



2024-2025 ELEMENTARY CROSSROADS/DAEP PARENT HANDBOOK

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CROSSROADS HOURS

Elementary Program (Grades 1-6) 7:45 AM to 2:30
PM (*Students may enter the building at 7:30 am*)
Phone: 817-399-3555

The mission of Elementary DAEP is to coach students in improving social-emotional skills and practice positive behaviors in order to reduce the barriers to academic success and support a successful transition back to home campus.

OVERVIEW OF PROGRAM

Crossroads is a supervised off-campus educational program in which a student is provided classroom assignments by the home campus. This highly structured program is designed for students who lack the motivation to conduct themselves in accordance with the District's Student Code of Conduct on their home campus. The program provides students the opportunity to be removed from the home campus and still comply with academic requirements, as well as an opportunity to learn and practice appropriate behavior choices.

Crossroads assignments determined by the home campus administration based on the student's behavior, previous interventions (if applicable), and the Student Code of Conduct. Crossroads teachers and assistants provide students with frequent behavior feedback, opportunities for reflection, direct social skill instruction, and academic support and assistance as needed and appropriate.

Transportation to Crossroads is **NOT** provided by the District and is a parent/guardian responsibility.

RESPONSIBILITIES

Parents of elementary students (grades 1-6) **must** view a 10 minute virtual program orientation with their child prior to beginning the placement to review program policies, procedures, and expectations. The parent must also complete Virtual Consent Forms. *Optional: A face-to-face meeting may be scheduled with the Crossroads Facilitator.*

The home campus teachers will send the work to Crossroads for the student to complete.

The student is responsible for completing all academic work, and complying with all District and Crossroads rules and requirements. This includes daily search/seizure/surveillance procedures upon entry in order to protect the safety of students and school personnel and to enforce the Drug and Weapon-Free Zone Law.

The Crossroads teacher will assist the student with strategies and/or skills to develop appropriate social interactions and follow the Student Code of Conduct. The teacher will also monitor the quality of the student's academic work.

CROSSROADS CAMPUS RULES

ARRIVAL AND DISMISSAL PROCEDURES

Crossroads students must comply with arrival and dismissal times/procedures. Students are not allowed on the Crossroads campus before or after school hours. It is the parent's responsibility to ensure the student arrives and leaves campus at the correct times. Failure to do so may result in an additional day of placement.

Students assigned to Crossroads are not allowed to leave campus during school hours without permission from the Alternative Education Program facilitator or administrator. Students must follow check-out procedures through the DAEP office. A student not following proper procedures or leaving without permission may not be given credit for the day and will be subject to disciplinary action.

A student placed in Crossroads is prohibited from attending or participating in school-sponsored or school-related activities. With the exception of being on the Crossroads campus during school hours, a student assigned to Crossroads is not allowed on other district properties or where school-sponsored or school-related activities are taking place. Violators may be subject to criminal trespass under Section 30.05 of the Penal Code and/or may incur further disciplinary action.

ATTENDANCE

Students will comply with the attendance policy outlined in the District Student Code of Conduct and the Crossroads rules regarding absences and tardies. Regardless of the reason for an absence, students shall attend the number of days assigned to Crossroads. A student leaving campus prior to dismissal time, regardless of the reason, may not be given credit for the day. Truancy laws will be strictly enforced and unexcused absences may result in disciplinary action. Parents must notify the school of the reason for the student's absence no later than 9:00 a.m. on the day of the absence. Absences not cleared within 72 hours will be considered unexcused.

BREAKFAST/LUNCH SERVICE

The Crossroads breakfast/lunch program meets federally approved guidelines and meal prices are the same as on the home campus. Student cafeteria accounts will transfer from the home campus and students may order breakfast and lunch from the cafeteria. Additional snacks from the cafeteria are not available for purchase to students assigned to DAEP. Students must arrive at DAEP by 7:45 in order to receive breakfast.

Students may bring a nutritional breakfast or lunch from home in an appropriate container (no glass or metal). Food items that do not meet Food of Minimal Nutritional Value (FMNV), including but not limited to chips, candy, and carbonated/caffeinated beverages are not permitted at DAEP and will be sent home at the end of the day.

CONVERSATION GUIDELINES

Students are not allowed to talk in the classroom, restroom, or hallways without permission. Whenever conversation is allowed, it is to be appropriate. Students may not talk about drugs, sex, gangs, criminal escapades or any other subject deemed inappropriate by the DAEP staff. Students will not give gang signs or gestures even in greeting, or write/draw them.

COOL DOWN/TIME OUT

A student cool down or time out period may be assigned as a behavior management strategy designed to provide the student a place and time to regain self-control or calm down and demonstrate his/her ability to meet behavior expectations.

DISCIPLINE

In addition to the rules outlined in this handbook, students/parents should refer to the Student Code of Conduct for a more complete description of discipline policies and procedures.

DRESS CODE

Students must comply with the District dress code as outlined in the Student Code of Conduct and the DAEP dress code. Students will be checked daily for dress code violations. Students who violate the District and/or DAEP dress code (if the violation cannot be corrected at the door) will not be allowed to attend class until in compliance with the dress code. Students may be:

- Loaned a T-shirt and/or sweat pants for the school day
- Issued a belt to hold pants at natural waist level

Certain apparel, accessories, and hair grooming may distract/endorse the safety and/or welfare of others. In order to minimize class disruptions while promoting an atmosphere conducive to learning, the Alternative Education Program dress code includes the following additional requirements:

- All clothing and accessories must be free of any logo, decoration, symbol, picture, or letters that depict drugs, tobacco, alcohol, violence, weapons, gangs or any other lettering or saying which could be considered offensive, obscene, distracting, or disruptive.
- Shirts must have sleeves and must be tucked in so that the torso is covered and the waist is defined at all times. Shirts must be tucked in upon entering the building and remain tucked until the student is off school property. No tank tops or oversized shirts/tops shall be allowed.
- Students may bring a sweatshirt or light sweater to wear over an appropriate shirt at the discretion of DAEP staff. Hoods or any apparel (hats, caps, bandanas, etc.) may not be worn on the head.
- Pants or shorts must be worn at the natural waist (sagging will not be permitted). Torn, cut or slashed pants are considered inappropriate. Multiple layers of shorts/pants are not permitted.
- Students must wear tennis shoes or athletic shoes that have a sole less than 1" in height, tie with laces off the ground or have Velcro straps, close around the entire foot, and do not have wheels. Sandals, flip-flops, boots, and other non-athletic shoes are not permitted.
- No jewelry (including wallets, chains, and watches) or any body piercing jewelry is allowed. Any jewelry worn to DAEP will be confiscated and returned to a parent/guardian at the end of the program assignment.
- No backpacks are allowed in the building.
 - Personal electronic devices, including headphones, are not allowed. Cellphones must be labeled with the student's name and will be collected at check-in and returned at the end of the school day. School personnel are not responsible for the loss or damage of collected/confiscated items.
- Any article of clothing (including accessories) or grooming/hairstyles the administrator/designee determines to be inappropriate or could reasonably be expected to cause a disruption, safety concern, or interfere with normal school operations will not be permitted.

ELECTRONICS/CELL PHONES

No cell phones or electronics are allowed at school while attending Crossroads. Cell phones must be labeled with the student's name and will be collected at check-in and returned at the end of the school day. School personnel are not responsible for the loss or damage of collected/confiscated items.

GRADES/GRADING/PROGRESS REPORTS/REPORT CARDS

Assignments are returned to the home campus teacher(s) for grading. Progress reports and report cards will be accessible on Home Access Center as scheduled by the District.

ORIENTATION/INTAKE CONFERENCE

An Intake Conference is scheduled for the first day of a student's Crossroads assignment. At the Intake Conference the parent/student will receive a copy of the Crossroads Handbook. Topics addressed/reviewed at this conference will include:

- Program/campus rules
- Dress code
- Crossroads Handbook
- Behavior Management System
- District Student Code of Conduct

Families may choose to view a Virtual Video Orientation and complete Virtual Consent Forms in lieu of attending a face-to-face conference.

MEDICATIONS

All medication for Crossroads students, whether prescription or over-the-counter, is to be turned in to the DAEP Facilitator for check-in. Students who take medication during the school day must have a copy of the "HEB ISD Physician's Request for Administration of Medicine" form on file in the Stonegate Elementary clinic. No employee of the school district may administer any medication without the completed form. This also includes over the counter and non-prescription medications. All medication must be in the original container and must be properly labeled. Students are not to have in their possession medication of any sort without administrative approval and a doctor's statement of the emergency need for such (i.e., inhaler).

OFF-TASK BEHAVIOR/RULE VIOLATIONS/HARASSMENT

Students are expected to treat other students and District employees with courtesy and respect, avoid behaviors known to be offensive, and must not engage in verbal, non-verbal or physical conduct of a sexual nature. Off-task behavior or rule violations including any physical contact by a student toward another student or staff member will result in disciplinary action which may include, but are not limited to, loss of credit for and/or additional days being assigned. Parents may be required to pick up students who are not working on task, displaying aggressive behavior, and/or who violate policies, rules or regulations. Attendance credit may be denied for the day.

PERSONAL PROPERTY/PRIVATE POSSESSIONS/NON-SCHOOL RELATED MATERIAL The school is not responsible for a student's personal property/private possessions. Students are not permitted to bring/possess items/materials not related to school supplies/assignments. Such items including electronic equipment, personal magazines/journals, jewelry, etc. will be confiscated and may be returned to a parent at the discretion of the DAEP facilitator on the last day of the disciplinary assignment.

PHONE CALLS/VISITORS

Students will not be allowed to have visitors or receive/make phone calls at DAEP. Plans for student transportation should be arranged by the student/parent/guardian prior to coming to school. For the safety and confidentiality of the DAEP program, no one other than the DAEP staff and students are allowed in the DAEP classrooms.

SAFETY/SECURITY/SURVEILLANCE

Student safety is a high priority of the District and the Alternative Education Programs. The cooperation of students/parents is essential to school safety. Students should avoid conduct that is likely to put other students at risk. Students are expected to follow behavioral standards in this handbook and the Student Code of Conduct, and report to a teacher/administrator any safety hazards such as intruders on campus, threats to others' safety, and/or drug/weapon violations. Students who are in danger of hurting themselves, others, or destructing school property may be restrained using Nonviolent Crisis Intervention (NCI) methods. NCI certification is a requirement for all DAEP staff, including teachers and assistants.

In order to protect the safety of students and school personnel and to enforce the Drug and Weapon-Free Zone Laws, the District authorizes the use of surveillance and search devices including metal detectors, video/surveillance cameras, and canines as needed. Student jackets, pockets, etc. will be checked and any articles considered inappropriate for school will be confiscated and will not be returned to the parent. Any illegal items found will be turned over to appropriate legal authorities. Backpacks are not allowed. Lunch bags are to be handed to DAEP staff immediately upon entering the building.

STUDENT FINES

Student fines may be imposed for damaged textbooks, furniture, equipment, etc., and possession of cellular equipment as outlined in the Student Code of Conduct. Students are responsible for payment of lost textbooks, school notebooks, etc.

SUSPENSION

A student may be suspended from Crossroads for failing to comply with classroom/campus rules and/or rules outlined in the Student Code of Conduct. A student in danger of harming himself/herself or others may be suspended for a period not to exceed three days in succession. In the event of a suspension, attendance credit may be denied for the day.

TRANSPORTATION

Transportation to and from Crossroads is a parent responsibility. Plans for student transportation should be arranged by the parent/guardian prior to the beginning of the Crossroads assignment. Transportation for students with disabilities is not provided unless the IEP states that transportation is needed as a related service. A student may not be brought to Crossroads prior to 7:30 am or be on the campus unattended unless it is for a parent/student meeting at a designated time.

TRUANCY OFFICER

The District's Truancy Officer is responsible for enforcing district and state attendance laws/policies, investigating each case of unexcused absence and referring any student/parent who has violated compulsory attendance laws to the proper court for legal action. The Truancy Officer counsels with students/parents concerning attendance requirements and penalties for violating state law and district policies. A Truancy Officer may file a case in court against students/parents who are considered in violation of compulsory attendance laws.

Crossroads Expectations/Program Rules

Students are expected to follow CHAMPS expectations.

Conversation

- Speaks when permitted
- Communicates respectfully
- Uses appropriate tone of voice and language

Help

- Raises hand to be recognized
- Accepts assistance

Activity

- Begins task promptly and stays on task
- Follows instructions and completes assignments in a timely manner

Movement

- Stays in assigned seat
- Keeps hands, feet, and objects to self

Participation

- Cooperates with others
- Participates appropriately
- Applies best effort

Success

- Accepts responsibility and point reductions appropriately
- Uses strategies for self-control
- Follows dress code

Students are expected to complete all assignments and have earned at least 80 points out of a possible 100 points to earn credit for a successful day. Students will be assigned an additional day of Crossroads if they do not earn at least 80 points.

Consequences:

- Teacher warning
- Point reduction
- Withdrawal of privilege(s)
- Parent/guardian conference/contact
- Administrative referral/intervention (May include, but not limited to: Temporary removal from the classroom for timeout, cool down, or practice of appropriate behaviors; Behavior coaching; and/or Suspension or an additional Crossroads or DAEP placement)