

Bell County Alternative School
Disciplinary Alternative Educational Program (DAEP)
Admission Process and Checklist

DAEP REFERRAL PROCESS REQUIREMENTS

- 1) The Campus Behavior Coordinator (CBC) shall call Tim Worden about the student's pending DAEP placement (parents do not call).
 - a) Students assigned for more than 10 days will be given BCAS curriculum (with some special education exceptions).
 - b) **All** students will have access to “**Bonus Days**” (6 days credit for 5 good days).

- 2) **The CBC shall INFORM the PARENT** that:
 - a) **All** Discipline (DAEP) orientations are scheduled for **Tuesdays** and **Thursdays promptly at 8:30 AM** and typically **last about 1-1½ hours**.
 - b) The student and parent/guardian **must be present** at the “Placement Orientation” meeting before a student can be enrolled in the DAEP.

- 3) **The CBC shall provide the PARENT** with a “Parent/Student DAEP Orientation Packet”.
 - a) Encourage the parent to bring the completed packet to the Placement Orientation.
 - b) The student will not be allowed to attend until all paperwork is completed and received

- 4) The student’s DAEP “start date” can be the same day of the “placement orientation” if BCAS has received all the pertinent paperwork (page # 2).

- 5) Scan & **email**, or transport the following Required Information for DAEP Placement: tim.worden@academyisd.net
 - a) DAEP Placement Check Sheet (with home campus data checked off or N/A) Page 2 of 4
 - b) Copy of DAEP Placement Order (or page 3 of 4 that is provided)
 - c) Student’s Class Schedule (or page 4 of 4 that is provided)
 - d) Student’s Official Transcript
 - e) Student’s Current Grades
 - f) Student’s STAAR Scores
 - g) Copy of Medical Action Plan
 - h) Copies of the student’s “Special Services”:
 - i) Classroom Accommodation Sheet
 - ii) Behavior intervention plan (BIP)
 - iii) Psychological
 - iv) STAAR modifications/accommodations
 - i) Snapshot of “PEIMS Eligibility Statement” (Free, Reduced, or Regular Price meals).
 - j) **The student will not be allowed to attend BCAS until all paperwork is completed and received.**

Discipline (DAEP) Placement Check Sheet for Bell County Alternative School

Student's Name

Social Security #

Home School / District

Grade

Home Campus Data Check Boxes :

Parent and Student information BCAS Check Boxes:

Copy of **Discipline Placement** Order

Days Assigned: _____

Start Date: _____

Tentative Release Date: _____

Student Application

Release of Information

Student Class Schedule

Admission / Dismissal & Handbook

Student Transcript

Acknowledgment

Student's Current Grades

Student's STAAR scores

School Calendar and Truancy

Copy of Medical

Information

Action Plan or ___NA

Medication or ___NA

Medicine Consent Form

Special Services

___ Sp. Ed. ___ 504 ___ ESL

___NA

Food Allergy Information

Copy of Special Services

Acceptable Use of Technology

Classroom Accommodations

BIP

Psychological

STAAR Accommodations

Trespass Warning

Copy of PEIMS Snapshot of Student

Eligibility –

Free

Reduce Price

Regular Price

Dress Code Check Sheet

Special Instructions:

(This sheet is not required if all the "Required Information" can be found on your campus
"Discipline Placement Order".)

Student Placement Information

STUDENT NAME: _____ DOB ___/___/_____

HOME SCHOOL DISTRICT: _____ HOME CAMPUS: _____ GRADE LEVEL: _____

REASON FOR ASSIGNMENT: _____

DAEP ASSIGNMENT DURATION: _____ days. BEGIN DATE: ___/___/_____

NUMBER OF DAYS OF SUSPENSION (including this incident) _____

HANDICAPPING CONDITIONS: ___ ESL
 ___ SPED (type) _____ Date of Manifest _____
 ___ 504
 ___ Other _____

PARENT/GUARDIAN NAME: _____

PARENT PHONE: _____ - _____ - _____ 2nd PARENT PHONE: _____ - _____ - _____

PARENT WK PHONE: _____ - _____ - _____ 2nd PARENT WK PHONE: _____ - _____ - _____

SCAN and EMAIL PRIOR To 8:30 Tue/Thurs ORIENTATION

Reminder: NO STUDENT ENROLLMENT PRIOR to ALL PAPERWORK ARRIVING at BCAS.

This sheet is not required if all the "Required Information" can be found on other documents provided.

Disciplinary Academic Educational Placement (DAEP)

Student Name: _____ **Date of Birth:** ___/___/_____

Name of Home District and Campus: _____ **Student's Grade Level:** _____

Start Date of Assignment: ___/___/_____ **(DAEP) Assignment Duration:** _____ days

Special Services (circle): Sp. Ed., 504, ESL. **Date of Manifestation ARD:** ___/___/_____

STAAR Information or copy of STAAR results. (Please indicate whether the student will be required to take the STAAR Test this year. If the student has taken the Exit Test previously, please indicate if the areas were mastered.):

To be tested this year

Scored Test Mastery

E.L.A. 1: ___ Yes ___ No

___ Yes ___ No ___ N/A

E.L.A. 2: ___ Yes ___ No

___ Yes ___ No ___ N/A

Alg. 1: ___ Yes ___ No

___ Yes ___ No ___ N/A

Bio : ___ Yes ___ No

___ Yes ___ No ___ N/A

US Hist: ___ Yes ___ No

___ Yes ___ No ___ N/A

STUDENT'S COURSE ASSIGNMENTS: (or Copy of Schedule)

COURSE	SEM NEEDED	FORM of INSTRUCTION/GRADE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

This student is on the (circle one) Minimum, Recommended, Distinguished, or Foundation Graduation Plan.

Date: ___/___/_____

Signature of the Coordinator