



# HARPER DAEP HIGH SCHOOL

Rick Shore, Principal

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## Student Handbook

### Mission Statement

The mission of Harper DAEP High School is to provide every student with the learning experiences required for academic growth as well as experiences which promote less definable, but perhaps more significant development in physical, emotional, and intellectual areas. Our vision is to ensure that each of our students has a myriad of opportunities to receive the appropriate Free Appropriate Public Education (FAPE) that gives each one the skills to function in our society, not in a residential or sheltered placement. Embedded in this vision are our values of academic achievement and social-emotional development.

### Purpose

A focus of DAEP placement is to address student behavior. The programs at the Harper DAEP High School are designed to help the student:

- Understand that placement is because of unacceptable behavior
- Learn methods for avoiding these behaviors in the future

Opportunities will be provided to help the student increase self-esteem, increase self-control, develop a positive attitude and make behavioral changes. RethinkEd is an online tool in which all students assigned to DAEP will be required to participate. RethinkEd develops self-awareness, self-management, responsible decision-making, relationships, and social awareness skills.

To complete a DAEP placement, students must work through all assigned RethinkEd modules. Refusal to complete modules will result in a student not receiving a review date.

Another focus of the DAEP is the successful completion of academic work. Instruction is provided for the foundation subjects required for grade advancement and for qualifying electives.

### Intake

Students assigned to the DAEP will have an orientation with parent/guardian at the time of registration. Following registration and orientation the student will attend Culture Class the first day the student officially attends class. During the Culture Class the student will be instructed about the rules at Harper DAEP High School and regulations in the DAEP handbook.

The student shall be made aware of social and academic expectations and what the requirements are for the student to return to the regular campus.

## General Information

**School Day** – The school day begins at 8:30 a.m. and ends at 4:10 p.m.

**Transportation**-The building opens at 7:30 am. Parent or designee shall drop off and pick up student at the back gate located at the back of the parking lot/ circle drive. Parents or designee must pick up students who are car riders promptly at 3:50 pm, otherwise DAEP students will be returned to the DAEP classroom and must be signed out through the office.

**Students are not allowed to drive themselves to DAEP.** In the event of an emergency causing parent/designee transportation to be late, DAEP should be notified.

**Change of Address or Phone Number** – It is the responsibility of the parent/guardian to notify DAEP Administrator when there is a change of address or phone number.

**Medication/Illness** – Authorized employees of the district may administer medication to a student in DAEP, provided that the school has received a written request signed by a parent/guardian, along with the **Physician Orders Form** and the medication is in its original container and properly labeled. All medications brought to school will be stored in a secure area, and whether prescription or over-the-counter drugs, the medicine must be given to the secretary. Parent/guardian contact will be made for all students that are ill and unable to perform the required daily program tasks. Students who are sick with a fever or vomiting will be sent home. The student must be picked up immediately from the DAEP campus. Doctor statements may be required in some cases before the student can return to school. A parent upon student separation from the DAEP campus must pick up the student medication.

**Attendance** – State law requires that students attend class 90% of the class days to receive credit. The DAEP staff reports attendance daily. Students shall bring a written excuse from a parent/guardian for absences due to illness, doctor visits or court appearances. Placement time in DAEP may be extended, and the student may be denied credit for unexcused absences.

Students are expected to be present at DAEP each day of their assignment. The DAEP office must be notified by a parent/guardian if the student will be absent for the day. The Harper DAEP High School office phone is (713) 802-4760. Students must bring a note from the parent/guardian and/or medical staff the next day regarding the reason for the absence. Students are required to make up all absences. Excessive absences could result in a loss of credit for that semester. **Students will be marked absent for the day if they are not in class by our official ADA time 10:45 am and will not get credit for attending the DAEP for the day. (Students will be denied entry to the Campus unless they have an official document from the court or doctor's office for their arrival after 10:45 am)**

**Tardiness** – A student is tardy after 8:30 am. For emergency situations, the student shall bring a written excuse from a parent/guardian when they arrive late. The DAEP Administrator will determine unexcused tardies. **Three tardies will result in one day added to assigned days, and a mandatory parent conference.**

**Permission to leave school** – The parent/guardian may sign the student out before he/she is allowed

to leave. Students signed out early may be required to make up the day. Students may not leave the DAEP campus without permission from the DAEP Administrator. **If a student leaves campus without permission they will have three days added to assigned days, and a mandatory parent conference.**

**Campus visits/Extracurricular activities-** DAEP students are not permitted on any school property other than the DAEP facility per state law. This includes all school campuses, parking lots, playgrounds, and playing fields. DAEP students may not attend any HISD extracurricular activities (including out of town as well as in-town events.) DAEP students and their parents shall complete and sign a Notice of Criminal Trespass form during the DAEP Intake. A DAEP student must leave the DAEP campus immediately if suspended from DAEP.

**Computer Use** – DAEP students will be assigned a laptop to be used on the DAEP campus during the time they are on campus. The assigned laptop will be turned back in during check-out and picked back up each morning during check-in. Students are expected to follow HISD rules and guidelines regarding computer use. **Students are allowed to use their personal earbuds with cords when using their school issued laptop. If students do not have earbuds with cords, they will be issued headphones during each class and the headphones must be turned back in at the end of each class.**

#### **DAEP Dress Code**

**SHIRTS:** POLO-STYLE LIGHT GRAY OR BLACK SHIRTS (Plain, No Emblems/Writing)

- Gray or Black sweatshirts can be worn over polo-style shirts when temperatures fall below 70 degrees)

**PANTS:** UNIFORM-STYLE KHAKIS (No shorts, no saggy pants, no khaki jeans, or cargo style pants)

**SHOES:** SNEAKERS/TENNIS SHOES (No solid blue or red shoes)

#### **Prohibited Items- In addition to those items in the Houston ISD Code of Conduct**

- Communication devices or electronic equipment (cell phone, iPod, MP3, game devices, AirPods, headphones)
- Backpacks, book bags, purses, wallets
- Cosmetics and toiletries of any kind, other than sanitary napkins
- Jewelry, Sunglasses, Head wear
- Outside items that are irrelevant to the learning process
- Hoodies, or coats
- Students cannot bring more than \$10.00 to school each day.

All students' belongings will be collected at check-in and will be distributed back to the student during check-out at the end of each school day.

Prohibited items shall be taken up and held subject to the DAEP Administrator. All students entering the building are required to go through a metal detector and are subject to random searches.

If a student arrives out of dress code, a parent/guardian may be contacted immediately. If parent/guardian cannot bring an acceptable change of clothes, DAEP will provide acceptable dress as supplies allow. All dress code decisions are at the sole discretion of DAEP administration and are final.

## **CONSEQUENCES:**

**1st Offense** – Parent phone call and student can change into uniform provided by the school.

**2nd Offense** – One day added to assigned days, and a mandatory parent conference.

**3rd Offense** – Three days will be added to assigned days, and a mandatory parent conference.

## **Student Responsibilities**

- Attend school on time, in dress code and complete assignments with acceptable quality daily
- Follow guidelines, procedures, and class rules
- Sign statements acknowledging the DAEP Handbook requirements

## **Parent/Guardian Responsibilities**

- Ensure your student complies with attendance requirements. Promptly send a signed note for absences or tardies. Call Harper DAEP High School when student is absent (713) 802-4760.
- Send your student to school alert, rested, ready to work, and in dress code
- Cooperate with the DAEP staff to maintain a quality program for your student
- Sign statement(s) acknowledging the DAEP Handbook requirements

## **Campus Procedures and Classroom Rules**

- All students are required to follow the Houston ISD Student Code of Conduct
- Maintain their academic work while assigned to DAEP
- Be on time each day
- Be considerate and respectful to classmates, staff, and visitors
- Keep hands/feet to yourself
- Do not touch what is not yours
- Keep your chair/desk legs on the floor at all times
- Keep your work area clean and orderly
- Destruction of school property is considered vandalism and prohibited. All offenders will be required to pay for all repairs and may be assessed a fee for the materials and labor done by the district and are subject to disciplinary action according to district policy
- Arrive clean, well-groomed, and in compliance with the dress code
- Complete all assignments
- Follow directions the first time and stay on task
- Food and/or drinks are only allowed during breakfast and lunch
- Treat others as you would like them to treat you
- Always demonstrate respect
- **ABSOLUTELY NO SLEEPING DURING CLASS**
  - ❖ **(If a student refuses to keep their head up and engage in the lesson the student will not get credit for attending school for the day, and the parent/guardian will be required to come sign the student out for the day)**

- **ALL STUDENTS MUST REPORT DIRECTLY TO CHECK-IN WHEN THEY ARRIVE ON CAMPUS**
- **ALL STUDENTS MUST LEAVE CAMPUS IMMEDIATELY WHEN THEY ARE RELEASED TO GO HOME AND CANNOT REENTER THE CAMPUS UNTIL THE NEXT DAY OF SCHEDULED CLASSES**

### **Extracurricular Activities**

Students assigned to DAEP are not eligible to participate in competitive athletics or any other school related extracurricular or social activity. Students in DAEP are not allowed to be on any HISD campus. Violation of this policy will result in extended days in DAEP and can result in the filing of criminal trespass charges. Loitering (hanging out) across or close to the various schools or school-related activity is considered a violation of this policy.

### **Discipline Management**

Harper DAEP High School is an alternative to expulsion from HISD; therefore, any breach of the Student Code of Conduct while assigned to DAEP is grounds for expulsion.

Warnings: Students are given choices to make by responding to positive reinforcement. Clear warnings are given and documented. Student behavior reports will be reviewed before all referrals are assigned.

### **Code of Conduct and Referrals**

The Houston ISD Student Code of Conduct applies to DAEP students. Failure to comply may result in loss of privileges, additional days added to assigned days, suspension, or expulsion. Consequences will be determined by the severity of the violation. Discipline will be strict but fair and consistent.



**Sonia Alvarez, School Secretary**  
**Maria Gonzalez, Business Manager**

**Tamara Brown, Assistant Principal**  
**Tracy Cooper, Assistant Principal**  
**Lakeyshure Marzell, Assistant Principal**