

# DAEP Handbook 24-25



## **Information**

### *DAEP Class Hours*

7:35 a.m. - 3:58 p.m.

### *Phone*

(325) 928-5813 ext. 1120

### *Email*

[aswitzer@merkelisd.net](mailto:aswitzer@merkelisd.net)

## **Attendance**

- All students will use the school calendar adopted by Merkel ISD
- Class begins promptly at 7:35 a.m.
- If absent for any reason, notify the DAEP campus at 325-928-5813 extension 1120 by 7:45 a.m. on the day of the absence
- Any absences, excused or unexcused, will not count toward the days served
- Three absences within a four week period may result in the initiation of truancy prevention measures
- A student will be considered tardy if not in class at 7:35 a.m.
- Every three tardies and/or early releases will result in an additional day of DAEP
- The students home campus will be updated daily with attendance records

## **Check In**

- Students will be allowed to enter at 7:30 am
- Students are required to submit to a search each day
  - The search includes emptying of pockets, turning pockets inside out, back pockets will be checked for any items to be removed by the student, shoes and socks may also be checked, the student may be scanned by a hand held metal detector
- No personal items are allowed
  - This includes; Backpacks, purses, or bags of any type, any type of food, drink, candy, or gum, cell phones and other electronic devices
- Once students arrive on campus, they are not to leave

## **Dress Code**

- The following requirements are in addition to the Merkel ISD dress code.
- Shirts must be a plain single color with no images or logos, short or long sleeved, and tucked in
  - Shirts cannot be sleeveless.
- Pants must be regular length blue denim with belt loops
  - Jeans cannot have decorations, be torn, ripped, or have holes
  - No pants with multi-pockets such as cargo-pants style, no sweat pants or wind pants and athletic pants of any type to include leggings or jeggings
- Shoes must be black or white athletic shoes
  - No boots, flip flops, sandals, house shoes, or slides
- Jackets and coats must be checked in upon entrance
- Failure to comply with dress code may result in loss of credit for that day

### **Student Sign Out**

- State rules require parental consent before any student leaves campus for any part of the school day
- A parent or authorized adult must show identification to sign the student out

### **Additional Searches**

- In addition to the daily searches described above, school administrators have the right, upon reasonable suspicion, to search a student, item(s) carried or possessed by a student, found on the student's person, found in a student's pockets, possessed, under the control of or being used by the student

### **Trespassing**

- DAEP students may not be on any other Merkel ISD property
  - Entering or being within 300 feet of any building or school grounds, may result in a criminal trespass citation
- DAEP students may not attend or participate in any Merkel ISD school activities
  - This includes but is not limited to; athletic events, concerts, graduation ceremonies, awards assemblies, or dances

### **Medication**

- Medications to be taken during school hours will be administered with the cooperation of the home campus nurse. Medications must be brought to the office by a parent or school nurse to ensure proper safeguarding and dispensing according to directives.
- Medication must be in the original prescription bottle, properly labeled with directions by a registered pharmacist, as prescribed by law.
- No medication, prescription or non-prescription, may be carried by a student on their person.

### **Academics**

- Students will have lesson plans created by their home campus teachers
- Students will follow their class schedule via Google Classroom or Edmentum and complete work and/or participate in Google Meets when applicable
- Home campus teachers will be responsible for calculation of six weeks and semester grades

### **Meals**

- Breakfast and lunch will be provided from the MISD cafeteria and delivered to the DAEP campus
- Students are prohibited from bringing their own lunch and/or snacks and drinks
- Water bottles will be available

## **Transportation**

- No student is allowed to drive a vehicle to DAEP
- Bus transportation is not provided

## **Internet Use**

- This is in addition to the district acceptable use policy.
- Only sites used by the district for instruction or sites that support that learning are allowed. Games, music, and videos are not permitted. Violation of this policy may result in additional days of DAEP and/or loss of technology use privilege.

## **Behavior**

- Each day will be classified as green, yellow, or red for each student.
- Consideration will be given to off task behavior (including sleeping and off task internet use), remaining seated unless permission is granted, talking to and/or distracting other students, as well as any other issue that may arise
- Being awakened more than three times in a day will be an automatic red
- A day classified as green means the student earned progress toward a bonus day
- A day classified as yellow means the student did not earn progress toward a bonus day, however the day will count as a day served
- A day classified as red means either the day will not count as a day served or additional days have been added to the placement

## **Bonus Days**

- Following the first five consecutive green days, a bonus day will be rewarded
- A bonus day is a day taken off the end of the DAEP assignment
- Following the first five days, every three consecutive green days earns a bonus day
- Example: 15 Day Assignment
  - Five consecutive green days - 1 bonus day
  - Eight consecutive green days - 2 bonus days
  - Eleven consecutive green days - 3 bonus days

## **Expectations**

- Raise hand for permission to speak or ask questions
- Appropriate language used at all times
- Remain seated unless given permission to walk, stand, or stretch
- While seated, feet and knees are under the desk facing forward
- Head is up, no sleeping
- Keep work area clean, no graffiti or defacement of desk
- Attend class Google Meets, work on assignments, or read

I have read, acknowledged, and understand the rules and policy for Merkel ISD DAEP.

Parent: \_\_\_\_\_

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

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

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