

Taylor Independent School District

Disciplinary Alternative Education Program



2024-2025

STUDENT AND PARENT/GUARDIAN HANDBOOK

1004 Dellinger Drive
Taylor, TX 76574
Phone: (512) 365-8089
Fax: (512) 365-1058

Administration and Staff

Daniella Ogundare	Director of Taylor Opportunity Center
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Matthew Wamble	Principal of Taylor High School
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Steven Vigil	Principal of Taylor Middle School
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Daniel Thomas	Achievement Center
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Rebecca Bartoli	Counselor
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M. Hicks	Teacher
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E. Ackerman	Teacher
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D. Jones	Teacher
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D. Sutton	Teacher Assistant
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M. Gault	Teacher Assistant
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Table of Contents

Administration and Staff	2
TISD Mission & Vision	6
TOC Placement Process	6
Point System	7
Campus Procedures	8
Arrival and Attendance	8
Search Expectation	9
Possessions	9
Electronic Devices	9
Meals	10
Transportation	10
Medication and Health Concerns	11
Parent/Guardian Responsibilities	12
Academics	12
Grading	13
Assessments	13
Student Expectations	13
Dress Code	14
Discipline	15
Surveillance Cameras	16
Rules for Conduct	17
08/01/24	

Disruptions	18
Bullying	18
Sexual Harrassment/Sexual Abuse	18
Intervention	19
Transition Meetings	20
Nondiscrimination Statement (All Grade Levels)	22

These guidelines are a supplement to the District Student/Parent Handbook, Taylor High School and Taylor Middle School Student Handbook and Student Code of Conduct. Students and parents must agree to follow all guidelines and procedures in all publications.

IN TAYLOR ISD WE BELIEVE...

... EVERY student has unique potential and shall engage in opportunities to grow in a safe environment through multiple approaches to learning.

... families are partners who will be informed and supported in the educational process to help students discover their unique potential.

... our empowered faculty and staff utilize their respected skills to serve as student advocates for the whole child.

... our accessible campus leaders foster community relationships and demonstrate effective communication, servant leadership, and instructional leadership to guide faculty and staff towards our vision.

... the Superintendent and district leaders are forward thinking, strategic, and accessible partners to our community that empower staff to help students achieve their unique potential.

...the Board of Trustees is a collaborative team, anchored in tradition, with a vision towards the future and a connection to the community, inspiring exceptional workplaces and excellence in student outcomes.



MISSION

Inspire, Equip, and Empower Every Student
to Achieve Their Unique Potential.

VISION

Intentionally Empowering the Whole Child

TOC Mission

At Taylor Opportunity Center, we inspire, equip, and empower all students to achieve their unique potential through valued relationships, positive community engagement, an enriched campus, quality instructional strategies, restorative discipline, and proactive interventions.

TOC Purpose

Taylor Opportunity Center is the Disciplinary Alternative Education Program (DAEP) for Taylor ISD. The primary focus of the DAEP is to provide intervention, both academic and behavioral. The programs at the DAEP are designed to help the student understand that the behavior is unacceptable, how to avoid the behaviors in the future, and investigate possible reasons for the behavior.

TOC Placement Process

After the Discipline Hearing

- The family will be provided with a copy of the placement order.
- The campus administrator will schedule the TOC Orientation. An orientation session will be held prior to admission to the DAEP program.
- Parents are required to attend the orientation.

Orientation

During the orientation, the parent/guardian and student will learn about the services provided, the class schedule, discuss the behavior of concern, and identify any opportunities to support the family. Parents will complete a needs assessment, a family information sheet, as well as verify access to email and phone. The student will also participate.

Orientation Agenda

- Review Folder Forms
- Introduction & Welcome
- About TOC
- Student Handbook
- Point Cards & Early Release

Note: If your child is on medication, please deliver all prescription and/or over-the-counter medication directly to the TOC Office.

Length of Placement

The number of days a student is placed in the DAEP program is determined by the home campus administration during the removal conference. The actual number of days served will depend on the following factors.

- Behavior - Days must be considered “successful” to count towards placement completion. A successful day is defined as earning the required number of points for the day to count. Misconduct can also result in days being added to a student’s placement.
- Attendance - Absences will not be counted towards completion of a student’s placement. All (excused and or unexcused) absences will result in the student having to make up the day missed.
- Academic Performance - Students must make satisfactory progress in each of their classes while at DAEP. That is defined as moving through the required work at a pace consistent with the home campus.

Appeal

It is **MANDATORY** that referred students and the student's parent(s) or guardian attend the TOC orientation session. Students must enroll at TOC while awaiting the results of any appeals. If students do not attend TOC while they are awaiting the results of their appeal, the TOC will report their unexcused absences for truancy to the district attendance team. If a student misses too many days of school for any unexcused reason, a truancy order for excessive absences will be filed against the student and the parents. Absences do not count towards the student’s completing DAEP Placement.

Taylor Opportunity Center (TOC) Behavior Point System-Observation Log

The TOC has implemented a point system based on student behavior. Students earn points for the day at TOC based on their behavior. The student must earn an equal amount of successful days to their placement in order to complete his/her assigned time. Students may “repair harm” during the day and may recover themselves on their behavior log, by correcting their behavior and helping out around the classroom. If students do not earn a successful day on their behavior log, the day will not count towards their placement. A copy of the Point Log can be found in the Appendix of this handbook.

Early Release Eligibility

Depending on the discipline infraction and the student’s discipline record for the current school year, the student may be awarded a 10, 15, or 30 day review as stated in the placement order. If a student shows perfect behavior and attendance during the period of the review, then the student may qualify for early release. A meeting will be held between the student, TOC Coordinator, and the student's AP to discuss if the student is ready to return back to home-campus or if they need to stay their whole placement at TOC.

Campus Procedures

Arrival

- TOC school hours are 8:00 a.m. to 3:30 p.m. on Monday – Friday.
- Students will arrive at campus between 7:30 a.m. and 8:00 a.m. to go through searches.
- Any student who arrives after 8:00 a.m. will be considered tardy.

Dismissal

Students will be dismissed from class at 3:30 p.m.

Leaving Early

For students leaving early:

- Parents must submit a note indicating the time, date, and reason for the early release.
- Anyone checking out a student must be a designated contact on the student's Frontline account.
- The authorized person checking the student out must show a valid driver's license prior to signing out the student

Leaving school early may result in a day not counting towards the days served at DAEP.

TOC (DAEP) Attendance Policies

- Please notify staff (512-289-8089) before 9 a.m. on the day the student is absent. Please also notify transportation by 7a.m. (512-365-5584) if the student requires transportation that day. Notes are required from the parent/guardian and/or medical staff for each absence.
- Unexcused Tardy- Students will not be allowed to enter the building without being accompanied by a parent/guardian after 8:15 a.m.
- Unexcused Tardy- Students will be not allowed in the building after 9:30 without an excused absence/note.
- A student who is tardy to school may be assigned to detention. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.
- In order to receive full credit for a school day, the student must remain at school until 3:30.
- If the student leaves school for any unexcused reason, it will count as an unexcused absence and he/she will not receive credit for the day.
- An excused absence is considered a signed doctor's note, legal note, or anything within that nature.

08/01/24

Search Expectations

All students at TOC will be searched daily. The search will consist of the following steps:

- When students walk into the building, they must remove their socks and shoes to be searched by staff.
- The student will then walk through the metal detector.
- Students will then be wanded and “pat” searched (by a staff member of the same gender) and the students’ pockets, socks, shoes, hems, and waistbands will be searched for prohibited items. Prohibited items found will be confiscated with the student subject to disciplinary action based on the item found. A list of prohibited items can be found with the Dress Code in the Appendix of this handbook.

Possessions

Students may NOT bring ANYTHING on the bus, on TISD transportation, or to the TOC property except a SINGLE house key. All possessions, including money and their school issued iPad, will be held until the end of the placement. Items not picked up by the end of the TOC placement will be donated.

We will provide the students with any supplies needed to work on assignments. The TOC teachers will provide students with computers to be used for instructional purposes at the teacher’s discretion if students prove they are unable to use the school issued iPads.

Electronic Devices

No electronic devices are allowed at any time during a student’s placement at TOC. If a student brings an electronic device, it will be confiscated and held by the campus administrator until a parent can pick it up. This includes, but is not limited to, laptops, iPads, cell phones, mp3 players, air pods, and games. If a student is found with an electronic device on him/her, in order for the student to have a phone (or other electronic device) returned, a parent/guardian must pay \$15 and the parent/guardian is the only one to pick up the device.

Meals

Students will be provided a light breakfast and a hot lunch. Breakfast is free and regularly priced lunch is \$3.15. Food, drinks or utensils may not be brought to the TOC. Cafeteria accounts must be paid weekly or for the entire time that a scholar is assigned to TOC. Parents/Guardians must keep accounts updated at myschoolbucks.com

- Students may not bring any outside food into DAEP.
- No drinks or cups may be brought into the building. They will be confiscated and thrown away.
- Students are not allowed to have fast food or restaurant food delivered to the campus by anyone including parents/guardians.
- Students are allowed to socialize during breakfast or lunch as long as they remain in their seats and they are following procedures provided by staff.

- Students must eat their own lunch and will not be allowed to provide or share lunches with other students. Likewise, parents/guardians will not be allowed to provide lunches to other students.

Transportation (Students who ride the bus only):

Parents are responsible for contacting the Taylor ISD Transportation Department at 512-365-5584 to request transportation to DAEP.

The TISD Transportation Department is committed to ensuring the safety and well-being of each student. All students being transported by District transportation vehicles are under the authority of the bus driver and must comply with his/her requests. Any student failing to follow the rules and procedures will be written up on a Bus Misconduct Report that will be turned in to the Director of Transportation (this includes all violations of the District Student Code of Conduct). The TOC administrator will determine appropriate disciplinary measures which may include temporary or permanent removal of the transportation privileges. Parents/guardians of students who damage transportation vehicles are responsible for retribution to TISD. In addition to compliance with the Student Code of Conduct, students are expected to comply with the *Buses and Other School Vehicles* rules listed in the District Student/Parent Handbook.

Students who refuse to comply with bus procedures and/or safety rules are subject to the consequences listed in the Student Code of Conduct (See Removal from the School Bus).

Suspension of transportation privileges does not excuse a student from attending school. It is the responsibility of the parent/guardian and/or student to make alternate transportation arrangements to and from school.

NOTE: SEVERE MISBEHAVIORS MAY RESULT IN IMMEDIATE BUS SUSPENSION.

The following are prohibited on the bus:

- Nicotine Vapes
- THC Vapes
- Any kind of vapes
- Any kind of bottles
- Food
- Any kind of bags

Nothing is allowed on the bus.

Medication and Health Concerns

DAEP does not have a nurse on campus. The campus principal or designee will be responsible for dispensing approved medications.

- Parents/Guardians are responsible for notifying the DAEP administration of any medical needs and provide the staff with their child's updated medication, inhaler, epipen, nebulizer, etc. as prescribed by the child's physician/medical personnel. All appropriate medical permission slips must be completed. Staff will follow the health care provider's instructions. (Forms- Healthcare provider instructions for giving medications in school, Anaphylaxis Treatment plan and Physician's Order Form, and the TISD District Student Information/Medication Form). This form must be signed by both student and parent.
- The medication must be in the original container and have the student's name printed on it. Expired medication will not be administered. No loose medication will be accepted by staff. All medication must be checked in by the parent/guardian upon arrival. Students in possession of medication will be in violation of school policy. We DO NOT administer over the counter medications at any time nor will medication be released to a student. Parents/Guardians are responsible for picking up a student's medication, including epipens or inhalers, at the end of placement.
- Over the counter medications and/or personal hygiene items are prohibited. This includes aspirin, pain or allergy relief, cough drops, Chapstick and personal hygiene items such as lotions or colognes.
- Parents/Guardians are responsible for notifying the DAEP administration of any food allergies and/or dietary restrictions. Documentation of food allergies and/or any dietary restrictions must be given to DAEP administration.

Visitor Guidelines:

Visitors are prohibited from campus with the exception of law enforcement, probation, CPS, or other state-mandated agencies with proper ID.

Exit Procedures:

When a student has completed their DAEP placement and is ready to return to his/her home campus, transition will include:

- Notice of the student's return date to the parent/guardian and home campus personnel.
- An assessment of the student's overall performance at DAEP.
- Coordination of the student's transition between the DAEP administration and home campus administration to include a transition plan and meeting

Parent/Guardian

Parent/Guardian support and assistance is very important in a student's placement. Please use this list as a quick reference sheet while a student is attending the TOC:

- It is mandatory for parents/guardians to attend orientation, transition meetings, and scheduled parent/guardian conferences.
- Staff will work to schedule and communicate required meetings in advance.
- Parents/Guardians will adhere to all of the guidelines and rules in this handbook.
- Students should arrive at school no later than 8:00 a.m. to the TOC entry area.
- Staff will begin student check-in at 7:30 a.m. and conclude at 8:00 a.m. If parents/guardians arrive before check-in, they must stay with students until check-in begins.
- Parents/Guardians may **NOT** drop a student off before check-in and leave them unsupervised, nor pick them up later than **3:45 p.m.** Students left unsupervised in the morning or afternoon by a parent/guardian may be transported home by campus leadership, TISD Student & Family Support Services, Child Protective Services, or Local Law Enforcement.
- TOC is a closed and secure campus. For any visitation needs, simply call and communicate the need with the time of visit so access can be granted. All parents/guardians must sign in at the front office. If picking up a student, parents/guardians must wait in the front office for their student and must show identification and be on the student's contact list to pick up the student. No visitors are allowed on the TOC campus.

Academic

Courses Offered

- DAEP course and curriculum align with the high school and middle school curriculum.
- All core subjects (Math, Science, Social Studies, English) are included.
- Elective courses are part of the curriculum.
- Edgenuity (computer-based instruction program) will also be provided.

Grades/Grading

TOC will follow the home/sending campus grading guidelines.

All Students (6th-12th Grade): The DAEP staff will assume the role of an academic advocate for each student while serving their placement. Staff will take the opportunity to provide one on one and small group instruction to ensure student academic well being.

- Grades are calculated according to district, campus and departmental policy.
- The home campus teacher will grade all student work and is responsible for providing feedback to the corresponding DAEP teacher on needed remediation based on student work. The student's home campus teacher is responsible for entering all student grades. Parents are encouraged to check student progress online through the parental portal.

State-Mandated Assessments

Students at certain grade levels will take state assessment tests as well as other measures of achievement. See Standardized Testing in the District Student/Parent Handbook for more information.

Student Expectations

All students are expected to follow the TISD Student Code of Conduct as well as all campus expectations and procedures. Violations will result in unsuccessful days, additional days, suspension, or expulsion from the district to JJAEP.

The TOC school day starts at 8:00 a.m and ends at 3:30 p.m. every day.

Students must arrive between 7:30-8:00 a.m. and be picked up no later than 3:30 p.m.

Students MUST:

- Arrive on campus in proper TOC dress code (outlined below).
- Follow dress code requirements at all times while on TOC school grounds.
- Comply with a search before going to class and when needed.
- Follow campus and classroom expectations
- Respect the directives of administrators, counselors, teachers, and staff

Students may NOT:

- Use profanity or disrupt the learning environment.
- Bring any unapproved items with them to campus.
- Sleep or put one's head down anytime during class. If a student is not feeling well, he/she can report to the office for evaluation.

- Write or draw on assignment folders, textbooks, library books, or any other school property.
- Bring or have outside gum, food or drink on campus.
- Take TOC books home without permission.
- Bring any prohibited items to TOC.
- Draw, write or display anything that could cause others to believe that the student is affiliated with a gang.
- Damage or destroy TOC property. The student and his/her parents/guardians may be held financially responsible for damaged or destroyed property.

Dress Code

- Students arriving on campus out of dress code may not be allowed to enter the building or could be placed in isolation until the dress code violation is corrected.
- All students will be required to follow the dress code:
 - Students will wear the TOC uniform.
 - Coats and jackets without hoods may be worn to school but will be searched and taken up until the end of the day.
 - Close-toe shoes shall be worn at all times. Only black, white, or gray shoes are permitted. Shoes should be appropriate for identified physical and instructional activities. Shoes with taps, wheels, lights, house shoes/house-slippers are not allowed on campus.
 - If shoes have laces, the laces can only be black or white.
 - Socks may not have any references to drugs, alcohol, or gang affiliations.
 - No jewelry is permitted, including smart watches, grills, rings, necklaces, bracelets, toe rings, facial, or body piercings. *Plastic spacer jewelry is acceptable.*
 - No belts are permitted.
- The Taylor ISD Dress Code requirements for students in the middle and high school will also apply to all students assigned to TOC. Dress code policies are in effect upon arriving on school property and will remain in effect until the student leaves school property. This includes indoor facilities and outdoor school grounds.
- Refusal to comply with the dress code will result in disciplinary action.

Hallway Expectations

- Students are not allowed in the hallway alone; they must be escorted by an adult at all times.
- Students are to walk single file down the hallway, males in front of the line, females at the end of the line.
- There is not to be noise in the hallway; students are to be silent as they walk to and from their designation.

Bathroom Expectations

- Only one student is allowed in the bathroom at a time. Students are to use the restroom during scheduled times only, unless during an emergency. If a student persistently uses the bathroom out of scheduled time, points will be deducted from their day.
- Bathrooms are to be checked by a staff member before and after each use.

Classroom Expectations

- Enter the classroom quietly and begin warm-up or bell ringer activity.
- Sit properly in the assigned seat and stay in the assigned seat the entirety of the class.
- Follow all staff instructions and meet all expectations set.
- Refer to class social contract to determine proper ways to communicate and move through the classroom environment. Ask a teacher to clarify if one has questions about classroom movement or communication.
- Use appropriate social skills and replacement behaviors.
- Model campus values: Respect, Responsibility, and Safety.
- Be alert, On task, and On target. Complete all assigned tasks.

Classroom Procedures

- Student work area must be clean and neat, with the student sitting in his/her assigned chair prior to departure.
- One pencil/pen will be issued daily and should be turned in at the end of the day.
- Students should ask for help/ask questions.
- The teacher dismisses the class and, if a student leaves the class before the teacher dismisses, this can result in detention.
- Computer usage is for directed academic purposes only (unauthorized use will mean suspension of privileges). Students should shut down computers after each use. Inappropriate classroom behavior will result in a loss of music privileges. Movies, Music Videos, Games, Social Media, Google Hangouts are NOT allowed at any time.

Supplies

- The TOC (DAEP) will provide all necessary school supplies and textbooks unless noted otherwise.
- All other outside materials and supplies will not be allowed onto the TOC campus.
- Abuse or damage of school property will result in disciplinary action including reimbursing the school.

Discipline

Searches – TOC (DAEP)

Students are searched every morning upon arriving at TOC. Students may be searched randomly upon entering the TOC (DAEP) campus and at other designated times at the staff's discretion. Coats or any other item of clothing worn due to weather will be searched and confiscated for the day and students will not be allowed access to these items during the school day. These items will be returned at the end of the day. Non-required items are not allowed to be brought on the TOC campus. Females may bring personal hygiene products. This will also be searched and only be in the possession of the student when using the restroom. Searches include a basic pat down, removal of and check of shoes and socks, walking through a metal detector, and metal detecting wand. The Principal/Coordinator has discretion on all questionable items.

- Confiscated items will not be returned to the student. Do not bring any items into the building.

Surveillance Cameras

To maintain discipline, order, and safety at TOC (DAEP), surveillance cameras are installed in the classrooms, hallways and office area.

General Conduct

The objective of DAEP is to help students learn how to behave and operate within the boundaries of school policy.

The key element in having a successful day is for the student to remember to be Respectful in every situation, Responsible, and Safe. Partial compliance or cooperation is the same as non-compliance and non-cooperation. Less than immediate compliance and cooperation is the same as non-compliance and not cooperating.

In addition to normal school consequences of inappropriate school behavior such as detentions and suspensions, DAEP will employ additional measures related to physical training and removal from class into an isolation room. All methods of consequences from a redirect to expulsion will be in proportion to the level of the inappropriate behavior.

If a student commits an infraction that requires a state-mandated automatic DAEP placement while currently serving in DAEP, another DAEP hearing will take place and an additional amount of time can be mandated. Persistent misbehavior while in DAEP can ultimately result in another concurrent DAEP placement. Severe infractions of policy can result in expulsion and JJAEP placement.

Extra-curricular Activities/Criminal Trespass Warning:

Students placed in the DAEP are not allowed to attend and/or participate in any extracurricular activities, school-sponsored, or school-related activities at their home campus and/or any other TISD campuses at any time during their DAEP placement.

TOC (DAEP) Rules for Conduct (additional expectations are relayed as needed)

- Administrators and staff have full authority over student conduct at all times, including before and after school on district premises, including the TOC (DAEP) bus.
- Students are subject to the Student Code of Conduct, the District Student/Parent Handbook, the TOC handbook and their home campus handbook.
- Students are not allowed on any district campus and are prohibited from participating in school-sponsored or school-related activities during the term of placement in the TOC (DAEP).
- Breaks:
 - Parents/guardians must provide a written note from a physician if a student has an illness or condition that requires frequent bathroom and/or water breaks.
- Students who recognize they are having behavioral difficulties may request assistance.
- Students may be allowed to leave the class for assistance or to take prescribed medication or over the counter medication provided necessary permission has been given in writing from a physician and/or parent.
- Students engaging in negative behaviors (persistently) or serious misconduct will be disciplined in accordance with the TOC (DAEP) rules and the Student Code of Conduct.
- Students are required to follow the District Acceptable Computer Use Policy (see TISD Student/Parent Handbook) or be subject to disciplinary action as prescribed in the policy, including loss of computer privileges and criminal charges where appropriate.
- Removal from Class - A student removed from class for repeatedly disrupting or being non-compliant that interferes with the educational process will report to the Behavior Specialist.
 - The student is expected to serve discipline instruction before being allowed to re-enter class.
 - If the student refuses to serve discipline instruction, the student will report to the Principal/Coordinator.
 - Continued refusal may result in suspension or more severe disciplinary action.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, entrance, or a hallway of a District building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on district property or on public property that is within 300 feet of District property.
- Interferes with the transportation of students in District vehicles.

Bullying or Taunting Behaviors

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the TOC (DAEP) and Student Codes of Conduct.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect, avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District encourages parental/guardian and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents/guardians are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or another staff member. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the

08/01/24

Student Code of Conduct. The student or a parent/guardian may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). [See also policy FNC(LOCAL).]

Sexual Harassment/Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Deputy Superintendent. The student or parent may appeal the decision regarding the outcome of the outcome of the investigation in accordance with policy FNG(LOCAL).

Intervention

Guidance and Counseling

Guidance and counseling services play a significant role at the Taylor Opportunity Center. The goal of the counseling program is to provide individual and/or group counseling as needed. Areas often addressed include academic guidance, self-esteem, interpersonal relationships, decision-making, character education, law related education classes, mediation, and personal concerns. Licensed counselors are available to assist students and immediate family members. Parents/Guardians are strongly encouraged to discuss concerns and make counseling requests for their child during parent orientation

Special Education

Students who experience exclusionary discipline may have unidentified disabilities that impact their learning. In accordance with House Bill 3928, any parent or guardian of a student placed at the Taylor ISD DAEP has the right to request a full and individual

08/01/24

evaluation (FIE) when returning to their home campus. Please note, this provision does NOT apply to students who are already served by Special Education Services. For more information, or to request an FIE for your student, please contact Stephanie Hartman, Director of Special Education for Taylor ISD, 3101 N. Main Street, Suite 104, Taylor TX, 76574, 512-365-1391, shartman@taylorisd.org.

Transition Meetings

The transition services established for a student who is exiting a DAEP and returning to the student's locally assigned campus shall be implemented and updated annually as needed.

The transition procedures shall include:

1. An established timeline for the student's transition from the DAEP to the student's home campus or if the student (only High School) will be transitioning to TASC.
2. Written and oral communication from the DAEP staff to the locally assigned campus during the student's assignment to the DAEP, including the student's educational performance and tasks completed.
3. Students must obtain a signed Completion document from the TOC Coordinator. The same applies for Achievement to Home-Campus.

Transition Process at Taylor Opportunity Center

Before a student returns to his/her home campus, staff will determine if the student:

1. Has met the point requirements for the amount of days assigned,
2. Has mastered the assigned SEL skills/lessons and determines if the release date aligns with transition from TOC to home campus.

The Transition Meeting will consist of the student, parent, home campus administrator, home campus counselor, TOC administrator (or designee), TOC counselor (if available), other service providers connected to the family, and law enforcement (as applicable).

The meeting will occur at least 5 days or less to the student's return to his/her home campus.

Transition meetings last around 60 minutes depending on the student and family needs. The meeting will review the student's academic, attendance, and behavioral strengths and progress. Next, the team will review and revise the recommended plan for success at the home campus. This campus practices restorative justice, so the meeting format will resemble a restorative circle.

- A student's anticipated transition date is set on the first day at the DAEP and adjusted based on the scholar's progression with the point system.

08/01/24

- A script was created so the admin or his/her designee could conduct the transition meeting in case of absences, conflicting meetings, or campus emergencies.
- A meeting invitation is sent to all service providers and relevant family members.
- The 3-page action plan is assigned to the campus administrator and counselor to oversee implementation at the home campus
 - **Behavior Document** - Each student will leave with a plan to reinforce the replacement behaviors. This plan recommends behaviors for teachers, counselors, and administrators. This plan also recommends service providers as needed.
 - **Academic Document** - The TOC teachers will provide feedback and recommendations for the home campus teachers regarding a student's academic needs and the academic supports which were provided.
 - **Transition Meeting Summary** - This process is reflective and restorative. During the meeting, the initial incident that caused the student to be expelled is processed, and the group reflects on how the student has repaired the harm from his/her actions. Also, goals, needs, and recommendations for success are presented. A Google Document is used so that those parties not present can be tagged and their tasks assigned to them instantly.
- Students must receive a signed Completion letter from the TOC Coordinator.
- The student starts the first day back on the campus with the counselor to review the plan and gauge the student's readiness.
- Students must attend a full first day back at the home-campus.
- TOC staff follow up with each student and their family in-person and via phone/email to ensure the plan is implemented and the transition was smooth.

Check Points by TOC

TOC provides these ongoing supports when a student returns to his/her home school from the DAEP:

- Follow-up phone calls to the home
- 2 Campus Visits - within the first 10 days and before the last 10 days
- Follow-up with campus administrator/counselor on action plan implementation

Home Campus Expectations

The home campus administrator and counselor must implement the following when receiving a student from the DAEP:

- They must meet prior to the transition meeting to review the student's academics (grades, test scores, credits, CCMR), behavior, and attendance in TEAMS.
- They must attend the transition meeting at the DAEP, but limited to: special education personnel (if applicable), the home campus SRO (or designee), and relevant campus service providers.
- At the end of the transition meeting, the administrator and counselor will communicate the transition plan with the campus teachers and staff that will support the student upon his/her return.

- The campus administrator will monitor the implementation of the transition plan, ensuring the teaching staff and counselor implement their portions of the plan.
- The administrator will also check up with the student no less than 3 times during the assigned period of time for no less than 10 minutes.
- The administrator will report to the home campus principal and the TOC coordinator, via email, on the progress of the student every 2-3 weeks unless the student is struggling, which would require weekly reporting. Complete and email the Transition Plan Feedback Form
- The report will include student, teacher/staff, and counselor progress on the tasks assigned in the transition plan.
- If necessary, the home campus administrator will call together the members of the transition team to review the transition plan when the student is struggling with the transition back.

Nondiscrimination Statement (All Grade Levels)

In its efforts to promote nondiscrimination and as required by law, the district does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law in providing education services, activities, and programs, including Career and Technical Education (CTE) programs. The district provides equal access to the Boy Scouts and other designated youth groups.

In accordance with Title IX, the district does not and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to admission and employment. Inquiries about the application of Title IX may be referred to the district's Title IX Coordinator (see below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Other federal laws that prohibit discrimination include Title VI, Section 504, the Age Discrimination Act, the Boy Scouts Act, and Title II.

The district has designated and authorized the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination on the basis of sex, including sexual harassment, sexual assault, dating violence, domestic violence, stalking, or gender-based harassment: Jennifer Patschke, 3101 N. Main Street, Suite 104, Taylor TX, 76574, 512-365-1391, jhp@taylorisd.org. Reports can be made at any time and by any person, including during non-business hours, by mail, phone, or email. During district business hours, reports may also be made in person. Upon the district receiving notice or an allegation of sex-based harassment, the Title IX Coordinator will promptly respond in accordance with the process described at FFH(LOCAL).

The following district representatives have been designated to address concerns or inquiries about other kinds of discrimination:

- For concerns regarding discrimination on the basis of disability, see the ADA/Section 504 Coordinator: Idolina Munoz-Brasher, District Assessment Coordinator, 3101 N. Main Street, Suite 104, Taylor, TX 76574, 512-365-1391.
- For all other concerns regarding discrimination, see the assistant superintendent: Jennifer Patschke, 3101 N. Main Street, Suite 104, Taylor TX, 76574, 512-365-1391, jhp@taylorisd.org.

Parent and Student Handbook Acknowledgement Form

By signing this sheet, I am verifying that I have received and understand all aspects of the 2024-2025 DAEP Handbook and I agree to abide by its contents.

Student:_____

Contact Information

Parent Name:_____

Parent Cell:_____

Parent Email:_____

Address:_____

Emergency Name and Contact:_____

Probation *(Only fill out if the student is currently on probation)*

Probation Officer Name:_____

Probation Officer Phone Number:_____

Probation Officer Email:_____

Student Signature _____ Date:_____

Parent Signature _____ Date:_____

08/01/24

Appendix

- A. Daily Schedule
- B. DAEP Daily Point Form
- C. Dress Code/Prohibited items

A. Daily Schedule

	Middle School	High School
	Breakfast	Breakfast
	Rotation 1	Rotation 1
	Rotation 2	Rotation 2
	11-11:30 lunch	11-11:30 PE
	11:30-12-PE	11:30-12 lunch
	Rotation 3	Rotation 3

B. Daily Point System

DAEP DAILY POINT LOG

Student Name: _____ Grade _____ Date _____

****A successful day requires 28 points***

Possible Points	Behavior	Points Earned	Teacher Initials
	Arrival		
2	Arrive to campus on time, follow all campus expectations and procedures. (Dress code, Search, etc)		
2	Follow all campus expectations and procedures during breakfast.		
	1st Rotation		
2	Follows DAEP Classroom Procedures; in seat and prepared for instruction		
2	Follow directions without argument/complaint.		
2	Completes assigned work within allotted time.		
2	Copy DAEP Rules (daily assignment)		
	2nd Rotation		
2	Follows DAEP Classroom Procedures; in seat and prepared for instruction		
2	Follow directions without argument/complaint.		
2	Completes assigned work within allotted time.		
	Lunch/PE		
2	Follows DAEP Classroom Procedures during lunch and PE		
2	Follow directions without argument/complaint.		
2	Cleans up area and throws trash away		
	3rd Rotation		
2	Follows DAEP Classroom Procedures; in seat and prepared for instruction		
2	Follow directions without argument/complaint.		
2	Completes assigned work within allotted time.		
	Dismissal		
2	Exit campus following campus expectations and procedures		

Student Signature _____ Total Points Earned: ____/32
08/01/24

C. DressCode/Prohibited Items

TOC Student Dress Code

Pants/Shirts:

- TOC uniform
- Belts are not permitted
- Shorts may not be worn under pants

Coats/Jackets:

- Coats and jackets without hoods, may be worn to school but will be searched and taken up until the end of the day.
- During the cold season, one plain black or white t-shirt will be allowed underneath the TOC sweatshirt.

Shoes:

- Close-toe shoes shall be worn at all times.
- Only black, white, or gray shoes are permitted.
- Shoes should be appropriate for identified physical and instructional activities. Shoes with taps, wheels, lights, house shoes/house-slippers are not allowed on campus.
- If the shoes have laces, the laces can only be black or white.
- Socks may not have any references to drugs, alcohol, or gang affiliations.

Other:

- No jewelry is permitted, including smart watches, grills, rings, necklaces, bracelets, toe rings, facial, or body piercings. *Plastic spacer jewelry is acceptable.**
- No backpacks, bags, or purses are allowed
- No makeup, hairbrush, or combs are allowed
- Hats, durags, and or any other head coverings are not allowed.
- Only iPads or laptops issued by TISD are allowed. **Cell phones and or any other electronic devices are prohibited.**
- No outside food or drinks are allowed