



1050 Williams Street
Rockwall, Texas 75087
Phone: 972-772-2077
Fax: 972-772-105

DAEP STUDENT HANDBOOK





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Rockwall Quest Academy is home to the Rockwall Independent School District's Disciplinary Alternative Education Program (DAEP). Our DAEP serves students in grades 7 through 12 because of severe or repeated violations of the Rockwall ISD Code of Conduct policies or because of reasons defined in Chapter 37 of Senate Bill 1, have been removed from their home campuses for a specific period of time. While at Quest Academy DAEP, students need to know that the RISD Code of Conduct will be strictly enforced. **Students are not allowed on other campuses while placed here. This includes extra-curricular activities.**

Participation in the (DAEP) Disciplinary Alternative Education Program:

Once assigned to DAEP, an appointment to attend an Orientation meeting for the purpose of enrollment and orientation for the school and its' policies is scheduled by the referring campus. Guardian must be present at this meeting.

Curriculum

Students receive instruction in four core classes: English, Math, History and Science. The district curriculum is followed in these core subject areas, and grades earned at DAEP are reported to the home campus teachers to be combined with grades previously earned. All other course work (electives, pre-AP and AP) is sent from the home campus or assigned on e2020 by the home campus. Those teachers will grade the work as it is returned. It is the student/parent responsibility to check your DAEP schedule for accuracy.

As per Education Code 37.008 students will be provided an opportunity to complete coursework required for graduation. A variety of programs, including direct teach and e2020, will be made available at no cost to students.

Textbooks

Students will not need to bring a textbook from the home campus to DAEP except in electives. Those books will be logged into the office. They will be kept in their elective classes and will be available for the student to take home for homework as needed. When a student leaves DAEP to return to their home campus, it is their responsibility to log the textbook back out to return with them.

Internet Use

Students and parents are asked to sign the district internet acceptable use form. All students must log on to the computer using their home campus log-on procedures. Students found to be using computers without using these procedures will lose computer privileges and /or be suspended from school.



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Attendance

It is the parent and student's responsibility to make sure that the student arrives at his/her bus stop on time. If a student is absent or tardy for any reason, it is the parent's responsibility to notify the school at 972-772-2077 after 8:00 a.m. of that day. **Excessive absences WILL lengthen the DAEP placement.** Students who are tardy must sign in with the office and receive a tardy pass.

Permission to Leave Campus

No student is allowed to leave the building without permission from the office. Parents must notify the office and sign students out when leaving during school hours. You must present a doctor's note or note from the court to receive an excused absence.

Transportation

RISD does provide bus transportation to and from Quest Academy. **Students must ride the bus or be brought by a parent. Students may not ride with other students.** Driving privileges may be earned after two weeks (10 school days) of attendance with good behavior. Exceptions to this must be made through the Quest Academy office. Students must complete a parking policy form and be approved by office staff before they drive to school. There will be a \$10 parking pass fee payable before the student may park on campus. This fee will be same no matter what time of year the student comes to DAEP.

Campus Security/Student Safety

All students should be aware that while attending DAEP, for safety purposes all students **are subject to daily searches.** Upon entrance into the school, students will go through a check-in process where they will remove everything from their pockets, turn their pockets out and remove their shoes, before being allowed into the classrooms. When visiting Quest Academy, you should proceed directly to the main office and present your driver's license as identification. We do have a School Resource Officer assigned to our campus and many school areas are under camera surveillance

Electronic Devices

Electronic devices shall not be seen or heard during the school day. Upon entering the building, all cell phones that are brought to school must be given to the staff member in charge of collecting and storing the cell phones on campus. We will house the phones in our main office for security purposes. When students are preparing to leave for the day, they will be given their cell phones back. We have a system in place to ensure that the student receives back the correct phone. Devices removed from students after they are given the opportunity to turn them in will be turned in to the principal's office.

Failure to comply with these expectations will result in the following:

- 1st offense – parent only may pick-up cell phone after 3 days. This includes the day it was taken up (i.e., you will get it on the 4th day).



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- 2nd offense – isolation for entire day, parent only pick-up the next day for \$15; principal discretion that we may keep phone for remainder of students' time in DAEP, GAP or Choice if no parent pick-up.
- 3rd offense – 3-day suspension (isolation until parent picks up), we keep phone for remainder of students' time in DAEP, GAP or Choice with no opportunity for parent to pick-up phone.
- 4th offense – CIT meeting to determine potential additional placement or removal to DAEP for persistent refusal to comply with school policy. Parent must meet for a conference with CIT and student.

Cafeteria

Student accounts will be transferred from the home campus to Quest. Students enrolled in the free and reduced lunch program at any campus are also enrolled in the program at Quest. School lunches are set, i.e., you will purchase a tray that only offers what is on the school lunch menu for the day. There are no choices, snacks, desserts, or separate drinks offered. If you have special dietary needs, please speak to an administrator. You may bring a packed lunch. **No outside liquid allowed.** Free water is provided at both breakfast and lunch.

Medicine

No over-the-counter drugs are allowed at school. Prescription drugs may be delivered to school by a parent and turned in at the Quest Academy office for administration as per physician's orders. Students may not transport drugs to and from school.

Student Success Sheet / Point System

Student effort and behavior on campus will be evaluated using a point system on the "bluesheet". The point system will be explained at orientation. Student point reports will be sent home every Monday for the previous week's behavior. **If a student does not earn enough points to meet our behavior standard three or more times in one week, they will be placed in Level One, a longer-term ISS, for a minimum of five days.** The student must then earn their way out through scoring 40 or above on their bluesheet each of those five days. If a student can't seem to earn their way out of Level One, out-of-school suspension may be the next step along with a parent conference. This amount of unsuccessful behavior will typically result in a student's placement being extended.

Dress Code

While students are always expected, at a minimum, to follow the Dress Code found in the RISD Student Handbook, students placed in DAEP need to follow the requirements of the Quest Academy DAEP Handbook: **SHIRTS:**

- Must be a solid white, black or gray crew neck (**No v-neck**) t-shirt, polo type shirt, or button down shirt



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- Can be long or short sleeved.
- **No logos** or writing are permitted on shirts.
- **Must be tucked in at all times**
- Button downs can only have the top button unbuttoned No visible undergarments

COATS AND SWEATERS:

- **No coats, jackets, hoodies, sweatshirts or sweaters** allowed in classrooms. Must be taken off before entering the building and hung up upon entrance into building.
- Dress in appropriate layers

PANTS:

- Must be blue-colored jeans (without holes, rips, or decorations) or khaki-colored, Docker-style pants
- No black or colored jeans
- Must always be worn at waist, not rolled up or cuffed, and fit appropriately (no skinny or sagging pants)
- A brown or black belt with a modest buckle must be worn at all times. (no designer buckles, ribbon or string)

SHOES:

- Any closed-toe shoe may be worn, except boots of any kind. **House shoes, slippers, opened-toe sandals or flip-flops may not be worn.**

ACCESSORIES/TATOOS/HAIR:

- No hats, caps, head coverings, or sunglasses may be brought into the building
- No jewelry, including but not limited to necklaces, bracelets, rings, and earrings may be worn or brought into the building. It is the student's responsibility to have all body piercings removed before coming to school. This includes, tongue rings, gages, eyebrow rings, nose rings and clear spacers.
- No purses, wallets, bags or backpacks of any kind are to be brought to school. Please leave them at home.
- No more than \$5.00 may be carried on you unless you plan on putting a larger sum on your lunch account.
- Tattoos must not be visible at any time and it is the student's responsibility to cover them before entering the building.
- No extreme hair color, designs in hair, eyebrow design or hair covering eyes/face.
- No fingernail polish or artificial nails.

To give further clarification in writing, the following will be strictly enforced:

- **We will not allow any shirts with logos of any kind or any size.**
- We will not allow jeans that are ripped, torn, fray or decorated.
- We will not allow students to wear sweatshirts. You may wear long sleeve shirts and layer as long as the shirts are tucked in at all times.
- Jackets will be put on rack immediately upon entering the building
- **Any accessory will be taken up will only be given back to the parent.**



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Failure to comply with any of these expectations will result in the following:

1st offense: blue sheet deduction, a call home for change of clothes (isolation until clothes arrive).
2nd offense and 3rd offense: Blue sheet point deduction, isolation for entire day 4th
offense and beyond: Level One.

Quest Academy Staff Contact Information

Principal	Christina Bradford	christina.bradford@rockwallisd.org
Assistant Principal	David Medina	david.medina@rockwallisd.org
Counselor	Michele Jensen	michele.jensen@rockwallisd.org
Secretary	Christy West	christy.west@rockwallisd.org
Nurse	Karen Lindsay	karen.lindsay@rockwallisd.org
Bilingual Receptionist	Elizabeth Gonzalez	elizabeth.gonzalez@rockwallisd.org
DAEP Social Studies	Cale Barnes	cale.barnes@rockwallisd.org
DAEP Special Ed	Randel Smith	randel.smith@rockwallisd.org
DAEP Social Studies	Cameron Gipson	cameron.gipson@rockwallisd.org
DAEP PE & Electives	Heather Graham	heather.graham@rockwallisd.org
DAEP English	Candice Haddock	candice.haddock@rockwallisd.org
DAEP Science	Renea Miller	renea.miller@rockwallisd.org
DAEP MS Teacher	Michelle Moon	michelle.moon@rockwallisd.org
DAEP English		@rockwallisd.org
DAEP English Teacher	Ragan Osteen	ragan.osteen@rockwallisd.org
DAEP Math	Andrea Roland	andrea.roland@rockwallisd.org
DAEP Math	Nathan Stevens	nathan.stevens@rockwallisd.org



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DAEP Math Teacher	Lori Williamson	lori.williamson@rockwallisd.org
Campus SRO	Monte Johnson	monte.johnson@rockwallisd.org

BEHAVIORAL CONTRACT:

Students at DAEP will follow the rules and policies stated in RISD Student Handbook, Code of Conduct and Quest Academy DAEP Student Handbook.

Discipline students will not be allowed on other campuses while placed at DAEP. This includes extra-curricular activities. It is considered to be criminally trespassing and, if caught, the student will be issued a ticket and face legal consequences. The SRO will inform the student about this issue separately within their first one-two days on campus.

Students are expected to have loose-leaf paper or spiral notebooks, pencils or pens, and some type of non-zippered binder or other folder. While they are allowed a pencil case, DO NOT bring an excessive amount of writing utensils. DO NOT bring Sharpies or markers. One or two highlighters is sufficient. These will serve as your student's supplies while on the DAEP campus. Be aware that your student's supplies will be searched each morning.

Electronic devices are to not be seen or heard during the school day. Students are given an opportunity to turn these items in when they enter the school and it is returned upon them leaving for the school day. Devices that are not turned in and removed from the student are returned on the 4th day or to the parent for a \$15 charge.

Students must ride bus or be brought and picked up by parents. Students can not ride with friends or other students. Once a student is eligible to drive based on DAEP handbook, please see Quest Academy counselor.

All cafeteria rules will be followed. No outside liquid is allowed.

In addition to Rockwall ISD dress code, students are expected to adhere to the DAEP dress code explained in DAEP Student Handbook.

Student and parents are responsible for comparing their student's schedule from home campus with their DAEP schedule. Due to limited electives offered, sometimes, they must be changed.

Grades earned at DAEP are reported to the home campus and combined with grades previously earned. Parents and students are responsible for checking Student Access for assignments that might be missing from the home campus upon return.

Excessive student absences could affect the length of placement.

Parent/ Guardian must complete a Health History form before the student can begin their DAEP placement.



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Students will be reviewed before returning to their home campus. The Daily Behavior Contract (bluesheet), as well as academic success, will be considered.

We agree to the terms of these behavior expectations:

Parent Signature

Student Signature

