

COMAL DISCIPLINE CENTER STUDENT/PARENT HANDBOOK 2018-2019

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**Fully Accredited by the Texas Education Agency
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DESCRIPTION

CDC is an alternative education placement (DAEP) established by the Comal Independent School District (CISD) in compliance with state law. CDC provides a structured, alternative approach to education and is designed to help students who have school discipline problems develop appropriate school behaviors and academic techniques that lead to success in the traditional school environment.

MISSION STATEMENT

The mission of Comal Discipline Center (CDC) is to help students reshape their behavior and improve academic/social skills so they can achieve success in the regular school setting.

PHILOSOPHY

We believe...

- Every student is important and is treated as such
- Every student can learn/grow and is responsible for that learning/growth
- Every student is responsible for their own behaviors/actions
- Learning takes place in a caring and safe environment

This philosophy is accomplished through a variety of techniques including: behavior support, teacher and computer-based instruction, and opportunity for self-reflection and growth.

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TITLE IX STATEMENT

Comal Independent School District does not discriminate on the basis of race, sex, age, religion, color, national origin, or disability in providing education services, activities or programs. It is the intent and policy of this District to conduct its activities in compliance with all Federal and State laws prohibiting discrimination on the basis of race, sex, age religion, color, national origin or disability.

Declaración de TITULO IX

El Distrito Independiente Escolar de Comal no discrimina a base de raza, sexo, edad, religión, color, origen nacional, o incapacidad en proveer servicios educacionales, actividades, o programas. Es la intención y norma del Distrito de conducir sus actividades de acuerdo con todas las leyes Federales y Estatales prohibiendo discriminación a base de raza, sexo, edad, religión, color, origen nacional o incapacidad

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STAFFING

CDC is staffed with highly qualified certified teachers in English Language Arts, Math, Science, Social Studies, Elementary Education, Special Education, Physical Education, and Public School Administration. In addition, CDC has access to a diagnostician, school nurse, and other district special and regular education personnel.

PURPOSE OF HANDBOOK

This handbook is a source of information for parents and students assigned to the Comal ISD Disciplinary Alternative Education Program (DAEP) or CDC. It should serve as a guide for basic rules and procedures for DAEP.

In addition, to the policies included herein, all applicable Comal ISD policies as well as city, county, state, and federal laws will be followed.

PLACEMENT IN DAEP

The administrators from student's home campus will address the reason for placement in DAEP, according to the CISD Student Code of Conduct and Texas Education Code, with the student and parent(s). Placement periods are determined by the Principal. Some placements may actually carry over to the start of the next semester or school year as determined by the Principal. DAEP students may qualify for early release for completing all CDC requirements in behavior, academics and attendance.

INTAKE

Intake is mandatory for students and parents enrolling in DAEP. DAEP intake will take place with a DAEP administrator. All intake meetings will take place at the DAEP campus. The purpose of the intake is to exchange information and to clarify the expectations of DAEP. During the intake, parents/guardians will sign acknowledgement forms in support of all DAEP policies and procedures. Students will sign their understanding of all policies and procedures set forth during the intake process and the consequences for failure **to abide by these policies.**

During the intake meeting, student/parent is provided with a copy of intake form and the following topics are discussed:

- Behavior Management System/Point sheet
- CDC Level System
- Dress Code
- Daily Schedule
- Curriculum
- Attendance
- Arrival/Dismissal procedures
- DAEP Expectations
- Student Inspection
- Enrollment Information & Discipline Plan

INTAKE PROCEDURES

Home campus administrator(s) will provide DAEP with required placement paperwork. Parent will contact DAEP to schedule intake meeting. CDC will have 4 appointments each day available for intakes for incoming students. These appointments will be approximately 30 minutes in length and will be available at the following times: 9:30, 10:00, 1:00, & 1:30. CDC staff will commit to holding intakes within 3 days of placement. **Please note that there are times during the year that higher volumes of students are needing intakes and CDC will work through those intakes as quickly as possible.**

BEHAVIOR MODIFICATION

The DAEP Program is built on the foundation of:

- TEKS correlated instruction
- Self-discipline/behavioral skill building

The primary objective of the program is to foster change in student behavior. This allows the student to return to **their home** campus to continue his or her education. By providing the student with an intense, highly structured environment away from the **home** campus, it is felt that the student will be better able to:

1. Understand the behavior/consequence relationship
2. Analyze the behavior which resulted in the assignment to the DAEP

CDC Parent/Student Handbook

3. Accept responsibility for his/her behavior
4. Develop an appreciation for the opportunities afforded on the originating campus
5. Reshape behavior to prevent a return to DAEP or be faced with expulsion.

ACADEMIC INFORMATION

CDC offers academic courses in the core curriculum areas (English/Language Arts, Mathematics, Science, Social Studies) in alignment with the Vertical Alignment Matrix and Unit Maps. Special Needs Students' academic work is modified in accordance with Instructional Education Plans (IEP). Upon enrollment, students are assigned an academic schedule and will begin to earn their grades from CDC, working within CDC instructional methods and materials. **Pre-AP/AP students will be placed within regular classes for the CDC assignment. The home campus may provide academic support if needed. The use of Edgenuity, an online curriculum, will be used for students who are placed in the Level 2 classroom at DAEP. This program complies with Comal ISD curriculum requirements.**

Grades earned by students while attending CDC are transferred to the student's home campus and averaged with home campus averages to determine final grades. Grades from the home campus are transferred to CDC and averaged in with CDC grades to determine average.

MEDICATION ADMINISTRATION

Prescription/over-the-counter/non-prescription medications dispensed by CDC must be in their original container and with a signed parent authorization form. Medications which are required for 10 or more days require a signed physician authorization form. Required forms can be obtained on CISD website or on campus.

GENERAL PRACTICES

Daily Routines: Arrival & Search

When entering the building from the bus drop off point, students will be greeted by CDC staff. At this time, every morning, students will turn out all pockets and show their socks to the CDC staff member. Any contraband that is found could result in loss of daily points or discipline consequences. A wand is run over each student prior to them continuing further into the building. More extensive searches are done at the discretion of the principal that will require a student to untuck and shake out their shirt and remove socks and shoes so they can be inspected. Please remember students are not allowed to have/wear piercings or jewelry (see dress code below) and all items will be taken if found and returned at end of stay.

Level System

CDC utilizes a level system while students are enrolled on campus. Students can be moved between the two levels at any time during their enrollment at campus administration discretion.

Level 1:

WHO: Students placed at DAEP for 30 days in length or less **OR** students who have completed behavior and academic standards in Level 2 and working towards returning to home campus.

- Teacher guided instruction
- Opportunity for students to earn early release by completing specific CDC requirements
- Students placed for **drug/alcohol offenses must** complete a 20-day drug counseling program to have the opportunity to be released early (parent component is embedded)
- Students placed for **assault must** complete counseling program to have the opportunity to be released early
- Students in Level 1 can be placed in Level 2 if they are not meeting CDC requirements (student will have to follow dress code for Level 2 student)
- **Dress code** in this level will consist of **blue jeans** and **white collared shirt** tucked in with belt and tennis shoes-see dress code below for greater detail
- Point system will be utilized to determine successful completion of days/placement

Level 2:

WHO: Students placed at DAEP for 45 days in length or longer **OR** repeat offenders (2nd & subsequent DAEP referrals in a school year **OR** students who have not met the behavior standards of Level 1.

- Students will continue to progress in CISD curriculum through the use of Edgenuity, online curriculum program.
- Students will be required to complete assigned work on the computer daily
- Point system will be utilized to determine successful completion of days/placement
- Serious and persistent misbehavior at this level can result in OSS/Expulsion
- **Students must complete successful days in Level 1 prior to their return to home campus. Days will be determined by campus administration.**
- **Dress code** in this level will consist of **khaki pants and white collared shirt** tucked in with belt and tennis shoes-see dress code below for greater detail
- Students placed in this Level will remain in this classroom at all times unless escorted by an adult to another area of the building.

Dress Code: CDC dress code requirements are designed to support discipline, order, and safety. In addition to prohibitions in the CISD dress code, the following more restrictive dress code applies to CDC students **in school and on all buses**. This dress code is strictly enforced.

1. Pants are to be worn at the navel.

a. **Level 1 Students - 4 pocket BLUE jeans.- NO HOLES ARE ALLOWED**

b. **Level 2 Students - 4-pocket dress khaki pants. Khaki jeans are not allowed**

Oversized/baggy pants, or pants with holes/tears, hammer loops, oversized pockets, extra pockets, bell-bottoms, capris, shorts, joggers and logos **are not allowed**.

2. A **plain white shirt with a standard fold down collar**. Shirt tails are to be **tucked tightly into the pants at all times**. Shirt may be short or long sleeve, button down or pull over. No more than one pocket.
3. Students must present a neat, clean, well-groomed appearance. **Hair must not cover the eyes**.
4. Bras must be white or skin tone.
5. A plain brown or black belt. No decorative belt buckles. Belts must be cinched at all times.
6. **Tennis shoes must be worn and laced and tied at all times. ONLY TENNIS SHOES.**
7. Students will check in jackets, sweaters, etc. upon arrival to the building. Students may not use jackets during the day in the building.
8. **Students may NOT layer clothing**. This includes multi layering of shirts or shorts under uniform.
9. A PLAIN WHITE SWEATSHIRT (NO ZIPPER, POCKETS OR HOOD) MAY BE WORN DURING WINTER MONTHS.
10. Jewelry is not allowed, including decorative hair fasteners, spacers, posts, piercings, or belt buckles. (Exception: simple functional wristwatches not to include smartwatches (APPLE watch, etc)).
11. Hats, skull caps, hoods, beanies or any other type of head coverings are not permitted.
12. Wallets and purses **are not allowed on campus for any reason**. Female students may bring feminine items in a labeled makeup bag to be left in the nurse's office.
13. No nail polish or fake fingernails. (ex: French manicure)
14. Tattoos may not be exposed while in attendance at CDC. It is the parent/student's responsibility to cover the tattoos **daily BEFORE loading the bus and for students to keep them covered all day**.
15. Students are subject to random safety searches during their placement.

Parents and guardians may be called to substitute appropriate clothing or remove their child from school if their child is in violation of the dress code. If it is a repeated problem, the student may not be allowed to board the bus.

Note: The Principal, on a case-by-case basis, will approve Dress Code exceptions for physical problems.

Transportation:

1. Students assigned to CDC must ride a CISD bus to and from campus. **If the student misses the bus, one drop off is allowed.**
2. Parents may not drop off students during the day, unless the student is returning from or going to a documented visit to the doctor or a court. **A note from the doctor or court official must be presented to CDC at that time.** If a student has an afternoon appointment, he/she is to be picked up by **3:00 pm**; otherwise he/she will be sent home on the bus.
3. Bus Rules:
 - (a) The CDC bus is an extension of the CDC building and the point system extends to this area as well.
 - (b) Failure to comply with bus rules or directives will result in loss of points and/or student being moved to the Level 2 classroom.
 - (c) **Students will not be allowed to board the bus out of dress code.**
 - (d) Students are to sit in **assigned seats** and face forward. No lying down in seats or across aisles.
 - (e) Food, drinks, and chewing gum are not allowed. Hoods may not be over the head while on bus.
 - (f) Students must immediately comply with instructions from the bus driver/monitor when told.
 - (g) Communication between students is limited on CDC buses and can be terminated at any time. Students may speak to the CDC Bus Staff members with permission.
 - (h) Upon loading the bus, lunches are to be placed in the CDC secured tote box, accessible only to CDC Staff. Bus warnings and referrals are processed as CDC referrals and can result in student being moved to Level 2 or suspended.

Cell Phones: Students are **NOT allowed to bring cell phones or any other electronic devices** with them to CDC. 1st offense; parent-contacted device sent home. 2nd offense; device kept until end of placement. All items are disposed of 10 days after the last day of the school year. **We are not responsible for any lost or damaged electronic devices, including phones.**

- **Use of Telephone:** The school telephone is for official business only. Students are not allowed, without permission, to use the CDC telephone. If an emergency arises, a staff member will contact the parent/guardian.

School Supplies: Each student is to bring one pack of lined notebook paper, pack of #2 pencils and a box of tissue on their first day assigned to CDC. These will be placed in the bus box upon loading the bus.

School Materials: CDC provides instructional materials. Students are **not** to bring textbooks, magazines, notebooks, backpacks, pens, etc.

Restroom Breaks: There are three (3) restroom breaks during the day. (Emergencies are handled on an individual basis.) One additional break may be allowed upon arrival or leaving.

Meals:

1. **Students may bring their meals provided they do not require refrigeration or special handling. Meals must be in a sealed bag or lunch box clearly labeled with the student's name. All drinks must be in a sealed container. NO GLASS CONTAINERS ARE ALLOWED.**
2. Meals brought to CDC campus are placed in a secured area until mealtime and will be inspected. Students may choose to purchase school meals. Student meal accounts are transferred to CDC and regular meal services are provided. **Meals cost \$1.40 for breakfast \$2.65 for lunch.** Meals must be paid for in advance and **may not be charged.** Students who forget their money are provided with a sandwich a maximum of three times during their stay at CDC. Special orders are not allowed without a doctor's order on file with child nutrition. Your current Lunch Money Now account stays active during their placement.
3. Students eat meals in their assigned rooms and are required to keep the area neat and clean. All items must be consumed during the mealtime. No additional snacks are allowed.
4. **STUDENTS ARE NOT ALLOWED TO BRING CANDY, SODA OR ENERGY DRINKS. The campus staff will dispose of these items if they are brought to campus.**

Attendance: Students are expected to be present every day, unless they are ill. Parents should call CDC to report any absence from school. The student must bring a note explaining the reason for the absence, upon their return to school. Truancy from CDC may result in referral to CISD Attendance Officer. The student must successfully complete all of the assigned days at CDC or complete CDC requirements in behavior, academics and attendance for early release before he/she is eligible to return to the home campus.

Pledges:

All students are to stand and recite the Pledge of Allegiance and the Texas Pledge after which a moment of silence will be observed during their history class period. Parents may make written request to excuse the student from reciting a pledge.

All students participate in physical activity (P.E.) daily unless a note from the doctor is provided.

Student Responsibilities:

TO BE SUCCESSFUL IN DAEP, THE STUDENT MUST

1. Maintain consistent and punctual attendance
2. Complete assigned work in a conscientious and timely manner
3. Comply with established district policies and student code of conduct.
4. Comply with established DAEP policies, rules and regulations.
5. Work cooperatively and respectfully with DAEP staff.
6. Be respectful and responsible for all actions, behaviors, words and learning

Non-Negotiable Rules:

1. Comply with CDC staff instructions/directions the first time without arguing.
2. Keep your entire body and all possessions to yourself.
3. Complete all assignments with passing grades and redo as needed.
4. Demonstrate school appropriate social skills.
5. Follow CISD Student Code of Conduct
6. Follow the CISD computer “**Acceptable Use Policy**”
7. Gang signs, gestures, writing and drawing are unacceptable and not allowed on clothing, assignments, folders, etc.
8. All topics of conversations must remain school appropriate at all times.

Parent Responsibilities:

TO HELP YOUR CHILD EXPERIENCE SUCCESS IN DAEP, THE PARENT/GUARDIAN MUST:

1. Promote consistent and punctual attendance
2. Advise the DAEP staff of any absence the morning of absence.
3. Provide any necessary documentation to verify the reason for the absence.
4. Attend conferences needed to review your student’s status or progress
5. Attend a conference with home campus administration/counselor upon student being released from CDC.

Rule Violation Consequences:

- Conference with Administration
- Placed in Level 2 classroom
- Suspension from CDC
- Extend CDC Exit Date
- Possible CISD Expulsion Recommendation after five (5) suspensions or those infractions as noted in the CISD Student Code of Conduct.**
- Police will be called when circumstances dictate.

Referrals:

Students referred to administration for rule violations are provided an opportunity to fully explain their actions. The administrator makes every effort to help students make the correct choices. After discussing the problem, administration will assign a consequence. Students may be returned to class, suspended from one to three days; have their exit date extended; be moved to Level 2 classroom or be recommended for expulsion from CISD. The fifth suspension or a serious Student Code of Conduct offense may result in a recommendation for expulsion.

Point Sheets:

Each student will have a point sheet that will be filled out daily by staff. Point sheets are sent home the last day of each week to be reviewed and signed by the parent. **Return of point sheet may result in rewards; snack, shirt/outfit pass and possible reduction in stay. Students who do not receive sufficient points in a week are subject to probation in Level 1 and a parent conference. Student will have one week to correct behavior and if the student is unsuccessful in that probation week, they will be moved to Level 2 and will remain in this setting until meeting all requirements for working their way back to Level 1. If student continues to be unsuccessful, suspensions and expulsion may be utilized.**

Placement Review:

All LEVEL 1 students have the opportunity to earn a review that could allow for early return to home campus. Students must meet all CDC academic, behavior, counseling and attendance requirements in order to be eligible for review/early release. Students in LEVEL 2 are not eligible for early release.

To Earn a review of placement, students must meet the following requirements:

1. Earn 90% of the total point value
 2. Have completed with PASSING average 6 to 12 assignments in each class period
 3. Have no more than 1 excused absence
- Students sent to DAEP for the following two infractions must complete additional requirements:
 1. For **DRUG/ALCOHOL infractions:** complete the RecoveryWerks! Drug counseling program
 2. For **ASSAULT infractions:** complete counseling with campus staff

Release or Removal from CDC:

Students may be released from CDC for the following reasons:

1. Students in LEVEL 2 must complete successful days in the LEVEL 1 setting prior to being released from CDC.
2. Level 1 students completing all requirements for early release
3. Successful completion of assigned days.
4. By the Home Campus Principal.
5. By an ARD Committee.
6. Completion of the emergency placement term (maximum of 10 school days).

Students may be removed from CDC for the following reasons:

1. Removal by the CDC Principal for failure to attend CDC (18 years and older)
2. Expulsion from CISD.

Return to Home Campus Procedures:

Upon successful completion, a letter will be sent to the student's parent/guardian informing him of the student's last day at CDC. This letter will serve as notification that the **student must report with his/her parent/guardian** to his/her administrator at the home campus on the first school day following completion of his CDC placement.

PARENT/STUDENT NOTICE AND SIGNATURE FORM

1. TRESPASS WARNING

While you are enrolled in the Comal Discipline Center, you are not allowed to go on any other CISD school property at any time. In addition, you may not attend or participate in any school activity no matter the location. If you violate this directive, you are in violation of CISD policy and further disciplinary action at CDC. This document is considered your warning relating to the consequences of trespassing. **My signature below indicates that we understand the statements above and acknowledge that I have been warned about trespassing on CISD property while assigned to CDC.**

2. CDC PARENT/STUDENT HANDBOOK

Each student entering CDC is provided a CDC Parent/Student handbook and receives a briefing on important CDC procedures before starting their placement. In addition, the Comal ISD Student/Parent handbook and Student Code of Conduct you received at your home campus is still in effect. **My signature below acknowledges receipt of the CDC handbook and that I have been briefed on CDC procedures.**

3. STUDENT COUNSELING

Students attending CDC are provided with access to campus counselors as needed or requested. Outside agency counselors are also available to come to CDC to meet with students.

_____ My signature below allows for release of student information to and from any counseling services to include the RECOVERYWERKS! program.

4. REDUCTION/EXTENSION OF PLACEMENT

The original length of placement at CDC may be reduced or extended by CDC administration based on behavior, academics, absences or other related reasons. Students who are placed at CDC for the following infractions must meet additional requirements in order to be eligible for a reduction in that placement:

- a. Drug/Alcohol Infractions: must complete a 20-day counseling program setup through recoveryWerks! to include Parent Participation.
- b. Assault Infractions: must complete an on-campus counseling program.

My signature below acknowledges understanding of CDC procedures for reduction/extension of placement

5. REPEAT PLACEMENTS IN SCHOOL YEAR

Upon students 2nd or subsequent placement to CDC in the same school year (regardless of infraction) that student will receive the specific # of days for that infraction **PLUS a mandatory 15-day extension.** Student will begin their placement in the LEVEL 2 classroom earning the opportunity to be moved to LEVEL 1 and then must complete successful days in LEVEL 1 before being allowed to return to home campus. **My signature below acknowledges understanding of CDC procedures for repeat placements.**

6. COMAL ISD COMPUTER AND INTERNET POLICIES

- a. My signature below indicates my acknowledgement that I understand the Comal ISD's "Student Acceptable Use Policy."
- b. _____ I give my permission for my child to use District computers and have internet access.

7. SPECIAL MEDICAL REQUIREMENTS

_____ My student requires medication to be administered by CDC personnel and I will provide the necessary form from the doctor. **My signature below acknowledges that before any medication can be administered to my students a "Medication Permission Form" must be properly completed and turned in to CDC per board policy.**

8. TRANSPORTATION

Students placed in CDC must ride the bus to and from campus and are only allowed 1 dropoff if student misses the bus. **My signature below acknowledges that I understand the transportation requirements while my student is placed at CDC.**

I have read the notice and signature form as well as the CDC handbook and I agree to abide by these expectations.

Printed Student Name _____

Date _____

Student Signature _____

Printed Parent Name _____

Date _____

Parent Signature _____

CDC Administrator Signature _____

Date _____