

# DISCIPLINE ALTERNATIVE EDUCATION PLACEMENT

## Student – Parent Handbook



**Cushing Independent School District  
Cushing Texas, 936-326-4271**

Dear Student and Parent:

This handbook is designed to help you understand the general nature and purpose of the DAEP Center and to provide you with information regarding procedures, rules and regulations of the program.

The purpose of the DAEP Center is to assist you in achieving goals/ skills, which will lead to successful adjustment of the student at the home campus.

Specific objectives of an assignment to the DAEP Center are:

- 1 Offer professional help to correct students' inappropriate behavior,
- 2 work with school personnel to identify and correct factors which adversely affect the education of children,
- 3 eliminate the environmental distractions that may influence the student toward negative/ inappropriate behavior, and
- 4 provide a continuous instructional program focusing on TEKS Objectives.

Please be aware that the DAEP Program is designed to assist you individually and as a family. When both students and families are committed and involved, it is possible for tremendous gains to be realized.

Sincerely,

Martha Lee, Cushing Elementary Principal

936 – 326 – 4890 x 244

Jim Moore, Cushing Secondary Principal

936 – 326 - 4890

## TABLE OF CONTENTS

<b>I. DAEP Placement</b>	<b>4</b>
<b>II. Goals and Objectives</b>	<b>5</b>
<b>III DAEP Admission</b>	<b>6</b>
<b>Appendix – DAEP Rules</b>	<b>7</b>
<b>IV. Cooperative Alternative School/Meal Prices</b>	<b>8</b>
<b>V. DAEP Dress Code</b>	<b>9</b>
<b>VI. Students Entering DAEP</b>	<b>10</b>
<b>VII. CUSHING ISD DAEP General Information</b>	<b>11</b>
<b>VIII. Calendar</b>	<b>12</b>
<b>IX. DAEP Contract</b>	
<b>X. Counseling notice</b>	
<b>XI. Trespassing</b>	

## **Cushing Independent School District Discipline Alternative Education Placement**

Cushing Independent School District is committed to providing each student with a quality educational program and committed to those rights of students recognized and protected under state and federal laws.

The District requires that the school environment be free of disruptions and distractions that interfere with teaching and learning activities. The District sets expectations for appropriate behaviors that contribute in a positive way to the school and community. In order for the District to ensure that students develop their fullest potential in educational experiences, there must be proper balance between rights and responsibilities.

Good discipline and the teaching of self-discipline is the ultimate goal of any discipline management system. The District operates on the premises that every student has the right to learn and every teacher has the right to teach. If students are to develop into responsible citizens for tomorrow; each student must learn the art of self-discipline today. Students must exhibit such behavior as:

- Positive self-concept
- Cooperative attitude
- Attitude of respect toward individuals
- Appropriate expression, opinions and ideas
- Responsibility for their own action
- Self-motivation
- Guidance of their own behavior
- Consideration
- Attentiveness
- Self-Control

It is the District's responsibility to implement a program for teaching and supervisory control when students do not exhibit appropriate behavior. A plan to ensure constructive measures and essential rules must be developed.

The Cushing Independent School District's Discipline Alternative Education Placement Center (DAEP) is an off-campus program designed to assist students with problems which interfere with their education or which disrupt the educational efficiency of the regular campus. Effective and acceptable learning channels for academics and social growth are sought and utilized in an effort to assist these students. It is the belief of the DAEP Center that adjustment difficulties as well as repetitive unacceptable behaviors will decrease through adequate diagnosis of the student's need. Through the provision of a relevant and supportive program, students will learn to cope with and overcome obstacles to learning and to social adjustment. This program is utilized when short-term alternative educational placement has been tried and the serious persistent misbehavior continues or when the offense warrants immediate long-term placement.

## **Goals**

### **The goals of DAEP are:**

1. To provide a strict, controlled climate so students can develop awareness of the need for self-discipline and self-control that will enable them to cope with everyday problems encountered by other students.
2. To provide a continuous instructional arrangement to maintain or improve the student's present academic level of achievement.
3. To aid the student in establishing an awareness and acceptance of responsibility for his or her own actions.
4. To aid in the prevention of habitual tardies.
5. To improve the percent of attendance of truant students and those who would normally be withdrawn for lack of attendance.

## **Objectives**

### **The objectives of the DAEP Center are:**

1. Place a student in an off-campus setting where appropriate assistance may be provided to correct that student's inappropriate behavior.
2. Coordinate the efforts of school district personnel and other youth serving agencies in working with students and parents in identifying and correcting factors which adversely effect the education of children.
3. Offer counseling services that stress student responsibility for all personal behavior and actions.
4. Eliminate the environmental distractions that may influence the student toward negative or inappropriate behavior.
5. Provide a continuous instructional program.

## *Cushing Independent School District DAEP Admission*

The first step in the admission process to the OAEP Center is a meeting with the students, the parents, and the DAEP staff. Information about the DAEP Center will be discussed at this meeting and all parties will sign the OAEP Contract. This is an important step to establish the student, parent and staff commitment to the OAEP assignment.

Placement in DAEP:

1. As prescribed in the CISD Student Code of Conduct: page (s) 11 – 26
2. At campus principals' discretion

**All students will be reviewed periodically.**

Exceptions: Expelled to DAEP, Primary, Elementary and Special Education students.

Students at DAEP are assigned consequences for all inappropriate behaviors. Consequences reinforce decision-making and impulse control. Positive points and social reinforcement are given for appropriate behavior. *The DAEP rules and expectations are outlined on the next page.*

The following link is to the CISD Student Handbook AND Student Code of Conduct on line:

<http://www.cushingisd.org>

The DAEP/ Cushing ISD handbook must be followed by all students. Any student not adhering to the regulations and policies of the DAEP Center will be will be subject to additional days assigned to DAEP or possible expulsion.

## Cushing ISD DAEP Rules

Every rule in DAEP has a point value. If a student earns 7 points during the day, he/she will be suspended for the remainder of the day, and he/she will have to make up the entire day upon his/her return to DAEP .

<b>RULE</b>	<b>Point Value</b>
1. Lunch is at 11:15 for all students in DAEP. Students may bring a lunch or order a lunch from the cafeteria. No outside food, other than what is brought or bought is allowed. Food is not allowed at any other time in the ISS room.	1
2. Students must bring all necessary supplies to DAEP (i.e. notebook(s), paper, pen, pencil, calculator, workbooks, etc.)	1
3. No talking is allowed. If you have a question, raise your hand.	2
4. Students are not allowed to sleep or lay head on down on desk. Students must be actively working at all times. If a student needs additional work, he/she should raise their hand and ask the teacher or additional work.	2
5. Students are not allowed to get up out of their chair without permission.	2
6. Students are not allowed to write on the desks, walls, chairs, etc. This will be checked each morning and afternoon.	2
7. Visiting un-authorized websites is prohibited.	3
8. Demerits will be given for any violation of handbook policy. Examples: Students will comply with directives given by school personnel. Tardies, Electronic Devices, Dress Code, etc.	3
9. All assignments must be completed to the satisfaction of the DAEP instructor or Campus Principal.	5
10. Disrespect to school personnel or other students will not be tolerated	5

The DAEP staff and appropriate administrator have complete authority and discretion in the implementation of the above rules.

5 days of DAEP time will be added on each of the first 3 suspensions. 3 suspensions will qualify as Serious or Persistent misbehavior and the student will be referred to expulsion committee on the 4<sup>th</sup> suspension.

“Perfect Days” where a student losses no points MAY be used by the campus principal to deduct time off of a student’s AEP placement.

## Student Meal Prices 2014 - 2015

Reduced Prices: Breakfast .30 Lunch .40

Full Paying Prices: Breakfast 1.50 Lunch 1.50 (elem) 2.00 jh/hs)

All students are required to eat lunch, and they can provide their own sack lunch. (No candy or energy drinks. **All drinks must have the original unopened seal or they will be poured out.**) Food deliveries will not be allowed at the DAEP.

CISD school cafeteria: Denise Derby (936) 326 - 4262

### **Student Dress Code : Outlined in the Elem./CJH/HS Student Handbook:**

Students have a responsibility to come to school each day neatly groomed and dressed appropriately. The DAEP dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and provide a positive learning environment. The principal or designee has discretion in determining the appropriateness of dress and will be determined by the CISD campus dress code. If the principal or designee determines that the dress or grooming of a student is inappropriate, the student will be allowed to correct the dress code violation and the established disciplinary procedures will be followed.

All clothing must be student's proper size.

Other:

- No jewelry, grills, or body piercing articles.
- Outerwear will be searched and hung up when the student enters.
- Pockets will be emptied and all personal effects will be locked up during the school day.

If a student enters with any prohibited articles the parent or guardian will be required to come to DAEP and pick up the item.

### **Parent may be required to bring correct attire for all violations, if necessary.**

First Violation = Student corrects dress code, no points given for the day.

Second Violation = Student corrects dress code, 3 points given for the day.

Third Violation = Student corrects dress code, 5 points given for the day.

Fourth Violation = Student is suspended from AEP for the day.



## ***Student Entering DAEP:***

Students at the DAEP Center are assigned consequences for all inappropriate behaviors. Consequences reinforce decision-making and impulse control. Positive points and social reinforcement are given for appropriate behavior.

All students must maintain 100% completion of their academic work to receive the maximum points per day.

Students do not receive additional credit during lunch, but credit may be deducted for behavior and/or social misbehavior.

## ***Cushing ISD DAEP General Information***

*Absences/or health reasons* -students who see a health care professional, and attend part of the school day, will be given credit for *attendance* during the entire day. A NOTE IS REQUIRED FROM THE HEALTH CARE PROFESSIONAL AND MUST BE TURNED IN WITHIN TWO (2) DAYS OF THE STUDENT'S RETURN TO SCHOOL.

*Assignments* will come from your home campus. These assignments will be made by each of your home campus teachers. You are required to complete these assignments and give them to your DAEP teacher. These completed assignments will be returned to your home campus teachers for grading. If you do not receive assignments from your campus teachers the DAEP teacher will assign work from Education 20/20 computer programs.

*Attendance/Tardy Policy* When students are absent or tardy, the parent is asked to call the student's home campus Principal before 7:00 to inform DAEP staff. Attendance is required. Students receiving excessive unexcused absences will be turned over to the attendance officer and the court system. Students are also subject to the attendance for credit law, which requires them to attend school at least 90% of the time in order to receive credit for coursework.

*Backpacks, purses and other personal items* are prohibited on the DAEP campus. Female hygiene articles will be checked in with the DAEP staff.

*Cameras* are used to monitor activity on campus. This is one tool used to ensure student safety.

*Electronic Devices* are prohibited on the DAEP campus. Cell phones will be locked up with personal belongings. Items will be confiscated and returned to the parent after payment of a \$ 15.00 retrieval fee.

*Cooperative Behavior* is required while in DAEP. You will cooperate fully with the DAEP staff as well as other district personnel assigned to assist you. Refusal to comply with the directions of staff is considered a serious act of misconduct which violates PEIMS 20 -"Serious or persistent misconduct violating the student code of conduct while placed in alternative educational program." TEC 37.007(c) Failure to follow the rules may result in suspension or expulsion.

**Doctor notes** -When your child is under the care of a doctor, you should get a note from the doctor covering the days of absence. THE DOCTOR'S NOTE MUST BE TURNED IMMEDIATELY UPON RETURN TO SCHOOL OR WITHIN TWO (2) DAYS AFTER THE STUDENT RETURNS TO SCHOOL.

**Driving to School** -Any student driving themselves to school must meet the district requirements to obtain a student parking tag.

### ***Electronic Communications System***

Internet communications have become an ever-increasing part of our society and become more a part of the tools of education each year. We allow the students, with parent approval, to surf the web as long as the rules are followed. Students have access to hundreds of databases, libraries and computer services from all over the world. With this educational opportunity comes responsibility. It is important that both the parent and student read the District policy, administrative regulations and agreement form and ask questions if additional help is needed in understanding the agreement. Inappropriate system use will result in the suspension of the privilege to use this educational tool. Students will adhere to District policy at all times. While the District does provide filtering and monitoring to take reasonable steps to restrict access to areas of adult content and other material that student and parents might find objectionable, it is not possible to absolutely prevent such access. It will be the responsibility of the student to follow the rules for appropriate use. A more complete listing of rules will be included with the permission form for Internet use to be signed by the parent.

**Outside Food and Drinks** -candy, gum, and energy drinks are prohibited at DAEP. You may bring your lunch in a paper sack. Students may bring un-opened beverages for lunch, and may bring unopened water bottles to consume during the day. Any opened beverage brought onto the DAEP grounds will be poured out.

**Physical Activity** will be provided for all grades. 30 minutes of mandatory activity will be required each day as weather permits.

**School day is from 7:00 am to 2:15 pm each day, unless otherwise noted. DAEP students will follow the CISD school calendar.**

**Suspension** -If a student is suspended two times during their stay at DAEP, it qualifies as Serious or Persistent misbehavior and they will be assigned an additional 10 days at DAEP, and on the third offense they will be referred to an expulsion committee.

**Transportation** – *It is the responsibility of the parents /guardians of any student placed in AEP to provide transportation for students to and from AEP. CISD will not provide any transportation for AEP students.*

**Trespassing -DAEP STUDENTS ARE TO BE ONLY ON THE DAEP CAMPUS. Students may not be within 300 feet of any other CISD property or attend any CISD school sponsored activities, anywhere. for any reason without prior written consent and approval from both the DAEP principal and the principal from the home campus. Violators will be cited for trespassing and given a ticket.**

**CUSHING INDEPENDENT SCHOOL DISTRICT DISCIPLINE ALTERNATIVE EDUCATION  
PLACEMENT CENTER**

**DAEP CONTRACT**

I, \_\_\_\_\_ enter into the following contract with the *DISCIPLINE ALTERNATIVE EDUCATION PLACEMENT CENTER*, the DAEP for the Cushing Independent School District. I understand the following to be a binding agreement. I will do my best to fulfill the following objectives and understand both the positive and negative consequences.

I understand that I will not be allowed to attend any school functions or return to my referring school until I have completed my contract with the DAEP Center. I understand that if my referral occurred during the final six (6) weeks, my enrollment at the DAEP Center could continue into the next school year if I have not completed my contract. I understand that if I leave the CISD prior to the completion of this contract I will be required to return to DAEP to complete this contract before I will be allowed to attend school within CISD. If I withdraw to home school prior to my completion of the DAEP contract I will not be allowed to attend or participate in school-sponsored or school related extracurricular activities until my classmates have graduated.

**ASSIGNMENT DATES:** \_\_\_\_\_

**OBJECTIVES:**

1. Achieve 70% or better in all classes.
2. Follow directions.
3. Report daily by 7:00 AM.
4. Bring only school related materials.
5. Display a respectful, cooperative attitude toward teachers and students at all times.
6. Will comply with DAEP Dress Code. *Init.* \_\_\_\_\_

**CONSEQUENCES:**

- Positive: Return to campus.  
Negative: Extended stay at the DAEP Center or recommendation for expulsion from the home school district.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DAEP Staff Signature

\_\_\_\_\_  
Date

**CUSHING INDEPENDENT SCHOOL DISTRICT DISCIPLINE ALTERNATIVE EDUCATION  
PLACEMENT CENTER**

Students Name:

As the parent or legal guardian of the student listed above, I understand part of the program at DAEP is to participate in individual counseling conducted at the DAEP Center of the Cushing Independent School District. These services are offered at no charge and will be provided by a Licensed Professional Counselor, who will be available to answer any questions and address my concerns.

**Accept** \_\_\_\_\_

**Reject** \_\_\_\_\_

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**CUSHING INDEPENDENT SCHOOL DISTRICT DISCIPLINE ALTERNATIVE EDUCATION  
PLACEMENT CENTER**

**NOTIFICATION OF TRESPASS LAWS & OFFICIAL WARNING**

DAEP STUDENTS ARE TO BE ONLY ON THE DAEP CAMPUS. Students may not be within *300 feet* of any other CISD (*your Home District*) property or attend any CISD (*your Home District*) school sponsored activities, *anywhere*, for any reason without prior written consent and approval from both the DAEP principal and the principal from the home campus. *Violators will be cited for trespassing and given a ticket.*

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date