

**WISD DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT  
QUICK REFERENCE HANDBOOK**



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## Waxahachie DAEP

### Quick Reference Handbook

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#### Mission

- **DAEP:** Guide at-risk students to develop responsibility, social skills, and academic success.
  - **DAEP:** Support student growth for responsible decision-making and successful reintegration into home campuses.
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#### Academics

- **Core Subjects:** Language Arts, Math, Science, Social Studies, Character Education.
  - **Electives:** Provided by home campus; work returned for grading.
  - **Counseling:** Academic, social, and personal support available; parents encouraged to contact counselors.
  - **Report Cards:** Issued by home campus every nine weeks.
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#### Attendance

- **Tardies:** One extra day for every 3 tardies.
  - **Arrival:** Must arrive by **8:20 a.m.** to receive credit; late arrivals require documentation.
  - **School Hours:** 8:10 a.m.–3:40 p.m.; cannot arrive before 7:30 a.m.; pick up by 4:00 p.m.
  - **Student Vehicles:** Park in south lot, last row; unsafe parking/driving = loss of privilege.
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## Meals

- **Breakfast/Lunch:** Provided; outside restaurant food prohibited.
  - **Allowed Lunch:** Sandwich, chips, fruit, sealed water or Gatorade in clear, labeled bag.
  - **Prohibited:** Soft drinks, energy drinks, candy, gum, and opened containers.
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## Behavior & Expectations

### Unsuccessful Day Offenses

- Gum, candy, body contact, sleeping, profanity, misbehavior in P.E. or personal time
- Graffiti/tagging (may add a week)
- Disrespect toward staff or others
- Violations of WISD Discipline Code
- Sagging pants = suspension

**Hallway:** Walk single file, hands behind back, two-tile spacing, no talking.

**Cafeteria:** Talk only at the table, leave the seat with permission, dispose of trash when instructed.

**Restroom:** Four scheduled breaks, never together, verify cleanliness, report damage immediately.

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## Medications & Health

- Nurses may refuse if not in the student's best interest; parent/physician authorization required.
- Only medication that cannot be scheduled outside school hours administered.
- Must be in original, labeled container; parent/physician note required.
- Asthma medications may be self-administered with authorization.
- Fever  $\geq 100.4^{\circ}\text{F}$   $\rightarrow$  excluded until 24 hours fever-free without medication.

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## Bullying

- Includes written, verbal, electronic, or physical actions causing harm or fear.
  - Examples: hazing, threats, teasing, name-calling, rumors, property damage, cyberbullying.
  - **Report immediately** to staff; retaliation prohibited.
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## Discrimination, Harassment & Retaliation

- **Prohibited:** Discrimination or harassment based on race, color, religion, gender, national origin, disability, or other protected class.
  - **Sexual/Gender-Based Harassment:** Includes inappropriate touching, sexual advances, jokes, or relationships between students and employees.
  - Retaliation against reporters or investigation participants is prohibited.
  - **Appeals:** Board Policy FNG (LOCAL).
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## Conferences & Visitors

- **Conferences:** Call **972-923-4695**; staff may request meetings for academic or behavioral concerns.
  - **Visitors:** Enter through the front office, show ID for **Raptor V-Soft** badge, return upon exit. Only listed contacts may receive student info.
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## Emergency Procedures

- Follow staff directions, telephones unavailable.
- **Fire Drills:** Monthly; follow posted instructions.
- **Tornado/Lockdown Drills:** Periodic as needed.

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## Mentoring

- Students select a trusted home campus teacher for transition support.
  - Teacher and Director communicate regarding the student's success post-DAEP.
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## Dress Code

### Shirts:

- Solid collared or round neck; tucked in; no scoop necks.
- Elementary (1<sup>st</sup> – 6<sup>th</sup> Grade): **Green**, 7th–8th: **Black**, High School: **Grey**.
- Max 2 shirts; undershirt white, black, or outer shirt color; no designs.

### Jeans:

- Clean, blue denim; fit at waist; no sagging, bleach, tears, frays, or extra pockets.
- Belt required (plain black/brown, ≤2" buckle).
- No additional garments underneath

### Shoes:

- sneakers/tennis shoes required – Black and or white.
- Crocs are allowed – Black and or white.

### Outerwear:

- Coats/jackets stored in locker; no hoods indoors.

**Athletic Wear:** Prohibited (sweatpants, shorts, spandex, overalls, elastic waistbands).

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## Grooming:

- Hair natural color; tied back if long.
- No makeup, fingernail polish, false eyelashes, eyebrow slits, piercings, visible tattoos with offensive content.

## Jewelry:

- Not permitted; confiscated items returned at exit.

## Searches:

- Daily metal detector: pockets emptied, shoes/socks off, jeans pulled up to the knee; belt removed.

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## Supplies & Electronics

- No personal items (purses, backpacks, ID badges, pens, markers).
- **Electronics:** Phones, headphones, radios, recorders prohibited; confiscated until exit; fines apply.

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## Exiting DAEP

- Receive the **exit form** signed by the Director and the student.
- Report to home campus with form next school day.
- **Good conduct required:** WISD Student Code of Conduct applies; Class I–III offenses may add days.
- Class IV offenses may lead to expulsion; communicated in writing and the parent contacted.
- Goal: Return students to home campus as soon as possible.

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**DAEP**  
DISCIPLINARY ALTERNATIVE  
EDUCATION PLACEMENT

The image features a large, 3D metallic logo for 'DAEP' in a teal-to-blue gradient. Below the acronym, the full name 'DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT' is written in a white, bold, sans-serif font. The entire graphic is set against a dark gray background with a subtle gradient.