

# Schertz Cibolo Universal City ISD

## DAEP

(Disciplinary Alternative Education Program)



**2017 - 2018**  
**HANDBOOK**

# Foreword

## To Students

This handbook outlines the policies and procedures pertaining to student activities. We ask you to read, understand and abide by the rules and regulations stated in this handbook.

## To Parents

The purpose of this hand book is to give you and your child information about the SCUCISD Disciplinary Alternative Education Program. Frequent reference to this handbook will acquaint you with the functions of this school. Please feel free to contact the teachers, counselor or principal any time you feel they can be of service.

Please make every effort to encourage your child to attend school regularly and to be on time. We look forward to working with you and your student.

## MISSION:

The Mission of the SCUCISD – DAEP is to provide a learning environment where students are given the opportunity to achieve academic and behavioral success.

## VISION:

The Vision of the SCUCISD – DAEP is to improve student discipline as evidenced by a decrease in student referrals, a reduced recidivism rate, along with improved student learning resulting in all students passing all classes when they return to their home campuses due to a high performing, caring and competent staff.

## Assignment to DAEP:

Students are assigned to the Disciplinary Alternative Educational Program only after a conference has been conducted to determine the appropriateness of the assignment. In the case of Special Education students, an MDR meeting is convened to determine the most appropriate educational setting. In the case of Section 504 students, a Section 504 committee is convened at the home campus to determine the most appropriate educational setting.

Once a student has successfully completed their assignment to DAEP, they will be admitted back to their home campus.

While assigned to DAEP, students must demonstrate their ability to conform to the school rules.

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## **Attendance**

- Parents/guardians should call by **8:00 a.m.** to notify the school (**945-6413**) when a student will be absent.
- Parents are required to send written documentation explaining their child's absence. Absences will be unexcused if a proper note is not provided within 3 school days. Attendance clerks on respective campuses will be called daily to report student attendance. DAEP staff will keep daily attendance records while students are assigned to DAEP.
- Students who are absent, whether excused or not, are required to make up the day(s) they are absent.
- Staff is on duty beginning at 8:15 a.m.
- Searches begin at 8:30 a.m.
- Students will be considered tardy if not in attendance by the 8:45 a.m. bell. The breezeway gates close and 8:45 am and after that time you must enter the school through the front door to sign in as tardy.
- Every three early pick-ups will result in a day of ISS (In School Suspension).
- The 3<sup>rd</sup> tardy will result in a day of ISS and every tardy thereafter will also result in a day of ISS.
- Campus administration will determine any exceptions to this policy on a case-by-case basis.

For more information on attendance, please refer to the home campus handbook.

## **Releasing Students from School to Persons other a Parent or Legal Guardian**

Students will not be released to an individual other than the legal parent or guardian except when such release is in writing by the parent or legal guardian and can be verified by phone. Students must turn in written notes to the office upon arrival to school so phone verification with parent/guardian can be made.

## **Closed Campus**

During the day, students will not leave the campus unless they have been released by the administrator, or designee. If a student leaves without permission, DAEP staff will:

1. Make every reasonable effort to notify the parent, guardian, or alternate adult specified by parent.
2. Notify the Student Resource Officer.

3. Administer disciplinary measures, as appropriate.

### **Emergency Drills**

Students will be instructed in fire and other emergency drills. Fire drills will be conducted and recorded at least monthly at the DAEP. Emergency exit maps are posted in each room.

### **Transportation**

- If your student is a bus rider and they will not be riding the bus, you are required to notify the Transportation Department by 7:30 a.m. (945-6224).
- If your student does not ride the bus for three mornings and you have not notified the Transportation Department, bus service will be terminated.
- If this happens, the parent will need to contact Transportation to resume bus transportation.
- Busses are equipped with GPS and are tracked and logged to verify pick up times and locations.
- **Bus service can take 3-5 days to start.**

### **Bus Rules**

- Students will sit in their assigned seats and remain in their assigned seats at all times while on the bus.
- Students will be waiting on the curb in the morning for the bus 15 minutes prior and up to 15 minutes after their scheduled pick up time.
- Students will not talk on the bus.
- Student will keep their hands, feet and head inside the bus at all times.
- Students will not bring or use any electronic devices at any time while on the bus.
- Students will comply with all other transportation policies.

### **Student Driving Regulations**

1. All vehicles driven to school by students will be parked in the designated parking area by the tennis courts and must have a student ID tag.
2. The speed limit is 5 mph and reckless driving or speeding will not be tolerated. **Violators will have their driving privileges suspended.**

4. If a student drives to school, they will leave their car as soon as they arrive at school and are not permitted to return to it at any time during the school day without permission from the DAEP Principal or designee.
5. We hold car keys during the school day.
6. **On your 6<sup>th</sup> tardy driving privileges will be suspended.**
7. The designated student parking area is next to the tennis courts only.
8. Students shall provide make, model, color, year, and license plate number of the vehicle they are driving to school.
9. Students are not allowed to carpool to and from school.

### **Counseling Services**

While assigned to DAEP, the services of our school counselor and our CIS representative will be available.

The School Counselor will provide counseling services that mirror your student's home campus counseling services – to include helping your student successfully progress through academic requirements and providing personal counseling.

A Community In Schools representative will be available to your student. The CIS representative provides counseling services and emotional support, tutoring and homework assistance, career awareness and college preparation, dropout prevention, a place to feel support and receive assistance, and access to school supplies, clothing and other referrals as needed.

During the DAEP intake meeting, parents/guardians will be offered the opportunity to sign a permission form for the CIS representative to reach out to your student and provide support. More information on the CIS program can be obtained directly from the on-campus CIS representative.

### **Discipline Management**

The rules at the Disciplinary Alternative Education Program (DAEP) for SCUCISD correlate with the district's Student Code of conduct and are non-negotiable.

### **Rules of Behavior**

1. Students will follow all directives provided by staff.

2. Students will walk in a single file line, on the right hand side of the hallway, from one area to another on campus, without talking.
3. Sleeping is not allowed. Students will keep their heads off their desks and complete all assigned class work.
4. Students must have staff permission to leave their desks.
5. In the cafeteria, students will sit in every other seat in their assigned area. Once seated, students will not change seats and must face forward with no conversation between tables.
6. Students are not allowed to share food.

Persistent misbehavior, while assigned to DAEP, will result in disciplinary action which may include: behavior counseling, parent contact, lunch detention, assignment to the ISS room, out-of-school suspension, denial of early release, an extension of DAEP assignment, School Resource Officer (SRO) contact, and/or expulsion.

### **Social Behavior**

Physical contact is not permitted between students on campus. Students will not have physical contact with another student, **to include shaking of hands, high fives, hugs, fist bumps, etc.**

### **When a Student Threatens to Harm Others**

When a student threatens to harm others, school personnel will notify the DAEP's principal of the threat(s). The principal will then:

1. Notify a SCUCISD Student Resource Officer.
2. Notify the parents or guardian of the student who has made the threat to harm another person.
3. Notify the counselors of students involved.
4. Document the above contacts (date, time, & specifics of the incident)

### **Removal of Students from Campus**

When a student fails to respond to all classroom management interventions, the student will be removed from the classroom and sent to the administrator's office. If the student fails to respond appropriately to the administrator's interventions, after all reasonable efforts have been made, the administrator will:

1. Make a reasonable effort to contact the parent/guardian using the designated (or alternative/emergency) phone numbers. If parental contact is made, the parent will be requested to transport the student home or designate an alternate adult to accept this responsibility.
2. If the student's behavior is aggressive or endangers the safety of himself, herself or others, the student may be removed from DAEP on an emergency basis. The principal may also notify the district Student Resource Officer (SRO) and other administrators, as appropriate.

### **In School Suspension (ISS)**

- As a consequence for behavior problems, an 'assignment' to ISS is one of the tools we will use to address persistent behavior problems and students not in dress code.
- Every 3 detention halls assigned within a 24 hour period will result in a day of ISS.

### **Home Campus Visitation & Participation in Activities**

- Students assigned to a DAEP must stay off SCUCISD and other school district property at all times while they are assigned to the DAEP.
- Students are not allowed to participate in or attend extra-curricular activities sponsored by any school district within the State of Texas. This is in compliance with TEC, Chapter 37, Sub Chapter A, which states that students who are assigned to a DAEP are prohibited from attending or participating in school-sponsored or school-related activities.
- Students will not visit or participate in activities at other campuses in the district.



- Failure to abide by these rules may result in an extension of your placement at DAEP and/or a citation for criminal trespassing.

### **Curriculum & Assignments**

- DAEP is an extension of students' normal core academic classrooms.
- Assignments will closely follow the Scope and Sequence/Pacing Calendars in an effort to maintain the students' readiness for returning to the student's home campus.
- DAEP teachers will provide direct instruction for any content area as appropriate.
- The student will complete assignments provided by the DAEP teachers and the DAEP teacher will share the progress made by the student with the regular campus teachers as appropriate.
- Grades will be provided to the regular campus teachers every 3 weeks for progress report purposes. Core classes will issue weekly progress reports to students.
- Elective teachers from the student's home campus will provide assignments for the DAEP students.
- The home campus elective teacher and the DAEP electives teacher will collaboratively determine how assessments will be conducted.
- DAEP electives teachers will assist students in any areas of difficulty, as appropriate, and receive clarifications from the home campus teachers when necessary.
- DAEP teachers will provide instruction in the areas of Social Skills and improvement of self-discipline.

### **PRE AP/AP Policy - Procedures for students taking advanced courses at the DAEP.**

The following information is included in the "Intake Process Pre-AP/AP Contract for DAEP Placement":

- The DAEP teacher will act as the liaison between the Pre-AP/AP/IB teacher to help ensure student success.

- A Pre-AP/AP student will be expected to complete Pre-AP/AP-level assignments provided by the campus teacher in place of regular DAEP coursework by assigned deadline.
- Pre-AP/AP teachers from the home campus will provide assignments and support materials for each Pre-AP/AP courses for the student assigned to DAEP. The home campus Pre-AP/AP teacher will grade and record all work and communicate with parent concerning grades.
- DAEP teachers will assist students and provide facilitative support (resources, guidance, and home campus communications) in the distribution and return of documents from and to the home campus as well as communicate regularly with the home campus faculty to monitor student progress in place of providing direct instruction.
- Access to tutorial sessions on the home campus will be in accordance with the district policies concerning DAEP students visiting other campuses. DAEP Administrators and Home Campus Administrators will coordinate any campus tutorial appointment with the campus teacher, DAEP student and parent, and DAEP teacher. Student will provide documentation to present upon arrival at home campus. The home campus teacher will meet the student at the door of the front office and escort the student to and from the classroom. The home campus teacher will document the time of arrival and departure of student.
- Students will be expected to remain in the Pre- PA/AP course when they return to their home campus and will take the test associated with the course.

### **Student Progress Reporting**

- DAEP core subject teachers will provide a weekly progress report to the students No Later Than Monday afternoon.
- Parents will be notified when a student is failing or within the borderline range (5 points above passing) of a core subject at the end of each 3-week period. Written notification will be in the form of a progress report mailed to the parent by the home campus.
- Home campus teachers must also notify DAEP of the student's academic progress/grade average to help facilitate recommendations for student reviews or ARD committees.
- The DAEP staff will also keep respective campus administrators, special education staff, and parents advised of the student's behavioral progress.

## **Meals at DAEP**

- Students may bring their own meals or purchase breakfast and/or lunch.
- All meals the student brings from home will be searched and prohibited food items will be confiscated and not returned.
- Students may bring water or flavored drinks that are new and unopened.
- Opened drinks will be confiscated and disposed.
- Students may be provided forms to determine Free/Reduced lunch eligibility.
- **Any money brought to the DAEP will be placed in the lunch account. NO EXCEPTIONS.**
- There are no snack/vending machines or microwaves at the DAEP.

Prohibited food items include:

- Candy
- Sodas
- Energy Drinks
- Gum
- No glass containers
- No large bags of snack items
- Any other food/drink determined to be inappropriate.
- Any drinks or food left after lunch will be thrown away.

Food will not be shared among students, whether brought from home or obtained from the school district, to include purchased/free/reduced breakfast/lunches.

## **Health Concerns**

If a student becomes ill or requires medical attention, the District School Health Coordinator will be notified. If it is determined that the student should be seen by a medical practitioner or be sent home, the student's parent(s)/guardian(s) will be notified.

## **Medications**

- Medication(s) to be taken during school hours must be brought to the office by a parent 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. For prescription medication to be dispensed, the school must have a district approved form signed by the prescribing doctor.
- No medication, prescription or non-prescription, may be carried by a student on his/her person.
- In the event that a student suffers an allergic reaction or has an emergency medical situation, the District School Health Coordinator will be contacted and if necessary EMS will be called. The parent/guardian will also be notified.
- Students in possession of prescription drugs and not in conformity with the guidelines outlined above on possession of such drugs will be deemed to be in possession of a controlled substance or dangerous drug. Students will be subject to the discipline consequences associated with such violations that are listed in *the student code of conduct*; however, students who suffer from asthma, epilepsy, or diabetes will be allowed to carry their prescription medication so long as the student's parent and physician have provided the school with written notice. Students are required to provide the school with back-up inhalers and medications in case of emergencies.
- In the event that a student suffers an emergency medical situation, the office will be contacted immediately.

### **Accidents and Illness at School**

- Parents/guardians are required to provide DAEP staff with contact information (such as a home or cell phone), of a person who can be contacted in case of an emergency.
- Accidents/illnesses will be documented. Serious accidents or incidents will be reported to the home school principal or administrator. If prompt treatment is believed necessary, the parent or guardian will be called and will assume responsibility for further decisions.
- DAEP staff may contact the school nurse assigned to serve the campus. Students who are ill will not be sent home unless parental/guardian contact has been made.
- If emergency treatment is deemed necessary, 911 Emergency will be called.

## Prohibited Substances/Items

- There will be no smoking, use or possession of tobacco products or any other prohibited substance(s) on school property, including lighters and e-cigarettes/vapes. Illegal or inappropriate paraphernalia is prohibited and will be confiscated. Violators will face disciplinary action, as appropriate.
- Cell phones, iPads, computer laptops, iPods, ear buds or any other electronic devices, not previously approved by the staff, are prohibited from being on campus. These items will be confiscated and parents/guardians may retrieve them from campus Administration for a fee of \$15.

## Grooming & Dress

According to researchers, student behavior is influenced by student dress and grooming. Schools have an interest in student behavior because they are responsible for student health and safety and have a need to prevent disruptive behavior. Therefore, student dress and grooming are proper concerns of school administrators and teachers. **Final determination of acceptable dress and grooming rests with the administrator or his/her designee.** In addition to the student's regular campus handbook, the following descriptors apply to all students assigned to the DAEP (unless modified by a student's IEP/BIP).

## Uniformed Dress Code

Students assigned to the DAEP are not required to wear uniforms but must follow the DAEP uniformed dress code.

Students assigned to the DAEP will wear the following clothing items:

- Only full length, blue denim jeans, with belt loops will be worn.
- 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.
- **Plain white shirts**, includes crew neck t-shirts, button up shirt and polo shirts (no logos, brand names, etc.) No V-neck T-shirts.
- ALL shirts will be tucked in.

- Multiple shirts may be worn but they must be all plain white, no designs of any type are allowed.
- Sleeves will not be cuffed.
- Pants will be worn at the waist level.
- Belts will be worn at all times. No over-sized buckles allowed. Belts must be a solid black or brown color.
- Plain (no logos, brand names, or screened) sweatshirts may be worn in the classroom only if they are all white or all black in color. Hoods on hooded sweatshirts will not be worn on the DAEP campus. Sweatshirts and/or sweaters will not be shared with other students.
- Plain black or white tennis like shoes only (no boots, loafers, sandals, etc).
- Shoes must be tied with black or white laces only.
- Shoes will be worn at all times.
- **DAEP staff will determine whether any dress code item is considered appropriate or not.**
- **Coming to school in dress code violation will result in spending the day in ISS.**
- **No phone calls home will be allowed to correct dress code violations.**

### **Prohibited or excluded items include**

- Items of clothing considered under garments will not be worn as outer garments.
- Clothing with holes, torn, or frayed.
- See-through garments/shirts will not be worn as outer garments.
- Gym/athletic shorts will NOT be worn under pants.
- Pants will not be cuffed, folded, tied (string, rubber band, etc.) or stuffed into shoes at the ankles and will not have elastic hems.
- Tank tops, muscle shirts, halter tops, exposed backs or midriffs.
- Caps or other headgear will not be worn inside the building, if worn for inclement weather.
- Chains or studs will not be worn on any part of clothing.
- No jewelry/accessories to include (but not limited to) rings, bracelets, or any type, watches, necklaces, earrings, tongue piercings, eye brow piercings, belly rings, grills, etc. This includes all jewelry regardless of the material it is made of – metal, plastic, vinyl, wood, etc.
- Sunglasses are not permitted in building (unless prescribed by doctor).
- All gang-related clothing or items are prohibited. Gang-related signs, writings, drawings (tagging), wearing rosary beads are prohibited.
- Possession of any form of makeup.

- No hats, bandanas, or other head gear are permitted, including head bands.
- Undergarments that can be seen through the white shirt(s) are prohibited.
- Boots or shoes with steel toes, hard plastics or similar materials, house shoes or bedroom slippers will not be worn. No high-top tennis shoes.
- No backpacks, purses or wallets.
- Appropriate reading material is allowed subject to teacher approval.

Students will not wear clothing that is disruptive to learning. Refusal to comply or for continued violations, students will be sent to ISS and the student's parent/guardian will be contacted. Prohibited items will be confiscated and will be returned to the parent(s) only. DAEP is not responsible for lost or stolen items brought to school. **Students are not allowed to call home for dress code violations.** For students who continue to violate home campus and DAEP rules, the principal or their designee will contact parents to aid in appropriate corrective measures. A parent conference may be necessary to help resolve the problem. Repeated offenses may result in more serious disciplinary action.

## Searches

Ensuring order and safety is a vital part of the educational program offered at the DAEP. To that end, daily searches are conducted as students enter the building, and additional searches may be conducted at any time appropriate school personnel conclude that there is reasonable suspicion to conduct a search. During all daily searches, the following procedures will be used as a guide:

- Males will be searched by males and females will be searched by females.
- Students will take all items out of their pockets and place them in a plastic bin to be searched.
- Belts and sweatshirts will be removed and placed in a plastic bin to be searched.
- No personal items will be retained by students such as makeup, wallets, combs, unacceptable shirts, etc. These items will be placed in an envelope and kept by campus administration. Any prohibited item found will be confiscated and not returned, except to a parent or guardian.
- Pockets will be pulled inside out. Any remaining areas in pockets that cannot be fully exposed by being pulled inside out will be investigated by faculty by inserting their hand into the pocket with their hand facing out, unless circumstances are such that this procedure is not feasible.
- Pant legs and the back of shirts will be patted down.
- Student will remove their shoes and socks for inspection.

- A metal detector will be used to look for metal objects.
- All lunches, books and folders will be searched.
- 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, or found in a motor vehicle owned, possessed, under the control of or being used by the student.
- Upon reasonable suspicion, school administrators may also search a motor vehicle owned, possessed or under the control of or being used by the student.
- Desks and any other fixture or facility provided for a student are the property of the District and remain under the jurisdiction and control of the District even when assigned to an individual student. School administrators may at any time conduct searches or use other detection devices with respect to all desks and any other fixture provided for student use, whether or not the students are present.
- Pursuant to District Policy FNF (LOCAL), students are hereby put on notice that: (1) lockers may be sniffed by trained dogs at any time; (2) vehicles parked on school property may be sniffed by trained dogs at any time; (3) classrooms and other common areas may be sniffed by trained dogs at any time when students are not present, and (4) if contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the District's Student Code of Conduct, and the contraband shall be confiscated.

Administrators, teachers, and other professional personnel will question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA (LOCAL).

### **Use of Metal Detectors**

The deterrence and prevention of the possession of weapons or other dangerous objects as defined by this policy are necessary to promote health and safety within the school setting and to provide a school environment conducive to education and free of the threat of serious bodily harm.



Due to the nature of the DAEP programs, school personnel are authorized to undertake administrative searches by use of a metal detector. School personnel operating detectors must comply with the policies and procedures set forth as found in Policy FNF. The District recognizes that students have rights which have been established and guaranteed by the Fourth Amendment of the U.S. Constitution protecting their right to privacy and freedom from unreasonable search and seizure of property. The policies and use of metal detection devices are designed to effectively deter and prevent the possession of weapons or other dangerous objects in the schools while ensuring that the students' Fourth Amendment rights are not abrogated in the process.

1. The metal detector will be used daily. Students will be allowed to enter the school only through designated entrances. If a metal detector activates upon screening a student, the student will be asked to remove metal objects from his or her person and be screened again. If, after further removal of other metal objects, the metal detector continues to activate for a third time, the student will be asked to remove or identify any object that may be causing the detector to activate. If the student refuses to remove or reveal the metal object which activated the detector, the police will be called.
2. The school staff will inspect the contents of any personal item or parcel which activates the metal detector, for the limited purpose of determining whether a weapon or other dangerous object is concealed therein.
3. All approved property removed from the student will be returned at the end of the day, such as keys.
4. Property removed from the student, possession of which violates the District's Discipline Manual or Student Code of Conduct, will be confiscated and the student will be disciplined in accordance with said disciplinary policies and, if applicable, state and federal law and regulations governing discipline of handicapped students, and returned to the parent/guardian or at the end of the DAEP assignment.
5. A student in possession of a weapon or other dangerous object will be referred to local juvenile or police authorities, in order for those authorities to exercise their jurisdiction with regard to any potential violations of state law. If subsequent actions are taken by said authorities, such actions are strictly the responsibility of local police and juvenile authorities acting pursuant to their jurisdiction and duties under state law, and are not to be construed as action taken by Schertz-Cibolo-Universal City Independent School District.
6. Students who fail to cooperate with school staff undertaking administrative searches may be subject to disciplinary action for insubordination, in accordance with the District's Discipline manual or Student Code of Conduct, or the student's Individual Education Plan (IEP) or Behavior Improvement Plan (BIP).

7. Nothing in the policies and procedures set forth above shall limit authority of school officials to search a student when there is reasonable suspicion to believe that a particular student is in possession of an article which constitutes a violation of these policies or other provisions of the District's Discipline Manual or Student Code of Conduct, or the student's IEP/BIP.

### **Videotapes & Recordings**

A district employee may, without consent of a child's parent, make a videotape or recording of the child if the videotape or recording is to be used only for purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses. Texas Education Code 26.009(b)(I) [See FNG(LEGAL)].

### **Physical Restraint of a Student**

As found in policy FO (LOCAL), a District employee may, within the scope of the employee's duties, use and apply physical restraint to a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
5. Restrain an irrational student.
6. For all student removals, the teacher will contact the principal and reasonable efforts will be made to contact the parent. If parental contact is made, the parent will transport the student home or will designate an alternate adult to accept responsibility for the student (may include probation or police officer). The principal will notify the appropriate campus administrator regarding student removals.
7. The Director of Special Education will be notified when students receiving special education services are removed from the campus.

*Physical Restraint is always used as a last resort.*

### **Student Phone Calls**

Students are not allowed to call home for any reason.

### **Re-entry to Regular Campus**

For students placed in DAEP, the length of assignment will be specified by the home campus principal. Student re-entry to the regular campus will normally require a review of the following criteria:

1. Good citizenship/behavior
2. Good attendance
  - ▶ Everybody gets a 30 day progress review.
  - ▶ Progress reviews include DAEP Principal, Administrator from home campus, student and parent (optional).
  - ▶ The committee reviews grades, behavior, and attendance.
  - ▶ The number of behavior infractions vs. the number of days in attendance data must show that more than 70% of the time students were on task and following the rules to be eligible for an early return to campus.
  - ▶ Students are only eligible to return to their home campus a total of 15 days less than the number of days assigned.
  - ▶ Students with an extension are not eligible for an early return, however, will still have a review.

For students being served under Special Education, the ARD Committee will address criteria in the student's IEP and/or BIP. The principal will make recommendations on DAEP students based on the above criteria when consulting with campus administrators. The principal, counselor, and/or and Special Education teacher(s) will provide input to the ARD committee when reviewing Special Education students. The ARD committee is the final approval authority for any change in placement of Special Education students.

### **ASBESTOS LAW COMPLIANCE NOTICE**

The Schertz-Cibolo-Universal City ISD has complied with a federal law requiring schools to be inspected for asbestos and to develop management plans to address asbestos in schools. As required, each campus houses a copy of its management plan, and a copy of the master plan is housed at the facilities and construction building. These copies are available for public viewing.

Any questions should be directed to the Facilities and Maintenance Department at (210) 945-6243.

A copy of the Home Campus Handbook and the Student Code of Conduct are available on-line or a hard-copy can be provided if requested.