – 84 Days

School Hours 7:50 a.m. – 3:30 p.m.

Instructional Minutes 76,520

Please note, WISD retains the right to adjust or modify the District Calendar as needed to meet local, state and federal mandates regarding instructional continuity during times of crisis. This can take many forms including but not limited to longer school days, adding instructional minutes to daily schedules, having school on designated holidays/breaks and/or adding instructional days at the end of the school year.

# Tyler County Disciplinary Alternative Education Program

## *Cubicle Assignment Sheet*

Student Name \_\_\_\_\_

School \_\_\_\_\_

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

Grade \_\_\_\_\_

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

Cubicle Assignment \_\_\_\_\_

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

\_\_\_\_\_  
AEP Program Staff Member