



## **DAEP Handbook 2025 - 2026**

### **DAEP Personnel**

DAEP Administrator: Jay Fischer

AdminStudent Services Team: Joy Pfanner, Cullen Zellers

Teachers: Kim Coker, Quentin Horn, Matthew Peters,  
Gabriela Tellez

DAEP Assistant: Tracy Woodson

## **Program Basics**

### **DAEP Mission & Vision:**

The Midway ISD Discipline Alternative Education Program will provide a highly structured program focused on academic achievement and character education to prepare students to choose a positive future.

### **Program Description:**

The Midway Disciplinary Alternative Education Program (DAEP) is located at the Horizons campus. Its purpose is to provide both academic and behavioral interventions for students who have been removed from their home campus due to violations of the Midway ISD Student Code of Conduct. The program aims to create a learning environment that fosters the growth of independent, responsible, and contributing members of society.

### **Academic, Behavioral, and Special Program Needs:**

Students at DAEP will remain enrolled in their home campus courses while they are placed in the program. Our teachers actively communicate with home campuses to ensure that students are on track with their assignments in Schoology. This collaboration helps maintain continuity in their education during their time in the program.

DAEP students will also receive behavior intervention targeted to the reason they were assigned to this campus. Self-discipline instruction is built into the program at DAEP. School counselors and Student Services Team members will also be available to work with students both on an ongoing and as-needed basis. For drug-related offenses, parents will be presented with a drug intervention program opportunity and students will be required to participate.

Midway DAEP has campus-based special education staff available to meet the needs of students assigned to DAEP. Additionally, we will meet the needs of DAEP students identified as 504 and ESL/LEP as specified in their respective plans.

## **DAEP Operations**

### **Orientation Meetings**

Students and their parent(s)/guardian(s) are required to attend an orientation meeting with the DAEP Administrator before the student attends the program. Orientation meetings are scheduled by the administrator. During this meeting, procedures and rules will be explained. This meeting allows the student and parent(s)/guardian(s) to ask questions.

### **DAEP Campus Location**

The Midway ISD Disciplinary Education Program (DAEP) is located in the ITC/Horizons building at 109 Panther Way, Hewitt, TX 76643. Students enrolled in the DAEP must enter through the

front doors of the Horizons building. All DAEP students will sign a Criminal Trespass Notice which prohibits them from being on ANY Midway ISD property except for the DAEP building.

### **School Opening/Closing Information**

The DAEP classroom hours are from 8:00 a.m. to 3:00 p.m. Students are only allowed in the DAEP rooms and cannot enter any part of the main building unless accompanied by a teacher or administrator. Students should not arrive on campus before 7:30 a.m. and must leave immediately after being dismissed.

### **School Day Schedule**

The DAEP school day is from 8:00 am to 3:00 pm, and all students are expected to attend regularly and be on time. DAEP will follow the district calendar, which includes all holidays, early releases, and workday schedules.

### **Daily Administrative Searches**

To promote student safety and maintain a secure and drug-free school environment, all students at the DAEP will undergo a screening process upon arrival. Each student will walk through a metal detector and be wanded with a handheld detection device to ensure that prohibited items are not present. This daily administrative search is mandatory for all students. Furthermore, if a student leaves campus for any reason, they will be required to go through the wand process again upon their return to the DAEP.

### **Daily Dismissal**

At the conclusion of each school day, students are required to tidy their assigned areas. All materials should be organized in a neat stack on their desks, and no items are to be stored on the floor. Students are expected to dispose of all trash and food containers after each meal, ensuring that no trash accumulates on their desks. Additionally, any materials borrowed during the day must be returned to their original location. Students are to remain seated until 3:00 PM or until the teacher formally dismisses each student.

### **Entry Requirements**

Before enrolling in the District Alternative Education Program (DAEP), several steps must be completed:

1. DAEP placement orders will be issued after a Due Process Meeting is conducted with the student and their parent at the home campus. If the parent opts to waive this meeting, the relevant paperwork will be forwarded directly to DAEP.
2. Administrators from the home campus are responsible for completing a DAEP checklist and submitting all required documentation to the DAEP administrator prior to the student's arrival.
3. The DAEP administrator will contact the student's parents to arrange an Orientation meeting. Both the student and at least one parent or guardian are required to attend this meeting.

4. During the orientation, the DAEP administrator, the student, and a parent/guardian will review the DAEP handbook together.
5. Once all required paperwork is completed and the orientation meeting has taken place, the student will be admitted to the DAEP.

### **Periodic Placement Reviews**

The DAEP administrator will assess student progress every 30 days, focusing on attendance, work ethic, and behavior. If a student violates any DAEP rules or policies, it could lead to the denial of their review. Conversely, if the review is satisfactory, the DAEP administrator will reach out to the home school administrator to provide positive feedback regarding the student's progress. Should the home administrator wish to reduce the student's length of stay or reintegrate them back into the home campus at that time, the DAEP administrator's agreement will be necessary.

### **Exit Requirements - Transition Meetings**

Students earn the privilege of returning to their home campus when they successfully complete their assigned time. In compliance with HB 2184 and TEC Section 37.023, the DAEP staff will coordinate the student's transition from DAEP to the regular classroom.

## **General Information**

### **Classroom Expectations**

- Students are expected to adhere to the following guidelines:
- Be alert, on task, and focused.
- Engage with assignments and stay on track.
- Complete work within the assigned time frame.
- Follow directions promptly, the first time they are given.
- Work quietly without disrupting others.
- Raise your hand to request permission to speak.
- Refrain from communication with peers, both written and verbal.
- Remain seated throughout the class.
- Sit in your designated seat.
- Raise your hand to ask for permission to leave your seat.

### **Ipads, Books and Materials**

The home campus administration will ensure that students have the necessary books and folders to complete their assignments. These materials will be sent to the DAEP campus both prior to and during the student's placement in DAEP.

### **Online Classrooms (Schoolology)**

All students are assigned to a DAEP Google Classroom by their regular home campus teachers until they return to their home campus. In addition to the students' home campus courses, the DAEP utilizes schoolology, IXL, Savas Science Curriculum, and Edgenuity to support the students academic achievement.

### **Supplies**

Supplies such as loose-leaf notebook paper, a plain pocket folder, #2 pencils, and a pair of earbuds or headphones are available at the DAEP.

**Bags and backpacks are not permitted in or around the DAEP building.** Approved items must be checked in with the supervising teacher or administrator.

### **Electronic Devices**

The DAEP campus has strict rules regarding electronic devices. Cell phones, AirPods, personal iPads or computers, and any other electronic items are not allowed at any time. If a student is found with any of these prohibited items, they will be confiscated and returned only at the end of the student's placement in DAEP.

### **Students' Desk and Cubicles**

Students' cubicles are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned cubicles. Searches of cubicles may be conducted at any time if there is reasonable cause to believe that students possess items or materials prohibited by policy, regardless of whether a student is present. If any prohibited items are found around a student's cubicle or desk, the parent will be notified.

### **Breakfast & Lunch:**

- Students will have the option to eat breakfast and/or lunch through the school cafeteria.
- Student account numbers and account balances will roll over from the home campus.
- Students may bring a lunch from home in a clear, plastic bag. All food items must be in their original packaging and unopened. Any items that do not meet this requirement will be discarded.
- Students may bring an empty clear water bottle. A water refill station is available.
- Students will remain in their classroom during breakfast and lunch and are not allowed to socialize with other students unless they are on Tier 2.

### **Restroom Breaks**

Students are given a restroom break at mid-morning, lunch, and before dismissal; however, DAEP staff will be sensitive to the student's needs. Breaks are timed, and exceeding the time limit will result in disciplinary action. Privileges will be denied for students who constantly abuse breaks. Students who do not respect the bathrooms and leave them clean or deface any surface will be given consequences. Please provide documentation from your physician if there is a medical condition that needs to be considered.

### **Transportation**

Midway ISD will not provide transportation for students assigned to DAEP. It is the parents' or guardians' responsibility to ensure that students are dropped off and picked up from DAEP on time.

### **Vehicles on Campus**

Driving is considered a privilege while assigned to DAEP. Students on Tier 2 must remain on Tier 2 for a specified period to earn driving privileges. Once earned, students must show a valid driver's license, proof of insurance to receive a Horizons parking pass. High school students may drive a personal vehicle unless privileges are revoked due to disciplinary issues at or before being placed at DAEP. Vehicles parked inappropriately are subject to being towed at the owner's expense. Students may not loiter in the parking lot or hang out in the vehicles once arriving at school.

Students must be at school by 8:00 a.m. Students who violate this policy may lose their driving privileges. If driving privileges are revoked, it's the parents'/guardians' responsibility to ensure their child arrives and is picked up on time. Parking is available at the far end of the DAEP parking lot in the spots parallel to Panther Way. Vehicles parked on school district property are under the jurisdiction of the school. School officers may search any vehicle at any time there is reasonable cause to do so, with or without permission of the student. A student has full responsibility for the security and content of his or her vehicle and ensures that it is locked and that the keys are not given to others. [See also the Student Code of Conduct]

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. Such visits to school shall be unannounced. At any time, trained dogs may be used around campus and the area around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom or a vehicle to which a trained dog alerts may be searched by school officials.

## **Attendance**

### **Home Campus Absences and Tardies**

The attendance policy of Midway ISD will be followed, requiring documentation for absences. Any student who does not arrive at or before 8:00 A.M. to DAEP will not be admitted. All absences require a note for documentation. Attendance is compiled daily and sent to the student's originating home campus. DAEP will coordinate with the originating home campus to handle all absences, early checkout, and truancy issues. Compulsory attendance is enforced, and absences will extend the student's time at the DAEP. Please be aware that any student who leaves school early for a reason, (sickness, doctor, or court appointment, etc.), and does not

submit sufficient proper documentation will not be given credit for that day. Please make sure to submit doctor's notes, etc. upon returning to DAEP.

Probation Officers will also be notified for lack of attendance, continued class disruption, and/or persistent misconduct.

### **DAEP Daily Attendance Credit**

Time assigned to DAEP must be served. Any absence from DAEP, whether by dismissal at the parents' request or other identified absence must be made up. For each absence or early release, the student will not earn his/her day and the missed day will have to be made up. The following steps must be followed when absent:

1. The student's parents must phone the DAEP school each day before 8 A.M. The phone number is 254-761-5677. If no one answers, leave a voicemail.
2. Upon returning, submit your sufficient proper documentation, signed and dated by the student's parents to the supervising teacher or administrator.
3. An official appointment card, citation notice, or signed court document must verify absences for doctor/dental appointments or court proceedings.

**Note:** DAEP credit is calculated as an actual "full successful day" served, meeting guidelines established for the DAEP program.

### **Illness at DAEP**

A student who becomes ill during the school day should notify the DAEP Principal or the teacher. Then, it will be determined if a nurse needs to be called to come to the DAEP to check out the student. The nurse will determine if the student is fit to remain at school or be sent home.

### **Non-Parent Pickup**

Students will only be dismissed to non-parents if they are listed on the emergency list for pick-up, a phone call to the DAEP Administrator, or a handwritten note signed by the guardian is given to the DAEP Administrator. The person picking up any student must present a valid picture ID or driver's License.

## **Dress Code and Grooming**

*The Dress Code is not optional. It is a requirement and mandatory. If there is a question about the Dress Code, the Board Policy states that the Administrator will make the final judgment about what is appropriate for the DAEP. The decision will be based on safety, and what will cause the least amount of disruption.*

### **Hygiene and Hair**

Students will come to DAEP every day in clean clothes and properly bathed. Hair will be neatly groomed and not present an untidy appearance.

### **Pants**

Students may only wear full-length khaki pants and a belt. Pants should not sag or be excessively tight, and there should be no rips or tears in them. Pants must fit the student according to the size of the waist and length. They must be worn properly at the waist, not below so as to hang from the buttocks. Front and Back pant pockets must be able to be turned completely out for security check purposes. Students must wear appropriate undergarments at all times. The student cannot wear shorts.

### **Shirts**

Students must wear a plain Navy Blue polo shirt. The color can change depending on the Tier the student is currently enrolled. Shirts must fit properly and be tucked in each day. There should not be any logos that contain alcohol, drugs, or profanity. Students may wear a single long-sleeved shirt under their polo.

### **Shoes**

Students must wear athletic shoes each day and shoelaces must be tied appropriately. Sandals, house shoes, shower shoes, flip-flops, and Crocs are prohibited even if the student is on Tier 2.

### **Head Coverings**

Caps, hats, bandanas, or any other head-covering are not allowed to be brought or worn to school. Headbands are allowed with administrator approval. Toboggans may be allowed at times of cold weather with the administrator's approval. As the temperature requires, the student will be allowed to wear a jacket, hoodie, and/or toboggan, but *all jackets and head coverings will be searched and must be surrendered* at the door at check-in time, and must go through the metal detector.

### **Wearing of Jewelry**

The wearing of jewelry is not authorized (including watches). Additionally, students are not allowed to wear metal in DAEP

### **Violation of dress code**

Any violation of the dress code will result in no admittance to DAEP and an unexcused absence for the day.

### **Note:**

Any student who consistently comes to school in violation of the dress code may be sent home at the discretion of the DAEP administrator and will receive an unexcused absence for the day, which may lead to a compulsory attendance violation. All dress code rules are subject to the discretion of the DAEP Administrator. Rules will and can be updated throughout the year.

## **Computer Use**

Students will use their district-issued computer or iPad each day to complete assignments. Students are not permitted to take their iPads home each day - they must remain at DAEP. Students and parents will be asked to sign a user agreement regarding the use of technology



resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students will not be allowed to use email except to email teachers for assignments. Please be aware that electronic communications, including email, using the District computers are not private and will be monitored by district staff at any time. Also, students are responsible for the care of the headphones issued to them; damage will result in a replacement fee.

## **Tiered System at DAEP**

When building population allows, we will operate a tiered system at DAEP. Students will start at DAEP at Tier 1 and must complete 10 consecutive, successful days before being eligible to enter Tier 2. Once in Tier 2, if a student commits a violation, they will return to Tier 1 and must complete another set of 5 consecutive, successful days to return to Tier 2.

- **Tier 1**

- During the first 10 days of their DAEP assignment students will be in Tier 1.
- Students will arrive on time daily and remain in their assigned cubicle all day (including lunch) unless directed otherwise by DAEP staff.
- Students must complete their daily assignments.
- Students must wear the DAEP standard uniform each day - navy blue polo and khaki pants with a belt.
- Students must wear their school-issued ID every day.
- Students may be required to write an essay on why they are in DAEP at the administrator's discretion.
- If students can show compliance with these rules and DAEP expectations, they will be moved to Tier 2 no earlier than after spending 10 consecutive successful days in Tier 1.

- **Tier 2**

- Students will be allowed a supervised lunch with peers in the cafeteria - away from their cubicles.
- Students may be allowed to complete their academic work away from their cubicles.
- Students are permitted to wear a Red, White, Blue, or Grey Polo shirt.
- Students will still be required to wear their school-issued ID.
- Students are allowed to wear full-length jeans (no rips, holes, or sagging) with a belt instead of khaki pants.
- After an additional 10 consecutive days in Tier 2, high school students with a valid driver's license, proof of insurance, and a registered campus parking permit will earn driving privileges.
- If any warnings have to be issued to a student, they will move back to Tier 1.

## **Student Behavioral Expectations**

The DAEP handbook supplements the Student Code of Conduct and the Student Handbook. The following general rules and discipline plan apply to DAEP students.

1. Students will be respectful at all times.
2. Students will sit in their assigned seats.
3. Students will enter the building prepared to complete their daily assignments.
4. Students will not communicate with other students in any way or at any time while in DAEP unless given permission.
5. Students will remain quiet at all times.
6. No verbal or physical distractions will be permitted.
7. Students may not lay their heads on their desks or sleep at any time.

Failure to comply with these requirements will result in documentation on the Weekly Alternative Points Sheet and may result in the loss of credit for the day or the addition of day(s).

\*Violations not listed are subject to disciplinary action or days added under the Student Code of Conduct. The administrator can suspend a student if necessary to maintain safety at DAEP.

## **DAEP DISCIPLINE PLAN**

Students will follow the DAEP Behavioral Expectations and the Midway ISD Student Code of Conduct. If a student is non-compliant, additional days may be added to their DAEP placement.

**Warning Violations** (include but are not limited to) - 3 of any combination of warnings or violations in one day will result in the loss of an earned day.

- Excessive Noise - any unnatural sound, beating, drumming, thumping, singing, etc.
- Talking without permission
- Slow movement while walking or separating from the group
- Communicating to others through Google Docs, notes, signs, pictures, etc.
- Excessive movement in and out of the desk or walking around the room without permission
- Off-task behavior
- Personal grooming without permission
- Looking through doors and windows of another room or building
- Throwing objects

**Minor Violations** - No warning has to be given; automatic loss of earned day with one day added.

- Dress code violation
- Negative, rude, disrespectful behavior directed at anyone

- Improper use of computers or iPads
- Possession or consumption of food or drink outside designated time or place
- Sleeping
- Tardy

**Intermediate Violations** - No warnings will be given, resulting in an automatic loss of day earned with three days added.

- Use of profanity or profane gestures
- Insubordination
- Failure to tell the truth
- Use of gang signs, drawings, logos, or apparel
- Leaving the assigned area without permission
- Horseplay

**Major Violations** - No warning will be given, resulting in an automatic loss of earned days with five days added and a possible three-day school suspension. Tickets may be issued by the Midway ISD Student Resource Officer.

- Defiant outburst in response to a warning
- Threatening DAEP staff or others
- Verbal or physical assault
- Truancy
- In possession of THC Vapes/tobacco or tobacco-related products
- Vandalism
- Throwing an object that causes injury or property damage
- Trespassing or being on another Midway ISD campus or at any school-sponsored or school-related
- Fighting

**NOTE:** If a student exhibits persistent misbehavior that will hinder the DAEP's smooth operation, the DAEP Administrator can suspend the student for the remainder of the day.

Students are accountable for all classroom materials issued. They will also be responsible for restoring or restitution for damages to any school property that has been defaced or damaged.

### **Electronic Surveillance**

Electronic surveillance is used to monitor student behavior and school-owned property for purposes of safety in common areas of the school or on school buses in accordance with the Texas Education Code Section 26.009. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

<b>Student Schedule</b>			
<b>1st Period</b>	<b>Arrival/Breakfast</b>	<b>7:30-8</b>	<b>Mins</b>
	<b>Core/Elective</b>	<b>8:10 AM</b>	<b>45</b>
<b>2nd Period</b>	<b>Restroom Break</b>	<b>5</b>	<b>5</b>
	<b>Core/Elective</b>	<b>9:00</b>	<b>45</b>
<b>3rd Period</b>	<b>Core/Elective</b>	<b>9:45</b>	<b>45</b>
<b>4th Period</b>	<b>Core/Elective</b>	<b>10:30</b>	<b>45</b>
<b>5th Period</b>	<b>Core/Elective</b>	<b>11:15</b>	<b>45</b>
<b>Lunch</b>	<b>Lunch</b>	<b>12:00</b>	<b>30</b>
	<b>Restroom Break</b>	<b>5</b>	<b>5</b>
<b>6th Period</b>	<b>Core/Elective</b>	<b>12:35</b>	<b>45</b>
<b>7th Period</b>	<b>Core/Elective</b>	<b>1:20</b>	<b>45</b>
	<b>Restroom Break</b>	<b>5</b>	<b>5</b>
<b>8th Period</b>	<b>Character ED</b>	<b>2:10</b>	<b>45</b>
	<b>Dismissal</b>	<b>2:55</b>	

## Student Information Form

### **STUDENT INFORMATION**

Date Completed: \_\_\_\_\_ Home Campus: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ ID: \_\_\_\_\_ Grade Level: \_\_\_\_\_

### **GENERAL INFORMATION**

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zipcode: \_\_\_\_\_

### **PARENT/GUARDIAN INFORMATION**

**Parent/Guardian #1:** \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Address(if different from above): \_\_\_\_\_ City: \_\_\_\_\_ Zipcode: \_\_\_\_\_

**Parent/Guardian #2:** \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Address(if different from above): \_\_\_\_\_ City: \_\_\_\_\_ Zipcode: \_\_\_\_\_

I give the following individual(s) permission to visit/pick up my student:

Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

### **Other Information**

Special Services (circle what applies): ☐ 504 ☐ Special Education ☐ Dyslexia ☐ ESL/Bilingual

Method of Transportation (circle one): ☐ Parent ☐ Walk *(any other method must be approved by administration)*

Food Allergies, Special Nutritional Needs, or Medical Needs: \_\_\_\_\_

### RECEIPT OF HANDBOOK

The parent or guardian has reviewed the DAEP Induction Packet with the DAEP Administrator or staff and has received a copy for reference.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### SERVICES

Character Education: I understand that my child will participate in Character Education each week during their time in DAEP.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### CONFISCATED ITEMS

I understand that some items are not allowed at Midway DAEP and may be confiscated. While items are placed in a secure location, I understand that some items may be misplaced, and I do not hold the Midway DAEP responsible for misplaced prohibited items. Further, I understand that some items may not be returned to students.

Electronic devices and cell phones will be returned to a guardian only or to the student at the end of the student's DAEP placement.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



### **KNOWLEDGE OF EDUCATIONAL DIFFERENCES**

I understand being placed in an alternative educational setting, my child is receiving a comparable but not identical educational experience to his/her home campus in core instructional areas. I also understand it's my child's responsibility to contact their home campus teachers for missing assignments, failing grades, Advanced Placement classes, and Dual Credit classes. In addition, I acknowledge my child may need to attend extra tutorials, do extra studying, and make extra efforts upon returning to their home campus.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

### **EXIT DATE**

I understand my child must successfully complete his/her stay at the Midway DAEP before he/she will be allowed to return to their home campus. I also understand the date my child exits will be affected by behavior, absences, tardies, and early sign-outs and (depending on the date assigned) could also be affected by the state standardized testing schedule.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

### **GUIDELINES FOR TECHNOLOGY**

I understand the MISD and DAEP expectations for the use of technological devices and the Internet and will support my students in following these expectations. I understand that any violation of these expectations may result in the loss of privileges to use the computers or Internet at school.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

## Student Contract

To attend the Midway ISD Discipline Alternative Education Program, I agree to the following expectations:  
(Check each item to verify understanding and agreement)

- ☐ I will be on time and attend daily.
- ☐ I will follow the rules, policies, and procedures of the Midway ISD Discipline Alternative Education Program and the Midway ISD Student Code of Conduct.
- ☐ I will attend and participate in character education classes.
- ☐ I will do all my class assignments, ask for assistance when needed, and email my teacher(s) if I need specific help with an assignment.
- ☐ I will clean up my assigned area daily. Books and materials will be neatly stacked on my desk. I will throw away all my trash and food containers after each meal. Once a week, I will clean my area according to the teacher's directive.
- ☐ I agree to administrative searches conducted by the DAEP Administrators and SRO.
- ☐ I have received a copy of the rules and expectations and will be prepared on the first day of attendance.
- ☐ Attendance of the number of days assigned must be "successful" days. Successful days are days where all rules are followed and all assignments are completed.
- ☐ I understand that I can be disciplined for any misconduct that violates the Midway ISD Student Code of Conduct and/or Discipline Alternative Education Program Discipline Plan.
- ☐ I understand that I am not to be on any Midway ISD Schools or property, or at an event where Midway ISD is a participant while in the Disciplinary Alternative Education Program, including before and after school. Trespassing charges will be filed on a student who violates this procedure.
- ☐ I understand that I am not to bring personal belongings to school (phone, jewelry, brush, lip gloss etc).
- ☐ I understand that I am only allowed to iPad on campus, a small wallet, house/car keys, and a reading book which will be placed in a basket (searched) as I am being searched.
- ☐ I understand that any violation of the law may lead to expulsion or other disciplinary action according to State and Board Policy FOC and FOB (Legal).
- ☐ I understand that I am required to sit face forward with my feet in front of me under my assigned desk. I will keep the legs of the chair on the floor. I will not get out of my chair without permission, turn around, lean, or sleep. I will not throw objects.
- ☐ I will not deface or destroy school property, which includes writing on or around my desk.
- ☐ I will not display disrespectful or disruptive behavior.
- ☐ I understand that I may be put on a Weekly Alternative Point Sheet if I do not follow the rules and procedures.
- ☐ I will follow ALL staff directives the first time they are given.
- ☐ I understand that failure to comply with any of the above expectations may result in expulsion from the Midway ISD Discipline Alternative Education Program.

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Student Name

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Student Signature

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Date



## **Parent(s)/Guardian(s) Contract**

**Student's Name** \_\_\_\_\_ **Parent's/Guardian's Name** \_\_\_\_\_

It has been recommended by the Administration from \_\_\_\_\_ (home campus), that your child be placed in the Midway ISD Discipline Alternative Education Program. The purpose of this program is to provide an education alternative for:

- Students who may be a danger to themselves or others.
- Students who have engaged in serious or persistent misbehavior that disrupts the school environment.
- Students found in violation of the Midway ISD Student Code of Conduct.
- Students found in violation of TEC Chapter 37

### ***INITIAL EACH ITEM TO VERIFY UNDERSTANDING AND AGREEMENT***

\_\_\_\_\_ My child will follow the rules, policies, and procedures of the Midway ISD Discipline Alternative Education Program.

\_\_\_\_\_ I will be familiar with and support the teachers and administrators in enforcing the rules, policies, and procedures of the Midway ISD Discipline Alternative Education Program.

\_\_\_\_\_ I will come to school for conferences with teachers and/or administrators when required. If I request a conference, I understand I will need to set up a meeting with the DAEP administrator between 3:15 - 4:00 P.M. on Mondays, Wednesdays, or Fridays.

\_\_\_\_\_ If requested by the Midway ISD Campus administrator, I will come and pick up my child for immediate removal from school and/or sign the permission slip for them to walk home.

\_\_\_\_\_ I understand that my child will eat a regular school breakfast and lunch or follow the requirements for a personal lunch.

\_\_\_\_\_ I understand that when my child is absent or leaves early, I will bring proper documentation.

\_\_\_\_\_ I consent to the use of restraint with my child if he/she presents a danger to him/herself or others.

\_\_\_\_\_ I understand that my child can be disciplined for any misconduct that violates the school rules and when that misconduct occurs anywhere on Midway ISD district property.

\_\_\_\_\_ I understand that the administration's recommendation is for the placement of my child in the Midway ISD Discipline Alternative Education Program. I agree that my child should remain in DAEP until he/she has successfully completed the assigned number of days and has earned the right to return to their home school.

\_\_\_\_\_ I understand that my child is not allowed to participate in any activity, be on any other district campus, or attend any function in or out of town where Midway ISD students are participating while in the Midway ISD Discipline Alternative Education School. I understand that my child can be written a citation for trespassing or have additional days assigned for this infraction/offense, including before and after school.

\_\_\_\_\_ I understand that any violation of the law and failure to comply with any of the above may lead to expulsion or other discipline according to State and Local Board Policy FOC and FOB (Legal).

\_\_\_\_\_ I understand that cameras are used to monitor my student for security and safety purposes.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Criminal Trespass Notice**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Estimated Release Date: \_\_\_\_\_

Due to past and current behavior, you are, at this moment, **prohibited** from entering all property controlled by Midway ISD, including:

- **Midway Administration Building**; 13885 Woodway Drive, Woodway, TX 76712
- **Midway High School**; 8200 Mars Drive, Waco, TX 76712
- **Midway Middle School**; 800 North Hewitt Drive, Hewitt, TX 76643
- **River Valley Middle School**; 4750 Speegleville Road, McGregor, TX 76657
- **Spring Valley Elementary**; 610 Spring Valley Road; Hewitt, TX 76643
- **Castleman Creek Elementary**; 755 South Hewitt Drive; Hewitt, TX 76643
- **Park Hill Elementary**; 700 Ritchie Road, Hewitt, TX 76643
- **Hewitt Elementary**; 900 Panther Way, Hewitt, TX 76643
- **Chapel Park Elementary**; 9400 Chapel Road, Waco, TX 76712
- **Woodway Elementary**; 325 Estates Drive, Woodway, TX 76712
- **South Bosque Elementary**; #1 Wickson Road, Woodway. TX 76712
- **Speegleville Elementary**; 101 Maywood, Waco, TX 76712
- ALL athletic fields/events operated by Midway ISD
- Any other Midway ISD property not included above.

Not to include:

- **ITC Building/Horizons**; 109 Panther Way, Hewitt, TX 76643

You are hereby given written notice that your presence in the above-described property, or any other property under Midway ISD control, will constitute a violation of the Texas Penal Code, Section 30.05 (a) (1) (A). Formal charges of Criminal Trespass will be filed with the McLennan County Attorney's Office in Waco, Texas if you continue to disobey this lawful directive.

Respectfully,

\_\_\_\_\_  
DAEP Administrator / Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

CC: Chief Jeff Foley, Midway ISD Chief of Police

CC: Paul Offill; Assistant Superintendent of Administrative Services

### Permission to Walk Home in an Emergency

I understand that there may be situations where my student is asked to leave DAEP immediately during the school day for not adhering to DAEP policies and procedures. In those cases, parents will be notified by phone and asked to come pick up their student. In some instances, students may live nearby and have the option to walk home.

☐ I give my student, \_\_\_\_\_, permission to walk home from the DAEP if needed.

☐ I do **NOT** give my student, \_\_\_\_\_, permission to walk home from the DAEP if needed.

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Parent Signature / Date

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Student Signature / Date

---

Administrator Signature / Date



## Transportation Permission Slip

I hereby give permission for my son/daughter \_\_\_\_\_  
to be transported in a Midway vehicle by \_\_\_\_\_.

Date & time of transportation services:

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Reason for transportation services:

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I understand all trips will be by a Midway vehicle and under the supervision of Midway ISD personnel. I hereby relieve the Midway Independent School District of all responsibility beyond that of normal supervision. Parents will be notified in advance of all field trips.

As parent/guardian of the above named student, I authorize the school to take my child to a doctor for treatment of accident or sickness and to administer first aid as deemed necessary by proper officials of Midway Independent School District. I assume all responsibility for bills incurred for medical expenses in excess of any insurance coverage on the student. (Parents will be notified of an injury as soon as possible).

### STUDENT INSURANCE INFORMATION:

Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Group number: \_\_\_\_\_

Insured's Number: \_\_\_\_\_

Student's Physician: \_\_\_\_\_

Phone Number: \_\_\_\_\_

---

Signature of Parent/Guardian

Date

Contact Phone Number



## Notification of DAEP Transition Process

When a student finishes their time at DAEP, they begin the DAEP Transition Process. The Texas Education Agency requires schools to provide this support so students have the best chance for a smooth and successful return to their home campus.

As part of the process, we hold a short transition meeting—usually about 15–20 minutes. This meeting may include the assistant principal, counselor, DAEP transition coordinator, special program staff (if needed), and your student. The goal is to make sure your child knows who their supports are on campus and to go over the details of their return.

Before the meeting, your student works with the transition coordinator to complete a transition document. The assistant principal and counselor also add in recommendations to help guide your student's success. A copy of this document is reviewed together during the meeting, and everyone present signs it for the record.

After your student is back on campus, the transition coordinator will follow up with them in a post-transition visit. This is simply a check-in to see how they are adjusting and to connect them with any extra help they may need. Parents may opt out of this support at any time by notifying the campus administrator.

This transition process is designed to make students feel welcomed, supported, and ready for a fresh start. Our hope is that every student feels encouraged and set up for success as they return to their home campus.

### Parent/Guardian Acknowledgment

I have received and reviewed the information regarding the DAEP Transition Process required by the Texas Education Agency.

Name of Student: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Midway ISD

# Transition Plan

### Student Portion:

What do you feel you have accomplished while at your current placement?

What goals do you have for returning to school and into your community (Educational, Social/Emotional, Career, etc.)?

What is something you want your APs, counselor, or teachers to know about you?

How can Midway ISD help you during your transition?

### Campus Portion:

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Student Name:

Date:

---

School ID#:

Grade:

Return Date:

---

Current Placement: \_\_\_\_\_

---

Returning Campus:

MHS

MMS

EXCEL

DAEP

Other: \_\_\_\_\_

---

Accommodations:

SpEd

504

RtI

Other: \_\_\_\_\_

### Recommendations:

Assistant Principal Recommendations:

Counselor Recommendations:

SRO Recommendations:

Teacher Recommendations:

Any other recommendations:

Is there anything else that we should know about the student (academic, behavior, or health factors)?

### Signatures:

Role	Name	Signature
Administrator		
Counselor		
DAEP Transition Coordinator		
Student		
Other:		

### Post-Transition Plan:

Student point-of-contact

Name: \_\_\_\_\_

Has the individual agreed to be POC?   Yes   No

Secondary point-of-contact (if applicable)

Name: \_\_\_\_\_

Has the individual agreed to be secondary POC?   Yes   No

Where is your cool off zone?

Have you experienced any challenges that you need to discuss?

What is one positive experience you have had since returning to your home campus?

Permission to share this information with:

- Point-of-contacts
- Teachers

Signature: \_\_\_\_\_