

A large, light grey illustration of a tiger in a pouncing or walking pose serves as the background for the central text. The tiger's head is turned towards the right, and its tail is curved upwards.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM Student Handbook 2019-2020

Princeton ISD Special Programs Center
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ACKNOWLEDGMENT FORM

We acknowledge that we have received a copy of the Disciplinary Alternative Education Program Handbook for the 2019-2020 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences. Texas Penal Code Section 30.05 Criminal Trespass requires prior notice that entry was forbidden. This notice prohibits the student listed below to attend any extra curricular school activities or public school campuses or public school grounds during their placement at DAEP. **Bus service is not provided for students that are housed in the DAEP. And students are not allowed to drive onto the DAEP campus.**

Name of Student (Please Print)

Signature of Student

Date

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date

► Please sign this page, remove it, and return it to the DAEP. A copy will be kept on file at the DAEP and at the home campus.

PREFACE

To Students and Parents:

The Princeton Independent School District's Disciplinary Alternative Education Student Handbook contains information that parents and students will need to review when the student is placed in DAEP. Throughout the handbook, the term "the student's parent" is used to refer to the parent and/or legal guardian. Students and parents also need to be familiar with the student's home campus handbooks, as this DAEP Handbook serves as a supplement to the home campus handbook while the student is placed in the Princeton ISD Disciplinary Alternative Education Program.

PHILOSOPHY

Students in the Princeton Independent School Districts are expected to conduct themselves in an appropriate and respectful manner. Politeness in conduct, serious application to schoolwork, and the consideration of the rights of others are the expected standards for our students. Students in DAEP will also be actively involved in the Character Education Program as outlined in the Princeton ISD District Policy. It is the philosophy of the Disciplinary Alternative School Staff that the students have a right to learn and teachers have the right to teach in a safe and orderly environment. The Disciplinary Alternative School Program provides a highly structured and controlled academic setting with an emphasis on core curriculum, life/coping skills, character education, and an opportunity for the student to work with highly skilled professional staff members. During these sessions, provided to each student individually and/or in small groups, students will:

- ▶ Receive academic instruction and/or tutorial sessions
- ▶ Be afforded the opportunity to explore alternative strategies to use in various circumstances
- ▶ Be equipped with strategies he/she may employ to avoid the escalation of a potentially dangerous or disruptive situation
- ▶ Discuss the nature of natural consequences, and be assisted with knowledge and instruction which will aid the student in making the types of decisions that will enable him/her to be more successful when he/she returns to their home campus.

STAFF

Mr. Philip Anthony, Superintendent of Princeton ISD

Mrs. Liz Goen, Director of Special Programs

Mr. Jerry Riley, Asst. to Director of Special Programs

Mr. Jim Hamilton, Teacher

Ms. Terry Kellogg, Secretary

Mrs. Sandra Armenta, Paraprofessional

PROGRAM OBJECTIVES

To provide appropriate instruction in a setting that emphasizes:

- a. a highly structured environment
- b. a place for the students to continue to learn
- c. the continuation of academic pursuits in the core subject areas as well as elective areas

To provide assistance and encouragement for students to:

- a. make behavioral adjustments, stressing that the students are held accountable for their actions and the natural consequences of inappropriate behaviors.
- b. take part in group and/or individual discussions that will help students learn to make better decisions, avoid escalating potentially troublesome situations, and equip students with alternative strategies to use in various situations.
- c. learn to make short and long-range plans and goals
- d. earn the privilege of returning to their regular school setting

To provide a foundation for personal and social growth in order to develop students of exemplary character who become responsible, productive, and caring citizens.

ENTRY REQUIREMENTS

Students will be assigned to the Disciplinary Alternative School in accordance with the discipline management plan procedures contained in the Student Code of Conduct. Typically, students will be placed for a twenty or thirty-day period of time. However, assignments can be longer based upon the Student Code of Conduct infraction. An ARD committee will convene and make a recommendation for a Special Education student. This meeting will take place within 10 days of the disciplinary action. The student will begin the assignment as noted in the discipline referral.

ENTRY PROCEDURES

All administrative personnel who are referring a student for a DAEP Placement must complete the Request for DAEP Placement Form and submit to Mrs. Liz Goen. Mr. Jerry Riley will schedule an entry conference with the parent/guardian of the student. The following items are needed for the entry conference:

- a. The student, a parent, and the DAEP administrator or his/her designee must attend the entry conference.
- b. The student's discipline record will be reviewed as well as the intervention techniques used and other attempts made by school personnel to redirect inappropriate and/or unacceptable behavior.
- c. The DAEP Handbook will be reviewed with the student and parent with an emphasis on academic and behavioral expectations held by the districts' administrative personnel.
- d. Grading procedures will be discussed during this meeting.

- e. Transportation issues will be discussed.
- f. Expectations of the dress code will be covered.
- g. The student and parent will be briefed as to where to report in the morning, the arrival and dismissal procedures, security issues, the daily schedule, provisions for lunch, tour the facility, and review the level system that the student must successfully complete before they will be able to return to their home campus. The student will be assigned a work station (which the student will be held accountable for keeping neat and orderly as well as graffiti free).
- h. The intake meeting serves as an orientation to the program.
- i. The student will begin their assignment the following day. (This may be revised with the approval of DAEP personnel)

EXIT REQUIREMENTS

Students earn the privilege of returning to their regular campus only after successfully completing and by having met all the following requirements. The student must:

- a. Have served at least the minimum number of days required.
- b. Achieve acceptable rating for each day assigned.
- c. Have satisfactorily completed all work assigned.
- d. Leave their work station in order.
- e. Have successfully demonstrated an understanding of the Character Education program and the positive character traits.

The home campus will be notified of the date the student will return to that campus.

DAEP DISCIPLINE SYSTEM

Student's progress while they are assigned to the Disciplinary Alternative School will be monitored. It is our desire that students learn to be responsible for their own actions. Consequences naturally will follow various inappropriate choices or poor decisions while the student will earn the rewards when he/she has made more appropriate choices and demonstrated the ability to successfully function within a structured school setting. Failure to follow the DAEP rules could result in detention, suspension, additional placement at DAEP, or expulsion to Collin County JJAEP for the remainder of the year.

General DAEP classroom rules include:

- ▶ Be respectful to all DAEP staff members, other students, and visitors and/or guests (persons, property, space, etc.) at all times.
- ▶ Have all the necessary materials and be ready to start on time.
- ▶ Remain on task and stay focused on goals throughout the day.

▶ A student must raise his/her hand and wait in an appropriate manner until his/ her request is received and considered and the student has received permission to move away from his/her designated area or ask a question/make a comment.

▶ The Code of Conduct and the DAEP Dress Code will be strictly observed. **A student not in compliance with the DAEP dress code may be suspended if the parent/guardian cannot bring suitable attire within 1 hour.**

The items listed below are the criteria that could be used to determine reduction of days at DAEP, which has to be approved by the student's home campus administration:

- a. Attendance
- b. Conduct
- c. Academics
- d. Dress code
- e. Exceeding goals

CHECK-IN/CHECK-OUT PROCEDURE

- Students are not to arrive at the campus before **7:30** a.m.
- Classroom instruction will begin at **7:45** a.m. Students will wait patiently while security procedures (check for illegal substances or items during entry) are followed.
- Students will check in their cell phones and/or other technology devices with office personnel. The student will be given a key to unlock their device at the end of each day.
- Students will place their lunch in the designated area and/or order a lunch for that day.
- Students will take their daily schedule, and go quietly and directly to their assigned seat.
- Once at their desks, the students will immediately begin to work on the goals and objectives as outlined on their schedule.
- Students will be dismissed one at a time. Each student will meet with DAEP personnel before leaving for the day to discuss how the day went and what is on the agenda for the following day.
- Students will be dismissed at **2:50** p.m. and are expected to leave the facility and school grounds by **3:00** p.m. **If a DAEP student is on any school grounds after 3:00 pm without the supervision of DAEP personnel, they will be considered as legally trespassing and Law Enforcement will be contacted.**

LAW ENFORCEMENT

If a student's behavior, while he/she is receiving his/her educational services at the Disciplinary Alternative School so warrants, law enforcement officials will be called. When Law Enforcement becomes involved it can result in an arrest. **Violations of this nature might include, but are not limited to:**

1. assault
2. fighting: a student involved in a fight will be suspended for three (3) days and up to twenty (20) days will be added to that student's DAEP assignment

3. possession of firearm or weapon: will result in expulsion
4. possession of drugs or drug paraphernalia: will result in expulsion
5. when it has been determined that a student is under the influence of alcohol or an illegal drug, that student will face expulsion.
6. leaving campus without permission
7. disruption of class environment
8. threat to another student or staff member

A student who, after being placed in a Disciplinary Alternative Education Program, continues to engage in serious or persistent misbehavior that violates the district's previously communicated written standards of student conduct, may be expelled. TEC 37.007 ©

Any student committing a DAEP placement offense, while already assigned to the Disciplinary Alternative School, may be expelled.

Expulsion from the Princeton Independent School District will result in a placement at the Collin County Juvenile Justice Disciplinary Alternative Education Program.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her opportunity to receive a free and public education, to benefit from teacher-led activities, to build on each day's learning, to interact with his/her peers in group projects or activities, and to learn strategies that will help prepare the student to be successful in the twenty-first century.

State law requires that a student between the ages of 6 and 18 years of age attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- ▶ Is absent on three or more days or parts of days within a four-week period, or
- ▶ Is absent from school on ten or more days or parts of days within a six-month period in the same school year.

Students will remain on the attendance roll of their home campus. Each student's attendance will be kept by the DAEP and reported to the home campus. During the last week of the student's DAEP placement, the Principal and PEIMS clerk will be notified of the anticipated date of the student's return.

ABSENCES

If a student is absent, the parent must notify the Disciplinary Alternative School by calling (469) 952-5406. The student must submit a note from his/her parent explaining the reason for the absence upon his/her return to the Disciplinary Alternative School. If a student has an unexcused absence they must make up that day, plus 1 more for the unexcused absence. **A student is required to make-up all absences before returning to his/her home campus.**

SCHOOL HOURS

The Disciplinary Alternative School day will begin at 7:45 a.m. and end at 2:50 p.m. Upon arrival (no earlier than 7:30 a.m.) all students must report to their assigned classroom. Additional DAEP days will be given to students who do not comply with these rules. All students must be searched and escorted into the building.

TARDINESS

Students will be considered tardy if they arrive after 7:45 a.m. and if they are not in the designated area as requested. Consequences for tardiness will be handled at the DAEP and the student's home campus will be notified. If the student is more than 15 minutes late, a half day (3.5 hours) will be required as make up time to receive credit for the day. If the student is required in court the student must bring back confirmation from the court. Once the student has completed their time with the court, it is expected that they come immediately back to school unless the school would be closed before their return. If the student does not return back to DAEP after a court appearance it will be considered as an unexcused absence and they will be required to make up that day, plus 1 for the unexcused absence

TRUANCY

Truancy is defined as student absence without consent or knowledge of parent or school personnel. The student will be required to make up the day missed, plus 1 day for each unexcused absence.

CAFETERIA SERVICES

Students have the option of purchasing a sack lunch each morning during the check-in, or the student may provide his/her own sack lunch. If a student brings a lunch from home, please make sure it is something that does not have to be refrigerated. A lunch from home must be clearly labeled with the student's name. No glass containers or open drinks are allowed. The district participates in the National School Lunch Program and offers nutritionally balanced lunches each day. Free and reduced-price lunches are available based on financial need and will be provided for those students who qualify.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the Princeton school district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a DAEP staff member's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate

from this handbook) regarding the use of these resources; violations of this agreement may result in the withdrawal of privileges and other disciplinary action.

Students will NOT be allowed to use e-mail. Internet may be used only with verbal permission from instructor. Violation will result in student's removal from computer.

CURRICULUM AND INSTRUCTION

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

Students assigned to the Disciplinary Alternative School will have the opportunity to participate individually and/or in small group sessions with a staff member. In addition, the DAEP staff will assist students in decision-making, goal setting, anger management, peer interaction compliance, and authority figure coping skills and will provide some drug and alcohol education. The DAEP staff will determine if there is a need for other topics to be introduced and explored.

DRESS CODE

1. Regular fitted blue Jeans, worn with a belt when appropriate (no sagging or low-riding jeans, no dress pants, shorts, wind suits or capris).
2. Plain T-shirt with sleeves (no writing or logos or pictures on shirts)
3. Closed-toe shoes
4. **NO JEWELRY OF ANY KIND** (boys and girls)
5. Natural hair colors only
6. No cell phones
7. No electronic devices whatsoever
8. No make-up on male students
9. No hats
10. No backpacks, purses or bags of any kind may be brought onto the DAEP campus. We will furnish the student with all needed supplies.

Final judgment about the student's dress code will be made by the DAEP Principal or his/her designee. **Violation of the dress code can result in suspension and additional time added to the student's placement in DAEP.**

GRADING GUIDELINES

Credit will be given for all acceptable work completed at the Disciplinary Alternative School. Grades for work done at the Disciplinary Alternative School will not replace previous grades but will be averaged with grades earned at the student's home campus. At times, during a student's placement at DAEP, a student may be assigned homework from a DAEP staff member.

MEDICINE AT SCHOOL

A student who must take prescription medicine during the school day must bring a written request from his/her parent, and the medicine in its original, properly labeled container. It must be turned into the office at the very beginning of the school day and will be in a locked area. The student will be supervised to assure that the medicine has been taken as directed. **The school requests that medication be taken at home when feasible.**

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than the end of the day except with permission from the principal or his/her designee and according to the campus sign-out procedures. A student who will need to leave school during the day must bring a note from his/her parent that morning. 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 becomes ill during the school day should notify the principal or his designee. A DAEP staff member will decide whether or not the student should be sent home. **Students will be required to make up the time missed from the DAEP.**

REPORT CARDS

Written reports regarding absences and student grades are issued to parents at least once every six weeks. The sending of report cards will continue to be the responsibility of the student's home campus.

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' desks 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 desks. Searches of desks may be conducted any time there is reasonable cause. **Students at the Disciplinary Alternative School are subject to audio and visual monitoring at all times.**

SUPPLIES

The required supplies for each student assigned to the Disciplinary Alternative School will be provided at the Special Programs Campus.

STATE ASSESSMENTS/BENCHMARK ASSESSMENTS

Students are required to take all Benchmark assessments and STAAR/EOC tests on designated testing days. Additional assessments may be required by the student's home campus.

TELEPHONE USAGE

Students will only be allowed the use of the telephone **in case of an emergency.**

► No cell phones are allowed in the classroom. We have phones available in all classrooms and

the office.

TECHNOLOGY

Students at the Disciplinary Alternative Program **cannot** use their technology devices during their assignment at the DAEP. All technology devices, including cell phones, will be put into a safe and the student will be issued a key each day. All devices will be returned at the end of each school day.

TRANSFERS AND WITHDRAWALS

Students who withdraw from Princeton ISD before serving/completing an assignment in Disciplinary Alternative School shall complete the assignment upon re-enrollment in the district, unless the assignment was served in another district.

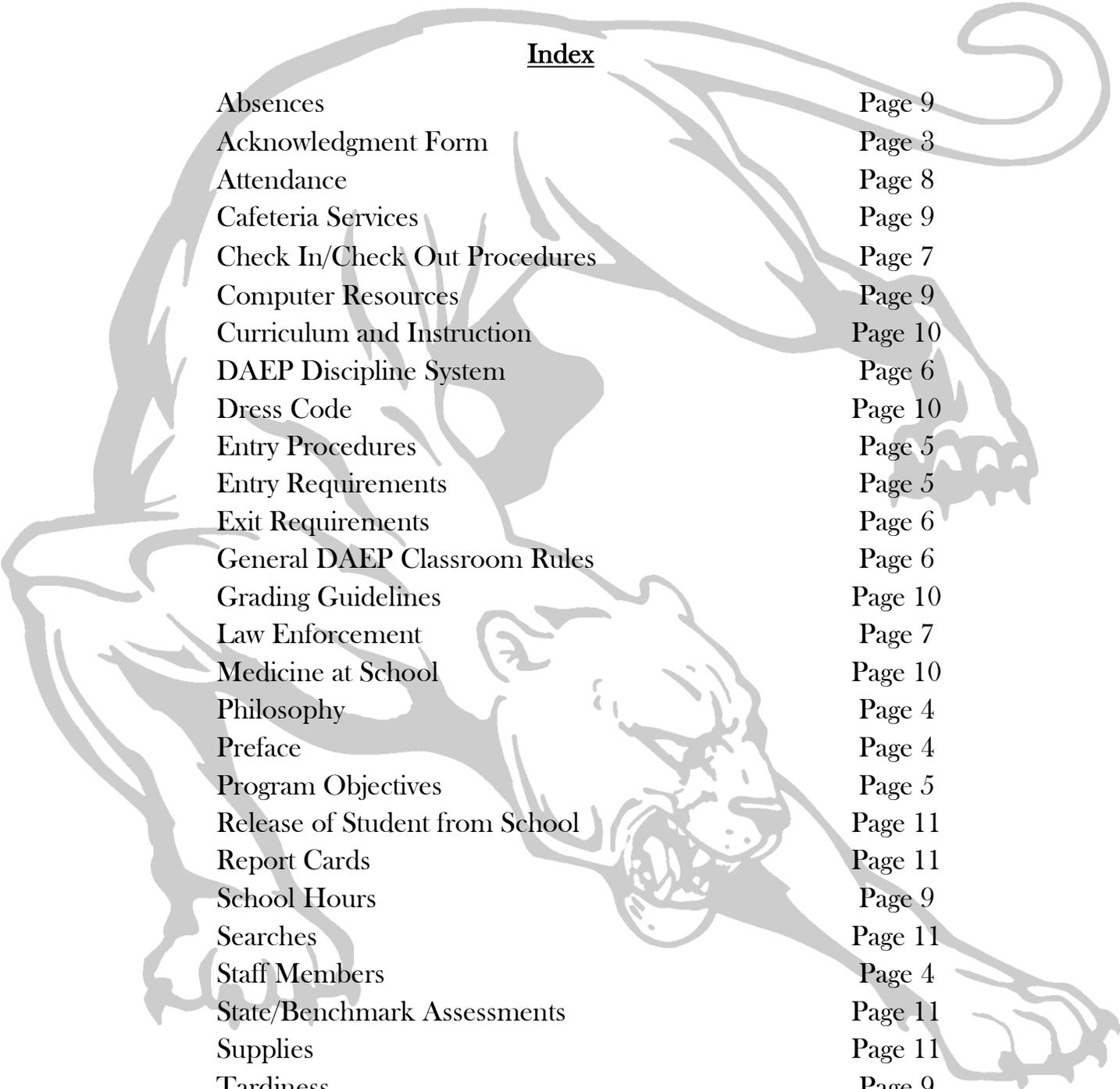
Students who enroll in Princeton ISD before serving/completing an assignment in Disciplinary Alternative School from a prior district shall complete the assignment upon enrollment in Princeton ISD.

Students who enroll in a hospital/drug treatment center may reduce their assignment time in Disciplinary Alternative School, on a day-to-day basis, with the district's approval. Verification of hospitalization/treatment must be presented upon re-entry.

TRANSPORTATION

Students **will NOT be permitted** to drive their vehicles to school while enrolled at DAEP.

Students enrolled at Princeton ISD who were assigned to the Alternative School must be brought to and picked up from the alternative school each day. A student may be granted permission to walk to school or home from school at the request of a parent and/or legal guardian. That request must be in writing and specify whether this request be granted each day their child is attending the DAEP campus or whether it is a request for that permission to be granted for a specific day(s) only.



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