

Lone Star Academy
Disciplinary Alternative Education Program
Policy & Procedures
Parent/Student Handbook



**School Year
2023-2024**

**Lone Star Academy
7000 5th St.
Canutillo, Texas 79835
(915) 877-7677**

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Disciplinary Alternative Education Program

PREFACE

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

This handbook has been specifically prepared for students assigned to the Lone Star Academy *Disciplinary Alternative Education Program*, to provide you and your child with information that is essential for a successful school year. The contents of this handbook will be reviewed with you and your child during the intake conference before student begins attendance at the Lone Star Academy. Please review this handbook with your child periodically to discuss rules and regulations. If you have a question or need clarification about the contents of this handbook, contact a DAEP staff member at (915) 877-7677.

In order to provide the district with assurance that an explanation of the handbook was conducted, you, your child, and the DAEP staff member processing the intake will be required to sign and date the last page of this document. You will be provided a copy of the handbook for your records.

MISSION STATEMENT

To prepare our students to function, academically and socially, by providing educational services that reduce the risk of recidivism upon their return to a regular school environment.

VISION STATEMENT

Empowering the students to obtain the skills to grow socially and emotionally by providing a campus wide positive behavior interventions and supports program including the following core values: **Respect, Responsibility and Safety**

TELEPHONE DIRECTORY

Student Support Services

Student Support Services Executive Director-----877-7650
Dr. Monica Reyes

Administrative Assistant----- 877-7650
Araceli Cangas

Director for School and Community Services-----877-7508
Maria Villarreal

Lone Star Academy Coordinator
Salvador Garcia----- 877-7677

Counselor
Robert Radecki ----- 877-7678

Nurse----- 877-7677
Rebeca Cordova

District Social Worker-----877-7653
Jocelyn Cepeda

Prevention Specialist-----877-7657
Jesus Juarez

Supplemental Ed Services Supervisor-----877-7654
Deborah Garcia

Central Office

Superintendent-----877-7444
Dr. Pedro Galaviz

Administrative Assistant-----877-7444
Adrian Cerros

Associate Superintendent-----877-7475
Dr. Debra Kerney

Administrative Assistant-----877-7475
Christine Hernandez

SCHOOL SCHEDULE

Monday- Thursday

7:45 AM - 8:15 AM (Journaling)

1st- 8:15 AM - 9:00 AM

2nd- 9:02 AM - 9:47 AM

3rd- 9:49 AM - 10:34 AM

4th- 10:36 AM - 11:21 AM

11:23 AM - 12:08 AM (LUNCH)

5th- 12:08 AM - 12:53 PM

6th- 12:55 PM - 1:40 PM

7th- 1:42 PM - 2:27 PM

8th- 2:29 PM - 3:14 PM

3:15 PM - 3:30 PM (Wrap-Up/Tutoring/Student Dismissal)

Friday PLC/SEL

7:45 AM - 8:15 AM (Journaling)

1st- 8:15 AM - 8:50 AM

2nd- 8:52 AM - 9:27 AM

3rd- 9:29 AM - 10:04 AM

4th- 10:06 AM - 10:41 AM

5th- 10:43 AM - 11:18 AM

11:20 AM - 12:00 PM (LUNCH)

6th- 12:00 PM - 12:35 PM

7th- 12:37 PM - 1:12 PM

8th- 1:14 PM - 1:49 PM

1:51 PM - 3:15 PM (SEL)

3:15 PM - 3:30 PM (Wrap-Up/Tutoring/Student Dismissal)

LONE STAR ACADEMY PERSONNEL

Monica Reyes, Admin.; Executive Director, Student Support Services
Maria Villarreal, Admin., Director for Student & Community Services
Salvador Garcia, Administration/Coordinator
Robert Radecki, Counselor
Antoinette Knerl, Social Studies
Lorenzo Melchor, Science
Sara Pugh, Math
Barbara Salais, English
Emmanuel Rodriguez, Special Ed Teacher
Guadalupe Leyva, Instructional Assistant
Monica Devora, Instructional Assistant
Raul Campos, Officer

SCHOOL HOURS

- 7:30 AM - 4:00 PM

STUDENT CODE OF CONDUCT

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

To view or download the Student Code of Conduct, go to
http://www.canutillo-isd.org/policies/student_code_of_conduct

SPECIAL EDUCATION

A parent or guardian has the right to request a special education evaluation at any time. It is best to submit this request in writing to your school's principal or to the school district's special education director. If your child is pre-school age and not yet enrolled in school, send the letter to the district's special education director. **A parent or guardian has the right to request a special education evaluation at any time.**

DRESS CODE

Upon arrival, a DAEP staff member will inspect each student and determine if the student is in compliance with the mandatory dress code. Dress code will be enforced daily. No exceptions! STUDENTS MUST KEEP HANDS OUT OF POCKETS AT ALL TIMES.

Students will not be admitted to class if he/she is not fully in compliance with the dress code.

NOTE: Shirts will be tucked in at all times

Tops & Colors:

All students will wear a **solid white button up dress shirt (No Polos)** and a **black tie**, bowtie, or brooch.

Students must wear a plain neutral (black, white, gray, brown) colored t-shirt with sleeves under their shirt or a camisole.

No words, designs or insignias allowed.

Bottoms & Colors:

All students will wear Docker style **dress slacks**

All solid khaki (tan) or black ONLY

Slacks must be of a classic style pant leg—not too tight, low cut/low rise or wide leg

Bottom Restrictions:

1. No jeans, corduroy, sweatpants, shorts, or joggers.
2. No oversized, baggy, or sagging slacks. Pant size within 1 inch of actual waist size. No “skinny” slacks.
3. Bottom of the pants must be cuffed or hemmed and must break at the top of the shoe.
4. No overall pants, workman’s pants, or painter’s pants. No extra pockets.
5. No undergarments may show.
6. An approved belt of appropriate size and style (plain brown or black leather type with approved buckle) can be worn. Belt must not be a military style belt or have an initial or large belt buckle.
7. Student cannot wear additional clothing under their slacks (shorts, sweatpants, pajamas, leggings, another pair of pants, etc.).

Shoes:

Shoes must be brown, black, grey, or white without words, drawings, or other colors. Sandals, house slippers, Nike Cortez, flip flops, steel toed boots, heels, open-heeled, open-toe shoes, or any type of boot, etc. are not allowed.

The following are **NOT** allowed:

- Watches, jewelry, or body piercings (no exceptions, even if covered) of any kind and no jackets or sweaters.
- Tattoos and hickies may not be exposed-must be covered at all times
- Caps, hats, bandanas, hair nets/accessories, head covering of any type
- Only white, black, and gray socks are authorized
- Distracting hair color or style (spiked, Mohawk, shaved designs, covering part of face/eyes, obvious/unnatural hair color, etc.)
- Extra socks stuffed inside of shoes
- Writing on shoes (pen or marker)
- Nail polish or fake nails
- Eyeliner or fake eyelashes
- Shaved eyebrows (eyebrow(s) will be filled in)
- Long pinky nails or any nails extending past finger edge
- Hair extensions/accessories

Students with long hair may have one black or brown hair tie to contain their hair in one complete ponytail to the rear of their head. Hair must be worn down during pat down procedures and then can be put up in a ponytail.
(No hair clips, bobby pins, etc.)

STUDENT ARRIVAL AND DEPARTURE

7:45 AM – 8:05 AM ARRIVAL

3:15 PM – 3:30 PM DEPARTURE

If a student would like to receive breakfast, the student needs to be in the DAEP building and signed in by his/her parent/guardian **between 7:45 AM - 8:05 AM**.

Once a student has stepped into the building, he/she will receive consequences for any violations (shirt untucked, wearing jewelry, chewing gum, talking on a cell phone, loud or disrespectful conversation, etc.). Sleeves must be rolled down, tie must be on correctly, pants at waist with belt secured properly, and all tattoos/hickies covered with appropriate bandages **prior** to entering the building.

Staff/Security members will also determine if a student is in compliance with the DAEP dress code. Staff/Security will not begin the search nor allow admittance into the classroom until the student is in compliance with the dress code. A student that cannot comply, without DAEP staff providing proper clothing, will have an additional day added on to their stay at DAEP.

In the presence of the student's parent(s)/legal guardian(s) or their designated adult, a search (pat down, emptying pockets, removing shoes and socks, etc.) will be conducted by the DAEP staff or security to determine if student is in possession of any items not allowed at the DAEP (such as notebooks, backpacks, wallets, purses, makeup, jewelry/piercings, chapstick, gum, keys,

watches, money, pens, pencils, cell phones, electronic devices, food, illegal substances, etc.)

Parents/designated adults must wait until search is completed by the DAEP staff or security member. **DAEP staff members will not return any items found during search or brought into the classroom. Items that do not violate the Student Code of Conduct (SCC) found in pocket(s) will result in 1 day added to DAEP stay. Items found that are a violation or are intentionally concealed will result in 20 days added to DAEP stay.** Illegal items will be turned over to the Canutillo ISD Police department. **After search, if a student brings anything into the classroom it will be a 20 day violation.**

Parent/guardian/designated adults are required to sign in student(s) upon arrival and sign out student(s) at departure time. Students will not be accepted or released without a parent/guardian or designated adult. A parent/legal guardian must at least sign the student in or out daily, if not both times. This gives the DAEP staff/security and parent(s) the opportunity to discuss the student's daily behavior and academic progress. Students cannot sign themselves in/out even if they are 18 years or older. Parents that sign out their child during the school day for reasons other than medical appointments or emergencies may cause their child to have to make up the hours missed in class. For every 4 accumulated hours of class time missed, the student will have one day added to his/her DAEP time.

Students must arrive between 7:45 AM and 8:05 AM. **PLEASE REMEMBER TO BE ON TIME.** Both parent and student must be present in the DAEP foyer before 8:05 AM to be considered on time. Three tardies will result in one day being added to the student's DAEP time. All on time students must be picked up between 3:15 and 3:30 PM. Three late pick-ups (3:31 PM - 3:45 PM) will result in one day being added to the student's DAEP time. A late pick up after 3:45 PM will result in one day being added to the student's DAEP time. Ten consecutive days without a tardy or late pick up will result in one day being deducted from the student's DAEP time. If you will be late either in the morning or the afternoon, please call the DAEP staff at (915) 877-7677.

ATTENDANCE

In Texas, students are required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law. DAEP students are **NOT** to exceed the allowed days of being absent. Please be aware that any absence(s) will need to be made up in order to complete the number of days assigned to the DAEP. If a student is signed out for an appointment, he/she will need to have been in class for at least 4 hours to get DAEP credit for that day. Ten consecutive days without an absence will result in one day being deducted from the student's DAEP time. **Each unexcused absence will result in 5 days added to the DAEP stay and the student will cycle back to Level 1 Day 1.**

Attendance Rules

1. Bring the student to the DAEP campus every day.

2. The DAEP staff will take attendance, record absences, and submit to the student's home campus.
3. When a student is absent, the parent(s) must call the DAEP by 8:15 AM.
4. When returning to school after an absence, parent must provide a doctor's note, nurse's note, or a note that describes the reason for the student's absence. This note will be forwarded to the student's home campus.
5. This note must be received within 2 days or a day is added.
6. The parent must provide a note for the student anytime the student is signed out early during the day.
7. Students will not be allowed to use the telephone to request parent(s) to pick them up before the end of the day. DAEP staff/nurse will contact parent(s) if a student is directed to leave by the campus nurse.
8. Illness or family emergencies will be considered excused absences when a note is presented by parent(s). All others will be unexcused. All absences must still be made up whether they are excused or unexcused.
9. DAEP coordinator, DAEP instructional assistants, principals, counselors, attendance clerks, and teachers will work together to enforce attendance rules.

Home visits will be made and possible court action taken if a student has excessive absences as per district policy.

COMPUTER USAGE

Students are to only use the computer/internet when directed to do so by a teacher. They may only go to the specific website(s) as instructed.

Violations of Computer Usage

- Printing documents without DAEP staff approval
- Accessing email account without permission
- Going to any website unless specifically approved by a staff member

Consequences for Inappropriate Use

- Suspension of access to the system
- Revocation of the computer system account
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.
- Days added to student's DAEP time. Each violation = 1 day added (i.e. sending 3 unapproved emails = 3 days added)

COUNSELING

All students will participate in group and/or individual counseling sessions that will be provided for students placed in DAEP, a parent consent form is required. Parents/guardians of repeat offenders and those that have more than one child in DAEP during the current school year will be invited to attend a series of meetings in which parenting classes will be provided. These classes will provide parenting support/ideas. Proof of attendance and participation in these meetings will earn their child (1 day no more than 2 days) off from their initially assigned days to DAEP.

ACADEMICS

Students are required to complete all work for all subjects. DAEP staff/faculty are responsible for the following: English/Language Arts, Mathematics, Science, and Social Studies. Writing will be done in either cursive or standard print only.

Any other style of handwriting is a violation (graffiti, tagging, gang related, etc) which will result in 10 days being added to their placement. If a student does not complete an assignment or homework, 1 day will be added to his/her DAEP time.

CONDUCT

Students are responsible for conducting themselves properly, which includes:

1. Attending DAEP daily and arriving on time
2. Being prepared for each subject with appropriate materials and assignments
3. Reporting to class immediately when notified
4. Being properly dressed
5. Showing respect toward others
6. Refraining from all violations of DAEP expectations
7. Obeying all school rules, including safety rules
8. Cooperating with staff in investigation of disciplinary cases

DISCIPLINE MANAGEMENT PLAN

When a student attends the Canutillo Independent School's Disciplinary Alternative Education Program, he/she will be subject to the rules established by the DAEP staff/security. A student will enter a leveled system of discipline management whereby appropriate behavior consistent with DAEP policies and procedures will allow the student to progress through the levels of placement.

The student is expected to comply with the DAEP policies and procedures. The DAEP staff/security will document problematic behaviors and conduct a conference with parent(s) when the student is signed out at the end of the day or when signed in the next morning. DAEP staff, parent, and student will discuss problem behaviors and possible disciplinary actions.

A student may be expelled if the student, while placed in a disciplinary alternative education program, engages in documented serious misbehavior while on the program campus despite documented behavioral interventions.

All Levels

- Students will be in self-contained cubicles most of the day.
- Students will eat breakfast and lunch in their cubicles.
- Students will ask for permission to leave his/her cubicle for any reason.
- Students will use the computer for some assignments.
- Students will clean/organize their own area regularly.
- Students will raise their hands and wait for permission before speaking out.
- Students will use proper manners throughout the day.
- Students must sit up properly with feet on the floor at all times and with their lower back touching the back of the chair. No leaning on cubicle or hands on face/chin/mouth
- Parents cannot bring food/drink to student(s).
- Students may not look or interact with each other.

Level I

- During a minimum of 10 days of placement in the DAEP, the student will be at level one.
- Students will not use the internet (other than Plato or to complete elective work). Students will not keep the following items at their desk: scissors, colored pencils, markers, pencil cap eraser, or sharpener unless specified by teacher and/or Coordinator.
- Students will not participate in lunch pick up, group activities, or classroom labs/projects unless specified by the teacher and/or Coordinator.
- Students will complete the Behavior Reflection Form during the intake meeting indicating past offense(s). This must be signed by the student and his/her parent/guardian.
- Upon completing 10 consecutive days (without having additional day(s) added), the student will move to **Level 2 and have one day deducted.**

If a student has a day added on, while on Level I, he/she will have to start the level over again.

Level II

- Student may use the computer for classwork completion (PowerPoint, research, etc.). Student will be allowed to have the following items at their desk: scissors, color pencils, markers, pencil cap erasers, and sharpeners.
- Student will be able to participate in group activities and classroom labs/projects.
- Student will be able to use puzzles, coloring, and word searches during down time.
- Upon completing 10 consecutive days (without having additional day(s) added), the student will move to **Level 3 and have 1 day deducted.**

If a student has a day added on while on Level II, he/she will have to start the level over again. The second time a day is added on will result in the student cycling back to Level I Day 1.

Level III

- Student can assist with lunch pickup and use a padded chair.
- Student will be able to work with crafts during down time.
- Student will be able to assist adults in the classroom.
- Student can have computer time to play coolmathgames.com and nitrotype.com upon completion of daily assignments and electives.
- Student will have the ability to go to the game room in the student recreation center upon completion of daily assignments and electives.
- Student will receive a mechanical pencil.
- Student can wear blue or black jeans to school on Friday.
- Student can listen to music on an mp3 player during study hall.
- Student can earn back days for passing grades.
 - On each report card, if the student is passing all DAEP core classes, then he/she will have 1 day deducted off of his/her DAEP time.
 - If the student has all A's and B's then he/she will have 2 days deducted off of his/her DAEP time.
 - If the student has all A's then he/she will have 3 days deducted of his/her DAEP time.

If a student has a day added on while on Level III, the student will cycle back to Level II Day 1. The second time a day is added on will result in the student cycling back to Level I Day 1.

Automatic Level 1 Offenses

- If a student refuses to sign a warning sheet, he/she will have 2 days added to his/her DAEP stay and cycle back to Day 1 of Level I.
- If a student is brought in by a Sheriff/Police officer, it will be counted as a tardy and 5 days will be added to DAEP stay and the student will cycle back to Day 1 of Level I.
- If a student misbehaves during a fire drill/lockdown, the student will have 5 days added to his/her DAEP time and cycle back to Day 1 of Level I.
- If a student throws any object, stands up without permission or writes, draws, gestures, or says anything that is gang or drug related, the student will have 10 days added to his/her DAEP time and cycle back to Day 1 of Level I.
- A student that is suspended while in DAEP will have 10 days added to his/her DAEP time and cycle back to Day 1 of Level I.
- If a student leaves class without permission, the student will have 15 days added to his/her DAEP time and cycle back to Day 1 of Level I.

Repeat Offenders

Students, who are serving their second stay at DAEP, during the same school year, cannot attain Level III status. Students, who are serving their third stay at

DAEP during the same school year, are not eligible for early release and will remain on Level I for the duration of their stay.

Disciplinary Action

Disciplinary management techniques shall be administered when necessary to protect students, school employees, property, and to maintain essential order. Students will be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances. The following are some of the discipline options:

1. Written warnings for minor infractions (talking, gum, shirt untucked, sagging, sleeping/putting head down, etc.) 3 warnings = 1 day added to student's DAEP placement
2. More severe infractions (getting up without permission, disrespectful, rude, aggressive or disruptive behavior, etc.) will result in immediately adding additional days to DAEP placement
3. Cycle back in level system
4. Possible citation by police/sheriff
5. Removal from the DAEP classroom into a safe environment
6. Suspension
7. Possible expulsion

With respect to certain special education students, disciplinary action will be taken after exhausting the interventions called for in the student's IEP and or Behavior Intervention Plan (BIP). Recurring behavior problems may lead to ARD meetings to re-address student's behavioral supports, FBAs, BIPs, and related services.

NOTE: *Students on probation will also result in DAEP notifying juvenile probation.*

Fighting

Fighting is a severe, disruptive activity and is prohibited. Charges can be filed with the proper authorities on any fight. There will be zero tolerance on this issue.

Sexual Harassment

Students must not engage in unwanted/unwelcome verbal or physical conduct of a sexual nature directed toward another student or an employee. This prohibition applies whether the conduct is by word, gesture, picture, electronic communication, or any other sexual conduct, including requests for sexual favors.

SEARCHES

If any situation warrants a more extensive search, the DAEP staff/security member and the legal guardian will do so together.

EXPULSION

Expulsion, putting a student out of the district, is always the last response. It is our belief that each student requires an education. However, if a student engages in documented serious misbehavior while in DAEP, he/she may be recommended for expulsion.

SHERIFF'S DEPT. / POLICE INTERVENTION MAY BE USED FOR:

1. Assault (verbal, physical) on staff or students
2. Weapon on campus
41472. Drugs or alcohol use, possession or sale
33984. Leaving school property without permission during the school day
34496. Destruction or theft of school property
47296. Sexual harassment
39040. Any situation deemed necessary by the administration or DAEP staff/security

Students are not allowed on/near any school campus while in DAEP. Students cannot attend any school-related or school-sponsored activities at any time while in DAEP. Students that violate this policy will have 15 days added to their DAEP stay and cycle back to Level I Day 1.

Any student that withdraws or drops out before completing their DAEP time will be responsible for completing the days that were not served upon re-enrollment in Canutillo Independent School District (this school year or next school year).

Exit Criteria

- Student must write an exit essay about what he/she has learned about past decisions, what changes have occurred, what is appreciated, and what he/she will do in the future so as to make positive decisions.
- Student must be passing all DAEP core classes to exit. If not passing at the time of exit date, the student must wait until he/she is passing all core classes. (Note: If the student is not passing all core classes and is identified as a special education student then an ARD meeting will be held.) If a student's exit date is during a testing week, students might have to wait until the following week to exit.

*****Student cannot exit if still on Level 1 unless he/she is a third time offender*****

Transitioning back to Home Campus

Once the student has completed their DAEP placement, they are issued an exit sheet which includes the most current student grades. Both, the parent and student, will report, the following morning, to their home campus for a meeting with the Principal or Assistant Principal.

The DAEP Counselor will work closely with the home campus counselors or at-risk coordinator to address any necessary concerns related to grades, attendance, and social and emotional needs.

I was given an explanation of the DAEP Policy and Procedures Parent/Student Handbook as part of the intake process.

The following topics were presented:

DAEP Mission/Vision

Telephone Directory

- DAEP School Schedule
- DAEP Personnel
- Student Code of Conduct
- Special Education Evaluation/Eligibility Notice
- Dress Code and Supplies
- Arrival & Departure Procedures
- Attendance
- Computer Usage
- Counseling Consent Forms
- Academics
- Homework
- Conduct
- Discipline Management Plan
- Searches
- Expulsion
- Sheriff's Dept./Police Intervention

I have received a copy of the Canutillo Lone Star Academy (DAEP) Policy & Procedures - Parent/Student Handbook. I have also been offered the option to receive a paper copy of or to electronically access the Student Code of Conduct through the following website: <http://tinyurl.com/CISD-StudentCode-of-Conduct>. In addition, I have received a hard copy of the Updates to Special Education/IDEA Eligibility. My signature indicates that I understand and agree to all rules/regulations of DAEP.

Parent
Signature _____ **Date** ____/____/____

Student
Signature _____ **Date** ____/____/____

Staff
Signature _____ **Date** ____/____/____

Translator Signature _____ **Date** ____/____/____

Updates in Special Education



Contact Person for Special Education Referrals

School:
CANUTILLO ISD

Contact Person:
Elvia Moreno

Phone Number:
915-877-7450

To begin the special education process for your child:


Resources for Families


TEA has created topic specific information for families. Scan the QR code or use the link to access these resources.



direc.to/dVYo

Family members can call or log on to find answers to their questions as well as general information about special education.

 SpEdTex.org

 1.855.773.3839



Beginning with the 2017 school year, the Texas Education Agency (TEA) changed the way it reports special education enrollment in school systems. TEA no longer includes a target for a school system's total numbers of students in special education as part of state monitoring.

For special education representation, TEA only reports on over-representation within certain race, ethnicity and disability categories, as required by federal law. **School systems cannot use this reporting data to delay, deny or prevent a referral for an evaluation for special education services.**



Special education/IDEA eligibility:

The Individuals with Disabilities Education Act, also known as IDEA, is a federal law that gives eligible students with disabilities the right to receive special education services and assistance in school. **To be eligible for special education services, a student with a disability must need instruction that is specially designed to meet the student's unique needs based on that disability.**



Who can request an evaluation for special education?



Parents or Guardians:

A parent or guardian has the right to request a special education evaluation at any time. It is best to submit this request in writing to your school's principal or to the school district's special education director. If your child is pre-school age and not yet enrolled in school, send the letter to the district's special education director.



School:

If the school knows or has reason to suspect that the student has a disability and a need for special education services, the school must refer the student for a special education evaluation.

More information on evaluation timelines can be found at direc.to/dVYR

A parent or guardian has the right to request a special education evaluation at any time.



TEA.Texas.gov/TexasSpEd

