



# **KERMIT INDEPENDENT SCHOOL DISTRICT**

**DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT  
(DAEP)**

Student Handbook  
2019-2020

# Disciplinary Alternative Education Program

1000 E. Tommy Thompson Blvd.  
Kermit, Texas 79745

In addition to the policies listed in this handbook, students are subject to Board Policies, Sections FOC, and FOCA & FOE, which pertain to the subject. These policies can be located at our district website at: [www.kermitisd.org](http://www.kermitisd.org). In case there is a conflict in any policy given in this Handbook and the School Board Policy, Board Policy at all times takes precedence.

Kermit ISD does not discriminate in its educational programs and services on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator and Hearing Officer for the school district is Gabe Espino, whose office is located at the Kermit Administration Building and who can be reached by telephone by calling (432) 586-1000.

# **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM**

## **STUDENT HANDBOOK**

The DAEP Student Handbook contains information for students and parents to ensure a successful stay at the Disciplinary Alternative Education Program. Students and parents also need to be familiar with the Kermit Independent School District Student Code of Conduct, which sets forth the consequences for inappropriate behavior. The Student Code of Conduct is required by law, and is intended to promote school safety and an atmosphere of learning. These policies can be located on our district website at: [www.kermitisd.org](http://www.kermitisd.org) or at each prospective campus. The Student Handbook is designed to be in harmony with Board Policy and Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.

### **I. Objective**

The purpose of the Disciplinary Alternative Education Program (DAEP) is to remove students from their home campus and to continue their education within a structured environment. This is often the final placement for the student and noncompliance in this program may result in expulsion.

### **II. Placement**

Disciplinary offenses for which a student is removed to an alternative program are found in the Kermit ISD Student Code of Conduct. The duration of a student's placement in a DAEP shall be determined by the campus administrator or designee. The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

#### **Exceed One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### III. Appeals Process

Appeals Process of Alternative Placement Education Placement:

If a student's placement, under Section 37.002 (b) or (d) or section 37.006 in an alternative education program is to extend beyond the end of the next grading period, a student's parent/guardian is entitled to notice of an opportunity to participate in a proceeding before the Board of Trustees of the school district or the Board's designee, as provided by policy of the Board of Trustees of the district (T.E.C. 37.009 (b)). At the DAEP placement conference the student and or parent/guardian will be given notice of this opportunity to appeal.

If the student or parent did not receive, the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

The student remains assigned to the DAEP pending outcome of the appeal. In each appeal, the hearing officer shall schedule a conference with the student and the parent T.E.C. 37.009 (b); FOAB (Legal).

### IV. Attendance & Tardiness

Regular school attendance is essential for the student to make most of his/her education. It is also the law in Texas that a student between the ages of 6 and 18 must attend school. A student absent without permission from school will be considered truant and subject to disciplinary action, which may include court action. When assigned to the DAEP, students must be aware of the overall limits on school absences. When returning after an absence, a student must bring a doctor's excuse unless approved by campus principal.

A student absent from the DAEP without permission will be considered TRUANT and is subject to disciplinary action. This includes the district filing truancy charges in the appropriate Civil Court. Truancy may also result of penalties by a court of law against both the student and his/her parent/guardian.

#### Attendance

1. **Classes begin at 7:45 a.m. and end at 3:30 p.m. Monday through Thursday.**  
**Classes begin at 7:45 a.m. and end at 2:20 p.m. Fridays only**
2. Missed days may result in extension of the student's time in the program.
3. For an excused absence when the student is ill:
  - A parent **must** call the child's campus before 9:00 a.m.

## V. Curriculum and Grades

The student's academic progress will be the responsibility of the staff of the alternative discipline program. Each student's progress in the DAEP will be monitored daily. A review of his/her progress will be made at appropriate grading periods. If his/her progress is unsatisfactory, a conference will be held with the parent/guardian. Daily Performance Record Sheets will become part of each student's file. This Daily Performance Record will serve as one form of documentation of student behavioral efforts and is available for review by the student's parent/guardian at any time. These sheets give a detailed description of each student's behavioral characteristics.

## VI. Dress Code

The Disciplinary Alternative Education Program (DAEP) follows the same dress code guidelines found in the District Student Handbook. This document can be located on our district website at: [www.kermitisd.org](http://www.kermitisd.org) or at each respective campus.

- Backpacks, purses and/or wallets: Students will not be allowed to carry backpacks, purses, or wallets into the classroom setting.
- No coats, jackets or sweaters may be worn at the student's desk.

**Non-Compliance with dress code will be considered defiant behavior. Repeating this behavior will be considered persistent misconduct and may add placement days to the original assigned placement days.**

## VII. Graduation

Seniors, eligible to graduate and placed in Disciplinary Alternative Education Program (DAEP) for a time to extend through graduation, will not be allowed to participate in nor attend the graduation ceremony and related activities.

## VIII. Meals

Breakfast and lunch are provided at the Disciplinary Alternative Education Program (DAEP). Students who qualify for a free/reduced lunch will be provided a meal from the school cafeteria. If student is not on a free/reduced lunch, it is the parent's responsibility to pay the cafeteria costs. Students are not allowed to bring soft drinks, gum, candy or any other food.

## IX. Medications

Any student that takes prescription medication must have a parent consent form signed and proof that the prescription is in the student's name (in the original bottle). All medications (cough drops, aspirin, etc.) must be checked in during the morning check-in routine and a school nurse will be called. They must be in the original container and labeled. Medications must be given to the teacher in charge of the Disciplinary Alternative Education Program (DAEP) at check-in. Students are not allowed to carry medications, prescriptions or non-prescriptions on campus at any time.

## **X. Parental Responsibility**

When a student is removed from class for a DAEP offense, the appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal. At the conference, the appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Students and parents may be expected to attend as many conferences necessary if a student is not maintaining passing grades or achieving the expected level of performance and if the student presents any problem(s) to teacher(s) or other student(s).

## **XI. Student Possessions**

**Parents understand that to ensure a safe school environment, students will be requested to empty any pockets, as well as, outer-wear pockets upon entering school building.**

1. No books, magazines, newspapers, MP3 players, cameras, headphones, radios, or any electronic device may be carried into the classroom.
2. The following items are allowed at the student's workstation: assignments, textbooks, paper, pen and pencil.
3. Classrooms and other common areas on school property are subject to search using trained dogs.
4. If a teacher or administrator has reasonable suspicion that a student is under the influence of or in possession of a controlled substance, the student may be suspended pending an investigation.

## **XII. Sexual Harassment**

Harassment will not be tolerated by the District. Students shall not engage in sexual harassment toward another student or a District employee. A substantiated complaint of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

**{For further information, see District Student Handbook}**

### **XIII. Student Activities**

State law does not permit students who are in a Disciplinary Alternative Education Program (DAEP) to participate in any school sponsored or school related extracurricular and/or non-curricular activity.

Students in the DAEP are **not** allowed on any KISD campus or KISD activity. Trespassing charges may be filed against any DAEP student who is determined to be on any other KISD property or attending any KISD activity.

### **XIV. Transfer Students**

Students who transfer from other school districts into Kermit ISD are placed in the Disciplinary Alternative Education Program (DAEP) if they were assigned or had been in an attendance in a DAEP in another school.

### **XV. Student Expectations**

The Kermit ISD Code of Conduct will be strictly followed for all students in the Disciplinary Alternative Education Program (DAEP). This is in additional reminder that while in DAEP, the following will **not** be tolerated:

1. Disrespect for anyone.
2. Profanity or vulgar talk of any kind.
3. Physical contact of any kind. Students are to walk at all times with their hands joined behind their backs.
4. Gang activity of any nature (verbal, signs, drawings).
5. Verbal communication during class activities.
6. Any reference to drugs, alcohol, or tobacco.
7. Sleeping
8. Any sexually oriented conversation, or other actions of sexual nature.
9. Writing on anything in, on, or around the workstation. This includes graffiti and doodling on assigned work.

**The safety and security of students, staff and facilities are of utmost importance to Kermit ISD. All statements, threats, comments, and jokes that threaten the health and safety of others will be taken seriously.**

## **XVI. Assignment Requirements**

Students are required to work on and complete all assignments each day. No idle or “free” time should be expected. When all daily assignments from the home campus are completed, additional work is assigned. Students will receive additional disciplinary action for not working or not completing assignments.

**NOTE: ALL ASSIGNMENTS MUST BE COMPLETED TO BE ELIGIBLE FOR DISMISSAL FROM DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP).**

Students must adhere to their home campus teacher’s guidelines in all subjects.

## **XVII. Drills, Fire, Tornado, and other emergencies**

From time to time, students, teachers and other district employees will participate in drills of emergency procedures. Students should follow the direction of those in charge quickly, quietly, and in an orderly manner.

## **XVIII. Transportation**

Students are allowed to drive a vehicle to school with a school permit and should park across the street of the Disciplinary Alternative Education Program (DAEP) located at the Winkler County swimming pool parking lot. If students are being picked up in a car, it must be by the authorized adult whom the parent/guardian and the principal have agreed upon. Students are to leave school grounds immediately upon being dismissed at the end of the day.

## **XIX. Videotaping of Students**

For safety purposes, video equipment will be used to monitor student behavior. Discipline will be in accordance with the Student Code of Conduct.

**KERMIT INDEPENDENT SCHOOL DISTRICT  
DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT  
(DAEP)**

**Orientation Verification Form**

I have received the KISD Disciplinary Alternative Education Program (DAEP) Student Handbook and have had an opportunity to discuss it and ask questions.

I understand the program rules and will support them.

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Student Signature

Date

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Parent/Guardian Signature

Date

Please sign and return this page before leaving the Parent/Guardian/Student orientation.

# **KERMIT INDEPENDENT SCHOOL DISTRICT**

## Disciplinary Alternative Education Program

### **STUDENT CONTRACT**

In accepting the opportunity to continue my education at the Kermit Independent School District Disciplinary Alternative Education Program (DAEP), I agree to abide by the guidelines set forth in this handbook. I have in my possession the Kermit Independent School District Code of Conduct and Student Handbook. I understand the behavior expected of me. I hereby agree to abide by the guidelines of this school or risk being expelled by the Kermit Independent School District.

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Student Signature

Date

As a parent or guardian of the student listed above, I have the Student Handbook and Code of Conduct and agree to support the DAEP in an effort to give my child an opportunity to continue their educational program in Kermit Independent School District. I realize that failure of my child to abide by the guidelines of the DAEP may result in expulsion of my child from Kermit Independent School District.

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Parent/Guardian Signature

Date

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Administrator/Director Signature

Date

# KERMIT INDEPENDENT SCHOOL DISTRICT

Disciplinary Alternative Education Program

## **ASSIGNMENT** **TO THE DISCIPLINARY ALTERNATIVE** **EDUCATION PROGRAM**

\_\_\_\_\_ has been assigned to serve \_\_\_\_\_ days with a schedule review at \_\_\_\_\_ days as a student at the Kermit Independent School District Disciplinary Alternative Education Program due to documented misbehavior. The parents/guardians of the student understand they have the right to appeal this decision. The student's status will be reviewed upon the stated review days, completion of the above assignment or at intervals not to exceed 120 days.

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Administrator Signature

Date

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Parent/Guardian Signature

Date

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Student Signature

Date

# KERMIT INDEPENDENT SCHOOL DISTRICT

Disciplinary Alternative Education Program

## WARNING TO STUDENTS TRESPASSING ON KERMIT INDEPENDENT SCHOOL DISTRICT PROPERTY

Once you are assigned to the Disciplinary Alternative Education Program (DAEP) and enrolled as a student, **YOU MUST NOT BE ON ANY KERMIT INDEPENDENT SCHOOL DISTRICT CAMPUS**. Your removal from your original school campus means that you are not to be on or about that campus until you are reassigned by the Placement Committee. Additionally, you are not to be on or about ANY KERMIT INDEPENDENT SCHOOL DISTRICT PROPERTY at any time. This includes the football field, practice field, field house, gyms and tennis courts etc.

If you violate the above directive, you jeopardize your chances of being successful in the DAEP. Charges may be filed against you for trespassing through the Winkler County Sheriff's Office or Kermit Police Department. This document is considered your warning to the consequences of trespassing on any Kermit Independent School District property at any time.

I understand that above statements and acknowledge being warned about trespassing.

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Administrator Signature

Date

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Parent/Guardian Signature

Date

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Student Signature

Date