

2023-2024

Princeton Independent School District

Discipline Alternative Education Program



Parent & Student Handbook

Special Programs

600 Mabel Ave

Princeton, TX 75442

Office: 469.952.3420

Fax: 469.952.5431

Principal Shaun Ratcliff – shaun.ratcliff@princetonisd.net

Secretary Terry Kellogg – TKellogg@princetonisd.net

Updated 6/15/2023

Princeton AEP Bell Schedule

Periods	Time
Breakfast/Morning Check-in With Students	7:45-8:30
1	8:30-9:15
2	9:15-10:00
3	10:00-10:45
4	10:45-11:30
Lunch	11:30-12:00
Character Talk	12:00-12:15
5	12:15-1:00
6	1:00-1:45
7	1:15-2:00
H-Bill/Tutoring	2:00-2:50

Central Administration

Donald McIntyre, Superintendent

469-952-5400 x 3501 | dmcintyre@princetonisd.net

Dr. Jackie Hendricks, Deputy Superintendent

469-952-5400 x 3503 | jhendricks@princetonisd.net

Casey Gunnels, Assistant Superintendent of Education

469-952-5400 x 3506 | cgunnels@princetonisd.net

Rachel Nicks, Executive Director of Elementary Education

469-952-5400 x 3506 | RNicks@princetonisd.net

Daily Safety Procedures

Keep any doors locked that students or staff members do not use regularly. Do NOT prop doors open for any reason. This includes the gym, cafeteria, and all side entrances.

Direct any visitors to the front office immediately to sign in through the Raptor System. All visitors will wear a badge or a name sticker to indicate they have signed in appropriately at the front office.

Visitors must show the secretary a valid driver's license every time they visit the school. The receptionist will then run the license through the system. Once the visitor is cleared through the system, we will notify the teacher to allow the student to come to the office. All parents will remain in the lobby area.

Safety and Screening

The DAEP will conduct ENHANCED METAL SCREENING for all students daily.

Program Description

The Princeton ISD DAEP is designed to provide a quality instructional program for students needing temporary alternative school placement due to infractions of the Princeton ISD Student Code of Conduct; hence, the PISD DAEP is disciplinary in nature. With a strong focus on academics and minimal social distractions and interactions, the program provides a collaborative curriculum with all core subjects, a counseling element, behavioral modification, restorative discipline, character education, credit recovery, and transition back to the home campus.

DAEP Mission:

Princeton ISD DAEP inspires students to embrace excellence in learning, life, character & future career.

DAEP Vision:

To build a foundation of character, integrity, and respect within each student to foster new beginnings and a rediscovery of excellence.

DAEP Motto:

"We All We Got!"

DAEP Teachers:

Princeton ISD DAEP staff are certified teachers according to the State Board of Education criteria.

Rhonda Frisce – Rhonda.frisce@princetonisd.net

Mattie Hullinger – mattie.hullinger@princetonisd.net

Joyce South – joyce.south@princetonisd.net

Jenna Baker - jbaker@princetonisd.net

Lauren Stokes- lstokes@princetonisd.net

While at DAEP, parents are encouraged to contact the teacher or principal with any questions or concerns regarding their student.

Daily Safety Procedures

- Keep any doors locked that students or staff members do not use regularly. Do NOT prop doors open for any reason.
- All visitors must show the secretary a valid driver's license every time they visit the school. The receptionist will then run the license through the system. We will notify the teacher once the visitor is cleared through the system. All parents will remain in the lobby area.

Curricular Scope:

Students receive a high-quality language arts, mathematics, science, social studies, and character education curriculum. The instructional program is aligned with state and district standards.

Intake Meetings:

The student and a parent/guardian must attend their DAEP intake meeting. Intake meetings are scheduled any day 8:00 AM – 11:00 AM & 12:00 PM – 2:00 PM

Intake Procedures for Students & Parents:

- Individual intake meetings will be held with the DAEP administrator or staff member. Please arrive on time to avoid a delay in starting the DAEP placement and potentially an unexcused absence.
- Parents and students must sign the DAEP Handbook Contract demonstrating an acknowledgment to all items addressed within the DAEP Handbook. This contract will also include a Trespass Order that states that the student **cannot** be on any school property until their time has been wholly served at the PISD alternative school.
- Only parents, guardians, or adult students may attend the intake meeting; no other family members or friends are allowed to accompany the family.
- PISD will provide a translator if needed.

Behavior Management

As faculty, we have the responsibility to help students attain that self-discipline through the consistent application of disciplinary procedures and the team efforts of the faculty, staff, parents, and students.

1. Teachers will establish a sense of community and provide clear behavioral expectations with the students at the beginning of the year.

2. Teachers have the following methods and others available when a student's behavior needs changing:

- Acknowledge positive behavior verbally.
- Attempt to redirect the student's behavior in the classroom.
- Call parents and develop a relationship that promotes a team approach to the issue.
- Develop a seating chart.
- Conference with the student individually during the last few minutes of the class or establish a time before or after school to meet with the student.
- If necessary, issue an appropriate consequence. (Examples: Self-Regulation Center)
- Request help from the Principal.
- Request a parent conference.

Student Behavioral Expectations:

Princeton DAEP administration, faculty, and staff believe students can behave adequately and are expected to follow all rules and procedures. Without consequences, no student will be allowed to disrupt the teaching and learning environment. In addition, students are expected to ignore other students' misbehavior. Students assigned to the DAEP have a mandated set of behavioral expectations to follow. These behavioral expectations are designed to assist students with modifying their behavior in such a manner that helps the student to return to and function on their home campus successfully. A student may be suspended or recommended for expulsion if the student engages in severe and persistent misbehavior while enrolled in DAEP. If expelled, the student will be assigned to the Juvenile Alternative Education Program (JJAEP) through Collin County in McKinney, TX.

Princeton ISD Student Handbook and Princeton ISD Student Code of Conduct are applied and strictly enforced in conjunction with the DAEP Parent-Student Handbook.

****Note: DAEP students are not allowed on any PISD properties at any time until they complete the DAEP Program. Failure to comply with this directive could result in a citation and/or an arrest.***

DAEP Student Rules:

The following DAEP rules are strictly enforced:

- Students must follow a directive the **FIRST** time.
- **The headphone charge is for the 2nd pair \$5**
- Students will abide by each student's prescribed classroom expectations.
- Students will only communicate with other students with the teacher's permission.
- Students will raise their hand for permission to speak.
- Students are expected to remain seated unless permitted to move.
- Students cannot sleep, lay their heads on their desks, or lean against the wall or partitions.
Students who struggle to stay awake will be required to stand for some time designated by the teacher.
- Gum, candy, and drinks other than water are not permitted.
Students can bring a factory-sealed water bottle or an empty bottle with a lid for water.
- Food will only be allowed during breakfast and lunch periods.

Dress Code:

In addition to the PISD dress code, the following restrictive dress code applies to DAEP students. The DAEP dress code requirements are designed to support discipline, order, and safety. Also, the dress code can be enforced within 300 feet of the school. Students assigned to DAEP will wear the following

- Jeans (**No writing, No emblems, absolutely nothing on the Jeans**)
- Plain T-Shirt (**No writing, No emblems, absolutely nothing on the T-shirt**)
- Plain Pullover Sweatshirt (optional) (**NO HOODS ALLOWED**)
- Jackets (**all clothing will be searched**)
- Hair must be neat and groomed and of **natural hair color**

Prohibited Dress Code Items: 1st time we will provide sweatpants; 2nd time, the student will not be allowed in the building.

- Any clothing item with logos
- Shorts are worn under jeans

- Sagging
- **No Jewelry of any sort (If Jewelry is brought in, the parent will have to pick it up in the office at pick-up the first time. The second time offense will be taken up and released to the parent on Friday of that week to parents.)**
- Backpacks or purses
- Hats/headbands/durags or any other type of head covering
- Hoodies
- No Leggings
- No Shorts

Dress Code Violations:

- Students found to be in dress code violation at the beginning of the day will be required to correct the violation before entering the building.
- Students found to be in dress code violation after the day has begun will lose successful days or risk suspension.

Disciplinary Consequences:

Behavior infractions may warrant the following consequences:

- Redirection: The student will be redirected and allowed to comply.
- Parent Conferences: The teacher or the principal will schedule a meeting with the parent and the student to discuss possible corrective supports and interventions.
- Suspension: The student can be suspended, and the infraction determines the days. Suspended students are not allowed on any PISD properties until the suspension and their time at DAEP have ended.
- Citation: If a student has violated the law, the Princeton Police Department will be called, and a citation can be issued.
- Probation Officer: For students who have probation officers, they will be called and informed of the student's behavior. (We also contact the PO for good behavior as well).
- Expulsion: Students will be removed from the DAEP and expelled to the JJAEP.

Assignments & Grading:

Students will complete their core coursework electronically in the Edgenuity program or Google Classroom. Students will be enrolled in the Edgenuity core courses, which resemble their school schedule. Students will complete the online work for their placement in DAEP, and an Assignment with grades will be submitted to their respective campuses weekly. For elective courses or courses unavailable through Edgenuity, assignments will be returned to the home campus teacher at the beginning of each new week. Teachers will email or supply through Google Classroom assignments not offered via Edgenuity. To improve the quality of work, the DAEP staff may ask students to redo or enhance the work they complete before it is returned to the home campus. Due to the communication delays between DAEP and the campuses, there will be a lapse in time for posting the student's grades. Parents will be added to Edgenuity for automatic grade updates through email.

If a student chooses not to do an assignment or multiple assignments, they are subject to losing credit for that day. Choosing not to do work or putting forth minimal effort will result in an NCD (No Credit Day).

The student must inform the DAEP staff if they need more materials or supplies to complete assignments.

Testing:

Students assigned to DAEP during designated STAAR, TSI, TELPAS, PSAT, SAT, or ACT testing periods will be administered at the DAEP campus if the student is under a mandatory placement and on the student's home campus if the student has a discretionary arrangement at DAEP.

Compulsory Attendance:

Students are expected to attend DAEP for the entire length of their placement. The Princeton DAEP administration will follow all compulsory attendance rules outlined in the Student Code of Conduct. Should any student fail to attend DAEP under compulsory attendance rules, students will be subject to truancy being filed.

Attendance Procedures:

- Parent/Guardian/Adult student is to call the office at 469.952.5406 to report the absence
- If the person responsible for reporting an absence has not done so, the DAEP staff will Contact the parent/guardian/adult student to determine the reason for an absence.
- Official written documentation (note) for absences must be presented within 48 hours for the day to be Excused. Official documentation/note must include the following:
 - The date of the absence(s)
 - The reason for the absence(s)
 - Student's Name
 - Student's ID number
 - Parent/guardian/adult student's phone number
 - Must be signed by the parent/guardian/adult student
- Notes can be sent via email and should contain all of the information mentioned above. The email should be listed in the student's Infinite Campus profile that the parent/guardian/adult student Must update each year before starting the new school year.
- The DAEP staff will contact the parent/guardian to verify the note's legitimacy if needed.
- Excused absences will be approved if ...
 - all previously listed items are included; and/or,
 - the absence falls under the exemptions of the Compulsory Attendance Law.

Note: An excused absence does not count towards a day served at DAEP. Furthermore, excessive absences will warrant truancy charges against the student and possibly the parent.

Arrival:

The doors will open at 7:30 AM. All students will be searched upon entering the building. **All cell phones will be locked up at that time.**

Dismissal Time

School is dismissed at 2:50 P.M., DAEP staff leaves at 3:30 pm If you are late picking up your child, a day will be added.

Tardy Policy

Punctual attendance results in a safer, more secure, and more orderly school environment. Students on time to class experience greater levels of achievement, and teachers experience more teachable moments. Students must be on time for classes to avoid disrupting the learning environment.

Arriving Late:

- If a student arrives at the building after 7:45 AM, the teacher will document the tardiness and escort or arrange for the student to be escorted to class. The student will only be allowed to walk around the building if supervised.
- If a student arrives late, the **student will not receive credit for the day.**

Dismissal:

Students will be dismissed at 2:50 PM. DAEP personnel will escort the students out of the building, and the student must vacate the premises immediately. ** Remember that students cannot be on any other PISD campus.

Leaving Early:

If the student is leaving school early, the parent/guardian must:

- The parent must enter the building and sign the student out
- The parent must write or email a note stating the reason for leaving early
- The parent/guardian must produce a valid driver's license before signing out the student

Note: Leaving school early may result in the day or part of the day not counting for days served at the DAEP.

Campus Transitions:

Campus transitions include when a student is leaving or entering the classroom.

During transitions, students will:

- Remain quiet
- When given permission, line up at the door
- They will face forward with hands to their side or behind them
- When given permission, proceed to the destination
- Always walk on the right-hand side of the hall
- Remain lined up until permitted to enter the destination

Meals

Meals are prepared by the food services of Princeton ISD and delivered to students' rooms. Students will not have meal choices from the cafeteria. Lunch prices are based on the lunch program the student receives at their home campus. A student may bring a sack breakfast/lunch from home. No fast food or restaurant food is allowed. A factory-sealed water bottle or an empty water container with a lid is acceptable. All outside items will be searched. During meals, students must remain seated, a conversation is not allowed, and exchanging or giving food items is prohibited. *** Water is the only beverage allowed from outside the building. Milk will be served with school lunches.

Transportation

- A parent/guardian must provide transportation to and from the DAEP building. **All transportation Arrangements should be made before coming into the building each day.**
- Students can walk if the parent permits them to do so.

Searches & Seizures:

Students will be searched daily. Searches consist of the following procedures:

- **Students will 'dog ear' their pockets and raise their pant legs to expose their socks**
- **Students will remove socks**
- **All pockets will be checked**
- **Jackets will be removed, searched, and secured**
- **Each student will be scanned with a handheld metal detector**

All items not allowed will be taken and returned to either a parent or on the LAST scheduled day of the DAEP placement to the student. Additional searches may be conducted with reasonable cause; legal authorities will be contacted immediately if any illegal or prohibited items are found. The DAEP is not responsible

for items taken from students. If the student brings items more than once the times will be held until the end of the school year.

Medication & Health Concerns

DAEP does have a nurse on campus. The nurse is located at the Canup Early Childhood Center and can be available as needed. When seeking medical advice, we will contact this nurse. In an emergency, we will immediately call 911 and contact the parent/guardian.

- Parents are responsible for notifying the DAEP administration of any medical needs and providing the staff with their child's updated medication, inhaler, epi-pen, nebulizer, etc., as prescribed by the child's physician. All appropriate medical permission slips must be completed. We will follow the healthcare provider's instructions. (Forms – Healthcare provider instructions for giving medications at school, Anaphylaxis Treatment plan and Physician's Order Form, and the PISD District Student Information/Medication Form). Both the student and the parent must sign this form.
- Parents must complete all required documentation for online registration.
- The medication must be in the original container and have the student's name printed on said container. Expired medication will not be administered. The staff will accept no loose medication. The parent, upon arrival, must check in all medication. Students in possession of medication will violate school policy. We DO NOT administer over-the-counter medication at any time, nor will medication be released to an underage student. Parents are responsible for picking up student medication, including epi-pens, at the end of the placement.
- At the parent's discretion, the staff may administer over-the-counter medication.
- Parents are responsible for notifying the DAEP administration of any food allergies, and or dietary restrictions. Documentation of food allergies and /or any dietary restrictions must be given to the DAEP administration.

Extra-Curricular Activities:

Students placed in the DAEP are not allowed to attend or participate in any extra-curricular activities at their home or any other PISD campus **at any time** during their DAEP placement. Criminal trespassing charges can be filed.

Visitor Guidelines:

- All visitors must show the secretary a valid driver's license every time they visit the school. The receptionist will then run the license through the system. We will notify the teacher once the visitor is cleared through the system. All parents will remain in the lobby area.
- Small children, friends, and unapproved visitors are prohibited on the DAEP campus.
- All parents and visitors must behave in an appropriate manner
- Parents are encouraged to schedule appointments with the administrator or DAEP teacher to address any questions or concerns.
- Disruptive visitors will be removed from the DAEP campus immediately and are subject to criminal proceedings.

Exit Procedures:

When the student has completed their DAEP placement and is ready to return to their campus, the transition will include:

- Written notice of the student's return date to the parent/guardian
- Written notice of the student's return date to the home campus principal/assistant principal/counselor
- An assessment of the student's academic growth while at DAEP
- Coordination of the student's transition to home campus between the DAEP administration and home campus administration
- Parents are highly encouraged to assist with transition planning
- Set up the meeting between the student, the administrator, and the counselor from the sending campus.



Student Code of Conduct and Student Handbook

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct to promote a safe and orderly learning environment for every student. We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or appropriate campus administrator.

The student and parent should each sign this page in the space provided below and then return the page to the student's school.

We acknowledge that you have been given a paper copy of the Princeton ISD Student Code of Conduct for DAEP for the 2023-2024 school year. We understand that students will be held accountable for their behavior and subject to the disciplinary consequences outlined in the Code. We have chosen to:

Receive a paper copy of the Student Code of Conduct.

Print the name of the student. _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

School: _____

Grade level: _____

Please sign this page, remove it, and return it to the student's school. Thank you.

ACKNOWLEDGMENT FORM

We acknowledge that we have received a copy of the Disciplinary Alternative Education Program Handbook for the 2023-2024 school year and understand that students will be held accountable for their behavior and will be subject to disciplinary consequences. Texas Penal Code Section 30.05 Criminal Trespass requires prior notice that entry was forbidden. This notice prohibits the student listed below from attending any extracurricular school activities on 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. 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

DAEP Student Information Sheet

STUDENT NAME: _____

ADDRESS: _____

EMAIL: _____

HOME#: _____

WORK#: _____

CELL#: _____

WHO CAN PICK UP THE STUDENT:

PROBATION OFFICER NAME & NUMBER:

SCHOOL: _____

GRADE: _____

Group School Counseling Informed Consent

Dear Parent/Guardian:

This time with the Support Counselor will allow your child to discuss school problems and/or other concerns in a supportive environment while also gaining valuable information and skills. Sessions will be held at school during school hours. Students will receive an excused absence for any class or pull-out time they miss due to counseling but will be responsible for all missed work/assignments.

Confidentiality

Mental health services are confidential. Confidential information will not be released unless required or permitted by law. Possible exceptions to confidentiality include but are not limited to:

- Parent/guardian signs a release of information allowing the counselor to discuss confidential information with another party or parties;
- The counselor is subpoenaed to testify in court or court-ordered to disclose confidential information;
- The counselor is mandated to report a suspected abuse of a child, elderly person, or disabled person; and/or
- The counselor must report the student's disclosure of intent to harm self or others.

If academically, emotionally, or socially beneficial, we may consult with school personnel and/or vetted district partners.

Goals

The goals and objectives of counseling will be specific to each student, developed collaboratively with the student, and evaluated and updated periodically.

Risk of Counseling

Talking about issues can sometimes cause negative emotions to become more present. These feelings tend to decrease as your child becomes more familiar with the counselor and the counseling process.

Limitations of Counseling

If the counselor working with your student feels like he/she may need outside intervention or other modes of therapeutic support, the counselor will provide counseling resources for an outside referral.

Counselor Credentials

The Support Counselor is a Licensed Professional Counselor and is licensed by the Texas State Board of Examiners of Professional Counselors.

Because this service is optional, your permission is required to allow your child to participate. If you want to allow your student to participate in this free, voluntary program, please complete the blanks below and return the form as soon as possible to your school counselor.

For more information, please feel free to contact the District Support Counselors:

Robyn Fujarski, LPC- rfujarski@princetonisd.net – 469.952.5400 ext. 2026

Rachel Patterson, LPC-Associate, Supervised by Michelle Rachui, LPC-Supervisor- rachel.patterson@princetonisd.net – 469.952.5400 ext. 2025

Parental/Guardian Response:

Date ____/____/____

Parent/Guardian Name:

_____ (print name)

I am the PARENT/LEGAL GUARDIAN of

(Print student's name)

() I give permission for my student to participate in the above-described individual or group counseling sessions.

() I **DO NOT** give permission for my student to participate in the above-described individual or group counseling sessions.

Parent/Legal Guardian Signature(s) _____ Phone: _____

Please return the completed form to the campus counselor

Updated 6/15/2023

In-Take Checklist 23-24

Dress Code:

In addition to the PISD dress code, the following restrictive dress code applies to DAEP students. The DAEP dress code requirements are designed to support discipline, order, and safety. Also, the dress code can be enforced within 300 feet of the school. Students assigned to DAEP will wear the following.

- Jeans **Only (no rips in jeans)**
- Plain T-Shirt (**No writing, No emblems, absolutely nothing on the T-shirt**)
- **Shirts must be tucked in**
- Plain Pullover Sweatshirt (optional) (**NO HOODS ALLOWED**)
- Jackets (**all clothing will be searched**)
- Hair must be neat and groomed and of **natural hair color**
- **The headphone charge is for the 2nd pair \$5**

Prohibited Dress Code Items:

1st time, we will provide sweatpants; 2nd time, the student will not be allowed in the building.

- Any clothing item with logos
- Shorts are worn under jeans
- Sagging
- No leggings
- No Shorts
- Sweat Pant
- Jewelry of any sort (**If Jewelry is brought in, the parent will have to pick it up in the office at pick-up the first time. The second time offense will be taken up and released to the parent on Friday of that week to parents.**)
- Backpacks or purses
- Hats/headbands/durags or any other type of head covering
- Hoodies

Dress Code Violations:

- **1st time, we will provide sweatpants; 2nd time, the student will not be allowed in the building.**
- Students found to be in dress code violation at the beginning of the day will be required to correct the violation before entering the building.
- Students found to be in dress code violation after the day has begun will lose successful days or risk suspension.

Dismissal Time

School is dismissed at 2:50 P.M., DAEP staff leaves at 3:30 pm If you are late picking up your child, a day will be added.

Transportation

- A parent/guardian must provide transportation to and from the DAEP building.
- Arrangements should be made before coming into the building each day.
- Students can walk if the parent permits them to do so.

Parental/Guardian Response:

Date ____/____/____

Parent/Guardian Name:

_____ (print name)

I am the PARENT/LEGAL GUARDIAN of

(Print student's name)

