

Cedar Hill Independent School District

DAEP Student Handbook

Statement of Values:

The foundation for the vision and mission of Cedar Hill ISD is the Six Pillars of Character. They shape who we are, what we do, and how we educate our students.

Trustworthiness: Our students, parents and community can count on us to conduct ourselves with high ethical standards.

- Honesty
- Integrity
- Reliability
- Loyalty

Respect: We treat our students, parents and community as they want to be treated.

- Civility
- Courtesy
- Decency
- Dignity
- Autonomy
- Tolerance
- Acceptance

Responsibility: We understand our role in ensuring the success of all our students.

- Accountability
- Pursuit of excellence
- Self-restraint

Fairness: Our decisions conform to established rules that are free from self-interest.

- Process
- Impartiality
- Equity

Caring: We serve the needs of our students, parents and community with warm consideration and concern.

Citizenship: We are dedicated to making our schools, our country, and the world better than they are today.

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Discipline Alternative Education Program Handbook

PREFACE

To Students and Parents:

The Cedar Hill Independent School District Disciplinary Alternative Education Program (DAEP) Student Handbook contains information that students and parents are likely to need during the student's DAEP placement. Throughout the handbook, the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the student's home campus handbook as this DAEP Handbook serves as a supplement to the home campus handbook while the student is placed in the Cedar Hill I.S.D. Disciplinary Alternative Education Program.

This DAEP Handbook is in addition to the campus handbook from the student's home campus and the District's Code of Conduct.

PHILOSOPHY

Students in the Cedar Hill Independent School District are expected to conduct themselves as desirable members of society. Politeness in conduct, serious application to school work, and the consideration of the rights of others are standards which our students are expected to meet. It is the philosophy of the Disciplinary Alternative Education Program that students have the right to learn and teachers have the right to teach in a safe environment. The DAEP provides a highly structured and controlled academic setting with an emphasis on core curriculum, life/coping-skills, and a counseling and guidance program designed to assist students to be more successful when they return to the regular campus.

Mission Statement

The mission of Cedar Hill ISD Discipline Alternative Education Program is to provide a safe, highly structured, and temporary behavior management and learning environment that will enable students to return to, and succeed in, their regularly assigned classrooms and schools.

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APPEALS

Any student or parent wishing to appeal the decision of DAEP placement should follow the procedures outlined in the student's home campus handbook.

OBJECTIVES

1. To provide appropriate instruction in a setting that emphasizes:
 - a. a highly structured environment
 - b. a place for the student to continue to learn
 - c. a strong counseling program
 - d. the continuation of academic studies in the core areas

2. To provide assistance and encouragement for students to:
 - a. correct their behavior, stressing that they are responsible for their actions
 - b. earn the privilege of returning to their regular school setting
 - c. learn to make short and long-range plans and goals
 - d. successfully transition back to home campus

ENTRY REQUIREMENTS

Students will be assigned to the DAEP in accordance with the discipline management plan procedures. Students may be assigned for a minimum of twenty (20) days (1000 points), up to a maximum of 60 days (3000). Offenses occurring during the last six weeks may result in a placement extending into the next school year.

Special education students will be admitted by ARD committee decision. The ARD committee may determine that DAEP is not appropriate for some students with special needs.

EXIT REQUIREMENTS

Students will be released from DAEP on Fridays only.

In order to ensure a smooth transition, and ample time, for the student, we will follow an orderly process for transition:

Students Must:

- Complete all assigned work
- Successfully complete student responsibility training
- Exit visit with social worker
- Exit visit with principal
- Complete exit requirements
- Clear all books and materials
- Accumulate all points

If all these requirements are not met by 2:30 Friday afternoon, student will remain in DAEP until the following Friday.

The home school campus will be notified of the date the student will return to that campus. The DAEP Point System will determine the length of the student's stay.

Students will not be eligible for release back to the home campus within the last 10 instructional days of a semester. The student will finish the semester in the DAEP. The student, also, will not be returned to the home campus within the five days preceding state-mandated testing week.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

Attendance for Course Credit

According to Texas Education Code 25.092 (a) & (b), a student may not be given credit for a class unless the student is in attendance 90% of the days a class is offered. Generally, this only allows for eight absences, counting **excused and unexcused**, from a class each semester. Students and parents are expected to keep records of absences from specific classes so that excessive absences will not occur.

Absences

When a student is to be absent, the parent/guardian must notify the DAEP by telephone, 972-291-2583. An attempt will be made to contact parents/guardians of students who do not contact the school prior to an absence. A note from the parent/guardian must be brought when the student returns. If a note documenting the student's absence is not brought to the school within three school days of the absence, the absence will be counted as unexcused.

ADA Procedures

Students will be withdrawn from the home campus and enrolled at DAEP. Each student's attendance will be kept by the DAEP while they are enrolled. Upon completion of the student's assignment, the attendance clerk on the home campus will be notified of the date the student should attend there.

School Hours – Building Hours: 7:30 – 4:00

The school day will be from 7:30 a.m. until 3:00 p.m. Students will complete the morning check-in and proceed directly to the assigned area. Students who wish to participate in the breakfast program must arrive at school promptly by 7:30.

Tardies

Tardiness is defined as not being in the proper place at the designated time. Students are considered tardy after 7:45 a.m. **Students will be expected to remain after school on the day the tardy occurs. Students will be dismissed at 3:30.**

CAFETERIA SERVICES

The DAEP has no cafeteria; however, students may bring a lunch or purchase a sack that will be delivered to DAEP. **Students must have exact change.**

A refrigerator is available to store lunches. No candy, energy drinks, glass containers or open drinks are allowed. No outside lunches are to be delivered.

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need and will be provided for those students who qualify.

A free breakfast is provided each day for students who request one. Students wishing to eat breakfast must be at school no later than 7:30 a.m. to place their request.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by district staff.

COUNSELING

Students assigned to the DAEP will have an opportunity to participate in a counseling program. Each student, with the aid of the counselor, will develop a responsible behavior plan to facilitate success at school. The counselor will assist students in decision-making, goal-setting, behavioral skills, anger management, peer interaction compliance, authority figure coping and may provide some drug and alcohol education. The counselor, in conjunction with staff and parents, may help determine the need for any additional referrals.

CURRICULUM AND INSTRUCTION

A school district is required to provide in the district's disciplinary alternative education program a course necessary to fulfill a student's high school graduation requirements only as provided by Chapter 37 of the Texas Education Code. A school district shall offer a student removed to a disciplinary alternative education program an opportunity to complete coursework before the beginning of the next school year. The school district may provide the student an opportunity to complete coursework through any method available, including a correspondence course, distance learning, or summer school. The district may not charge the student for a course provided under this subsection. TX. Ed. Code 37.008(1)

Students will be instructed in their core curriculum classes while enrolled in the DAEP. Students will be offered a variety of opportunities to complete work within their core curriculum classes. Teachers may work with students individually or in class settings, using computer guided instruction as well as conventional teaching strategies to complete the designated curriculum. Teachers will work in conjunction with the home campus teachers to attempt to keep the student on pace for an easy transition back to their regular education placement.

Grading Guidelines

Credit will be given for all acceptable work done at the DAEP. Grades for work done at the DAEP will not replace previous grades, but will be averaged with grades earned on the home campus.

Homework

At times, during a DAEP placement, a student may have homework from either the DAEP or home campus teachers.

Re-Testing

Students may re-test on major tests only if the following criteria are completed:

1. satisfactory completion of all graded work which was covered prior to testing
2. maximum score for any retest will be 70
3. three days to complete the retest after receiving notice of the unsatisfactory test score

Semester/Final Exams

Semester and final exams will be administered at DAEP. Students out of dress code will not be allowed to test. Alternate schedules will be set.

EXTRACURRICULAR ACTIVITIES OR BEING ON A CHISD CAMPUS

Students are not to be on any other school property and are not allowed to participate in or attend any school related function on or off CHISD campuses while enrolled in the DAEP. TEC 37.006(g). Students attending activities or going on campus risk the possibility of further disciplinary action or law enforcement involvement. Students enrolled at the DAEP will receive an explanation of a criminal trespass citation at the time of enrollment.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his or her parent, and the medicine in its original, properly labeled container. The DAEP staff will either give the medicine at the proper times or give the student permission to take the medication as directed. If possible, the school requests that all medication be taken outside the school day.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval, because of extenuating circumstances, a student will not be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. The parent or guardian must pick up the student and sign him/her out.

A student who becomes ill during the school day should notify a staff member. The staff will assess the situation and notify the student's parent and advise them as to the nature of the illness.

Any time a student is ill, or needs to be removed from the school setting during the school day, it is the responsibility of the parent to make necessary arrangements for the prompt removal of the student from the school campus.

REPORT CARDS

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every 3 weeks (a progress report at the end of three weeks and a report card at the end of six weeks).

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students' Work Stations and Lockers

Students' work stations and lockers 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 the assigned work stations and lockers. Searches of work stations or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's work station or locker.

Vehicles on Campus

All cars parked on campus must have a parking sticker.

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Contraband Detection Dogs

The district uses trained contraband detection dogs to search campuses.

Metal Detectors and Surveillance Cameras

This campus uses a metal detector to help identify illegal items; all students will pass through the metal detector each morning. Students assigned to the DAEP are subject to audio and visual monitoring at all times.

Telecommunications

Section 37.082 of the Texas Education Code allows school districts to prohibit the possession of paging devices or cellular telephones during the school day. Local School Board policy prohibits the use (sending or receiving) of information by paging devices or cellular telephones during the school day. The students may only bring **one cell phone** to DAEP.

Telecommunication devices will be taken from the student at the beginning of the day, locked in the DAEP vault, and returned to the student at the end of the day.

Should one be lost or stolen, the DAEP is not responsible. Telecommunication devices not turned in at the beginning of the day will be confiscated and returned only to the parent/guardian for a fifteen dollar (\$15) fee. For a second occurrence, the device will be confiscated and returned only to the parent at the end of the student's time at DAEP.

SUPPLIES

The required supplies at the DAEP are:

- loose-leaf notebook paper
- a minimum of 3 #2 pencils at all times- all other writing instruments will be confiscated
 - additional items as requested by the teacher

TRANSFERS AND WITHDRAWALS

Students who withdraw from CHISD before serving/completing an assignment in the DAEP shall complete the assignment upon re-enrollment in the district, unless the assignment was served in another district.

Students who enroll in CHISD before serving/completing an assignment in the DAEP from a prior district shall complete the assignment upon enrollment in the district.

TRANSPORTATION

Students assigned to the DAEP will provide their own transportation to and from school each day. When the building is opened at 7:30 a.m., they are to proceed directly into the building. When school is dismissed in the afternoon, students are expected to leave the campus immediately, within 15 minutes of dismissal. Failure to leave the campus after school could result in disciplinary action, including the possibility of receiving a criminal trespass citation.

VISITORS

Parents and others are welcome to visit district schools. For the safety of those within the school, all visitors must first report to the school office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Students will be allowed the use of the telephone only in case of an emergency. Incoming calls to students will only be relayed if they were placed by a parent or legal guardian.

WORK PASSES/CAREER AND TECHNOLOGY STUDENTS

Only students, who are employed through the district's vocational programs, at the time of placement in the DAEP, may be permitted to leave the campus early to go to work.

These students must:

1. show proof of employment,
2. have parent permission to leave campus,
3. be in attendance a minimum of four (4) hours, 8:00 – 12:00.

Non-vocational work passes/early release passes will **not** be recognized.

DAEP CODE OF CONDUCT AND DISCIPLINE

MANAGEMENT PLAN

ATTENDANCE INCENTIVE

A student's placement from the home campus will be for a specified number of days with 50 points being allocated for each day. For example: If a student is assigned to DAEP for 45 days, the student must accumulate 2250 points (45 days x 50 points) to be released from DAEP. Students may earn days off their original placement for successfully accumulating all their points per day and receiving bonus points. A "successful day" indicates that a student has earned the fifty (50) basic points for the day. A student may earn extra points on their total points for every five (5) consecutive 50-point days of attendance while placed in DAEP.

DISCIPLINE

Students will be held accountable for their actions through a point system approach. It is our desire that students learn to be responsible for their own actions and be rewarded when they have demonstrated the ability to function within a structured school setting.

Students may earn up to fifty (50) points per day with an option for fourteen (14) bonus point based on behavior.

ORIENTATION

Upon successful completion of an overview of the program and becoming familiar with campus guidelines and procedures, the student earns 10 points.

TYPES OF VIOLATIONS

This list of violations is not all-inclusive. Rather, it serves as examples for students and parents to understand what types of behavior are not permitted in DAEP.

MINOR VIOLATIONS AFTER A WARNING— any one infraction after a warning could result in the loss of discipline points

1. noise any unnatural sound, beating, drumming, thumping, singing, etc.
2. sleep any extended closing of the eyes
3. talk any verbal communication with another
4. touch improper handling or contact of objects
5. balk slow movement while walking
6. pester interaction between others (notes, pictures, signs etc.)
7. fidget movement in and out of chair or desk, or in desk
8. wadding wadding of trash to disturb others (fold)
9. waste improper use of time
10. mess work area not neat and orderly
11. station alteration to station area or desk not positioned properly
12. sneaky mild forms of deceit
13. primping personal grooming without permission

- 14. peek-a-boo looking into or through doors and windows
- 15. throw things traveling from point a to point b
- 16. run running anywhere in the building

MINOR VIOLATIONS – no warning given – loss of 3 points

- 01. disrespect negative, rude, derogatory or discourteous behavior directed at anyone
- 02. materials not having proper materials when you attend class, or arrive in the morning
- 03 vending machine use of vending machine at unauthorized time
- 04. internet non -educational use of computer
- 05. restroom not signing in at the restroom or improper care of the restroom
- 06. mooching asking others for their things (i.e. supplies, materials, money etc.)
- 07. food possession or consumption of food or drink outside of the designated time or place

INTERMEDIATE VIOLATIONS – no warning given – loss of 5 points – possible citation

- 102. insubordination failure to respond to a warning, or a request by a staff member
- 103. falsehood failure to tell the truth
- 104. projectile anything which goes from point a to point b, and could be harmful
- 105. contraband items not allowed on campus, lighters, jewelry, etc. (school takes possession)
- 106. campus leaving campus after arrival in the morning or failure to leave after school
- 107. roam leaving assigned area without permission
- 108. schedule not being at the scheduled class or activity at the scheduled time
- 109. horseplay two or more students consensually engaged in inappropriate physical or verbal behavior

MAJOR VIOLATIONS – no warning given, loss of 10 points – possible citation

- 201. defiance outburst in response to a warning
- 202. threat physical or verbal gesture that could be considered a threat
- 203. agitate verbal or physical actions that try to elicit a response from another
- 204. truant any unexcused or unaccountable absence
- 205. tobacco any tobacco product
- 206. theft taking things which are not owned by you
- 207. vandalism destruction or tampering with any property or possession not your own
- 208. tracking sheet alteration, loss or destruction of tracking sheet
- 209. trespass being on another CHISD campus, student could face criminal trespass charges
- 210. gang related activities including, but not limited to, participation by taking part through words or actions as a member or pledge, or soliciting another person to become a pledge or member of a gang

At anytime during a DAEP placement, the campus administrator may emergency remove a student for that day and/or suspend for up to 3 days if a student's behavior so warrants.

Parents/guardians will be notified by telephone, mail or both when a student is suspended.

If at any time a student's behavior so warrants, law enforcement officials will be called. Examples could be, but are not limited to:

- offensive gestures which offend others
- threatening another person which causes a disruption
- unreasonable noise in a public place
- bullying
- fighting
- assault
- possession of a weapon or firearm
- possession of drugs or drug paraphernalia
- use of offensive or vulgar language
- under the influence of drugs or alcohol
- criminal trespass

ZERO TOLERANCE

FIGHTING—student actively involved in a physical altercation with another individual

GANG RELATED ACTIVITY – including, but not limited to, participation by taking part through words or actions as a member or pledge, or soliciting another person to become a pledge or member of a gang.

Police called/ charges filed

Parents/guardians called

Three (3) day suspension with recommendation for expulsion

3 R's

DAEP will be advocating 3R's this year:

Respect – for self and others

Responsibility – for individual's actions

Resiliency – for facing life's challenges

DAEP GENERAL CLASSROOM RULES – classroom setting with other students

- Be prepared for class
- Respect yourself, others and property
- Take responsibility for your actions
- Remain on task and stay focused
- Follow Student Code of Conduct and all Boys Town Social Skills

DRESS CODE

These guidelines are beyond the dress code established within the district's Student Code of Conduct. The district considers a student's appearance an important personal responsibility. It is the goal of teachers, counselors, and administrators to establish clear and concise guidelines regarding proper attire at school to promote an excellent learning environment.

The following will be required of all students attending the Cedar Hill I.S.D. DAEP. The students are expected to be within the dress codes guidelines upon arrival to the campus.

- Male /Female students are required to wear a solid white or black shirt. The shirt must be a polo style or golf shirt with a distinguishable collar. All undershirts must be white.
- Pants may be a dress-type or docker-style pant in the colors of black or khaki and at least ankle length with no pockets below the hips. Pants must fit at the natural waistline.
- **Belts will be worn at all times.**
- No shorts
- No holes or cuts in pants allowed.
- Shirts will remain tucked in at all times.
- Shoes intended to be worn with laces must be laced and tied. Shoes with buckles must be buckled appropriately. **No boots will be allowed.**
- Non-hooded sweatshirts or sweaters are allowed as long as they are white or black, cardigan style, and without logos.
- All coats, jackets and accessories will be placed in the storage room when students check in.
- No backpacks, bags or like articles permitted
- No types of jewelry – other than watches – will be allowed. Other jewelry will be confiscated. Grills are considered jewelry.
- Hair must be neat and clean - no extreme styles or colors. No hair ornaments, clips, bows ribbons, “doo rag,” etc.
- Tattoos will be covered while the student is in the building.

Because fads in dress are subject to sudden and sometimes radical changes, final decision of acceptable dress and grooming rest with the school administration.

Students not following the dress code will be placed in In-school Suspension for the day or sent home. Students in ISS can receive only academic points.

Any items, which are considered contraband, and are confiscated by the school, will only be returned to a parent/guardian at the end of a student's DAEP placement. Some items such as tobacco products, lighters, cosmetics, lotions, lip gloss, carmax, etc. will be destroyed.

CONTINUED MISBEHAVIOR

A student who, after having been placed in a disciplinary alternative education program, continues to engage in serious and persistent misbehavior that violates the districts previously communicated written standards of student conduct, may be expelled. TEC 37.007 (c)

Expulsion from Cedar Hill ISD would result in placement in the Dallas County Juvenile Justice Alternative Education Program.

Persistent misbehavior, as defined by the Dallas County Juvenile Justice Alternative Education Program memorandum of understanding with the Cedar Hill Independent School District, is three or more violations of the Student Code of Conduct.

Any student committing a DAEP placement offense, outlined in the CHISD Student Code of Conduct and or Discipline Management Plan while already assigned to DAEP, may be expelled for serious and persistent misbehavior while assigned to a DAEP.

This DAEP Handbook is in addition to the campus handbook from the student's home campus and the District's Code of Conduct.

To ensure the safety of students and staff and the smooth operation of DAEP, rules may be altered, added, or deleted at the discretion of the principal.